

Data Warehouse Access Request Form: Payroll Change Log Data

Check one:

- New Account
- Terminate Access
- Change Privileges - Reason: _____

Part 1 Identification Information

(please print)

Full Name (include middle initial): _____

Phone Number: _____ - _____ Organization Name: _____

Address: _____

Email Address: _____ @ _____ PennID Number: _____

PennNet ID (network ID): _____ Oracle ID (for changes, deletions): _____

As an individual whose position requires interaction with any or all of the University's administrative information systems, I may be provided with direct access to confidential and valuable data and/or use of data systems. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of University resources, I will maintain the confidentiality of my password for all systems to which I have access. I will maintain in strictest confidence the data to which I have access. Any confidential information will not be shared in any manner with others who are unauthorized to view such data. I will use my access to the University's systems for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for personal purposes is prohibited. I understand that any abuse of access to the University's systems and their data, any illegal use of copying of software, any misuse of the University's equipment may result in disciplinary action, loss of access to the University's systems, and possible sanctions consistent with the University Policy on Adherence to University Policy.

Requestor signature: _____ Date: ____/____/____
 Expiration Date: ____/____/____ (if applicable)

Part 2A Requested Access for:

**University Payroll/Personnel
change log data**

Part 2B Access Scope: Specify *one* scope of access required.

- University Wide
- School -- School Number: _____
- Department - Department Number: _____

Part 2C Access Level: Specify the *highest* level of access required.

- | | |
|--|--|
| <p>LEVEL/DESCRIPTION</p> <p><input type="checkbox"/> 1 basic employee demographics (name, home org, work phone)</p> <p><input type="checkbox"/> 3 basic job information & other employee info
(home address, sex, emergency contact, employment status)</p> <p><input type="checkbox"/> 5 complete job detail (incl. salary/distribution accounts) & sensitive employee data (citizenship, visa, birthdate, marital status)</p> | <p>LEVEL/DESCRIPTION</p> <p><input type="checkbox"/> 7 ethnicity, handicap</p> <p><input type="checkbox"/> 9 benefits</p> <p><input type="checkbox"/> 10 direct deposit account information</p> |
|--|--|

Part 3 Query tool: Business Objects full client InfoView only Other - please specify method of access: _____

Part 4 Authorizing signatures: *The person named above has my approval for the requested warehouse access.*

Supervisor's Signature: _____ Date: ____/____/____

Human Resources Signature: _____ Date: ____/____/____

Payroll Signature: _____ Date: ____/____/____

Part 5 To be completed by Security Administrator

ID assigned: _____ Initial password assigned: _____

Data Administration initials: _____

Authorizations in order. Date received: ____/____/____

Authorization incomplete. Return to sender.

Date returned to Security Administrator: ____/____/____ Date completed: ____/____/____ Remarks:

Send completed forms to:
 Data Administration - Warehouse Access
 Suite 265C 3401 Walnut Street/6228

To request forms, see <http://www.upenn.edu/computing/da/dw/forms.html>