

## Request For Electronic Employee Action Form Security

Employee Information (Please Fill Out All Fields):

Last Name \_\_\_\_\_ Employee ID \_\_\_\_\_  
 First Name \_\_\_\_\_ Building/Room# \_\_\_\_\_  
 Department Name \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Telephone \_\_\_\_\_

Novell Login ID/PeopleSoft Self-Service UserID \_\_\_\_\_  
 Campus Telephone \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Student Employee \_\_\_\_\_

Supervisor Initials	Select an Approval Level of Employee Action Form (EAF) Authority (Supervisor to Initial the Appropriate Actions)	Role:
	A. Create, Edit and Review an EAF Online (List the Department Number(s) You Can Review)	<b>HR EAF Self Service</b>
	_____	
	_____	
	B. Approve an EAF for/as the Department Head (Enter the Department number(s) You Have Signature Authority Over)	<b>HR Department SS</b>
	_____	
	_____	
	C. Approve an EAF for/as the Dean (Enter the Department number(s) You Have Signature Authority Over)	<b>HR Dean SS</b>
	_____	
	_____	
	D. Approve an EAF for/as the Affirmative Action Officer (When Applicable)	<b>HR Affirmative Action SS</b>
	E. Approve an EAF for/as the Dean of the Graduate College (When Applicable)	<b>HR Graduate Dean Self Service</b>
	F. Approve an EAF for/as the Dean of Extended Studies (When Applicable)	<b>HR Ext Studies Self Service</b>
	G. Approve an EAF for/as the Office of Sponsored Programs (When Applicable)	<b>HR OSP Self Service</b>
	H. Approve an EAF for/as the President/Provost/Vice President	<b>HR Provost Self Service</b>
	I. Approve an EAF as the Budget Office	<b>HR Budget Self Service</b>

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval \_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Services Approval \_\_\_\_\_  
Date

\*\*Please Send Completed Form to Human Resource Services MS 1265