APPLICATION FOR PEOPLESOFT
HRMS ACCOUNT

PLEASE TYPE OR PRINT CLEARLY

Applicant Name *(include middle initial)* _____ **Date** _____

Applicant Title _____ **Phone #** _____

Department _____

Network Login Name *(required)*: _____

Type of Account Requested (when requesting Time Entry, Time Off Tracking and/or ePAF fill in table below)

☐ **Time Entry** (Non-Exempt)
☐ **Time Off Tracking** (Exempt)
☐ **ePaf** (Students and Temps)
☐ **BFO** (school) _____
☐ **Faculty** (school) _____
☐ **Other** _____

Time Entry		Time Off Tracking		ePAF	
Timekeep Number(s)	**Timekeep Name**	**Timekeep Number(s)**	**Timekeep Name**	**Home Department Number(s)**	**Dept ID Numbers(s)**

***If additional timekeep numbers are needed, please attach a separate list**

Signatures

The PeopleSoft Human Resources System (HRS) is used exclusively for the official business of Tufts University. All other use is prohibited. PeopleSoft accounts are issued to Tufts University staff members upon request and with supervisor, department head or BFO approval. For more information about Tufts' computing policies and user responsibilities, refer to the University's "Information Stewardship Policy & Supporting Information Policies at http://uit.tufts.edu/?pid=786

I hereby request a PeopleSoft HRS Account. I accept responsibility for the work done using this account and for maintaining the confidentiality of the data. I understand that this account is to be used only by me and under the conditions stated on this form:

_____

Applicant's Signature _____ Date

I will notify the Human Resources Service Center when the individual has left the employ of my department. I endorse this request for a PeopleSoft Account to be used in compliance with the conditions stated on this form.

_____

Department Head/Supervisor or/BFO Signature _____ Date

_____

Security Completed By (signature) Date OPERID

Security Class

Please return completed application to: HR Service Center, 200 Boston Ave - Suite 1750, Medford Campus. If you have any questions please call, 7-3075.

Revised 01/12/09