

SCUPPS/HR DATA SECURITY AUTHORIZATION JUSTIFICATION

The purpose of this form is to assist campus HR staff in evaluating and documenting supporting rationale for SCUPPS/HR Data security authorization requests.

Requesting Information		
Requesting Department:	Supervisor:	Phone:
Employee:	Position Title:	Request Date:
Please list any others in Department/Office with current SCUPPS/HR Data security clearance:		

HR Data Tables Only (NOT SCUPPS ACCESS)
<p>NOTE: If you are requesting access to HR Data tables only, there are two levels of security High and Low. In most cases ONLY Low access will be granted unless a specific business need is identified and documented.</p> <p>Check the applicable security level for which you are requesting access:</p>
<input type="checkbox"/> HR Low: Does NOT include access to any private data such as Social Security Number, Ethnicity, Date of Birth, etc.
<input type="checkbox"/> HR High: Includes access to employee Private data such as Social Security Number, Ethnicity, Date of Birth etc.

SCUPPS Access - Non-Human Resources Viewer
<p>Definition: Casual user of the HR application who has limited view rights, mainly for person and employee demographic information. Typical users: Non-HR office specialists, dean or department manager, other non-HR staff. Permissions for this group include view only rights to employee demographics, job, bargaining, assignment functions, appointment status, seniority, MSCF tracking, and vacant positions.</p>
<input type="checkbox"/> I am requesting Non-Human Resources Viewer access to SCUPPS data.

Rationale & Related Job Duties
<p>Please list rationale and specific job duties requiring the above requested access: (Be specific)</p>

Supervisor Signature

Date

Vice President Signature

Date