

# HRIS Security Request

Request Type: ● Organization Role (Complete Section A)  
● Other Access (Complete Section B)

Request Date: \_\_\_\_\_

Requestor name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Effective date \_\_\_\_\_

Request for worker \_\_\_\_\_ Employee ID (7-digit) \_\_\_\_\_

## Section A: Supervisory Organization Roles

Highest Supervisory Organization(s) the user will support (can enter multiples):

Include subordinate organizations

To maintain segregation of duties controls, the following role combinations may not be assigned to a single individual:

- HR Partner or HR/Payroll Analyst and Compensation Partner
- HR Partner or HR/Payroll Analyst and Sr. VP
- HR Partner and SBO
- SBO and Requisition Analyst
- SBO and HR/Payroll
- Sr. VP and Dean/VP

Workday Roles Requested:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Absence Partner–Limited | <input type="checkbox"/> Academic HR Partner                 | <input type="checkbox"/> Academic HR/Payroll Analyst     | <input type="checkbox"/> Benefit View Only         |
| <input type="checkbox"/> Cost Allocation–Limited | <input type="checkbox"/> Data Analyst–Global                 | <input type="checkbox"/> Department Admin Approver       | <input type="checkbox"/> Faculty Absence Partner   |
| <input type="checkbox"/> Faculty Partner         | <input type="checkbox"/> Financial/Budget Analyst–Limited    | <input type="checkbox"/> HR Partner*                     | <input type="checkbox"/> HR Partner–Limited        |
| <input type="checkbox"/> HR/Payroll Analyst      | <input type="checkbox"/> HR/Payroll Analyst–Limited          | <input type="checkbox"/> HR/Payroll Analyst–Limited KSOM | <input type="checkbox"/> I-9 Processor             |
| <input type="checkbox"/> Manager                 | <input type="checkbox"/> Offer Specialist                    | <input type="checkbox"/> Other (describe in comments)    | <input type="checkbox"/> Recruiter                 |
| <input type="checkbox"/> Recruiting Manager      | <input type="checkbox"/> Remove roles (describe in comments) | <input type="checkbox"/> Requisition Analyst             | <input type="checkbox"/> Senior Business Officer** |
| <input type="checkbox"/> Talent Manager          | <input type="checkbox"/> Time Tracking Manager               | <input type="checkbox"/> Union Partner                   | <input type="checkbox"/> USC Admin View            |

\* Includes Department Admin Approver, Talent Manager by default. Requires approval by Executive Director, HRA.

\*\* Requires approval by Comptroller and VP Finance.

People already in this role supporting these organizations (please select): \_\_\_\_ [drop down options] \_\_\_\_

Comments:

## Section B: Other Access

**Dovetail, Visier, TrojanLearn, and other Workday** requests. Please describe access as thoroughly as possible. A Security Administrator will be in touch to review your request.

## Section C: Approval

Approver Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

**HRIS Security Request (continue)****Section D: Confidentiality Agreement****University Records Security and Confidentiality Agreement**

The University of Southern California is committed to controlling and protecting the access to, use of, and storage and disposal of employment records and the information they contain. This includes (but is not limited to) personal information (such as Social Security numbers, addresses, telephone numbers, tax information, bank accounts, credit cards); payroll and employment information (such as employment history, salaries and wages, payment instructions, garnishments, immigration documentation, terms and conditions of employment, performance evaluations, disciplinary action, terminations, legal agreements, investigative reports); and benefits information (such as dependent and beneficiary information, medical claims, account numbers, financial data). Those with access to Workday, ais-c2000 (PPBS), timekeeping systems, Glacier and other payroll, human resources and benefits systems or data are in a unique position of trust, required to maintain the security and confidentiality of employment records. In light of this, each user must agree and adhere to the following principles and requirements:

1. Unauthorized access, use, storage or disclosure of employment records or reports is prohibited, including any access, use, storage or disclosure for any reason other than the legitimate execution of duties and responsibilities assigned by the university.
2. Each user has unique access codes (login ID, password, operator code, etc.). Users may not divulge or allow anyone else to use these codes. If users suspect someone knows or is using their access codes, they must immediately notify HR Information Systems via the HR Service Center.
3. Users may not leave a system unattended without properly and fully exiting from all systems.
4. Users may not inquire or look up any data on any employee unless authorized to do so and as required in the course of executing the duties and responsibilities of their job.
5. Users may not knowingly include or cause to be included any false, inaccurate or misleading information in any records.
6. Users may not personally benefit or allow others to benefit from knowledge of any confidential information to which they have access or exposure. This includes modifying their own records, or family or close relations' records, in a manner not specifically authorized and appropriate via employee self-service modules.
7. No official records or any copy thereof may be physically removed from the office where they are maintained or downloaded or in any way electronically transmitted, except in the performance of duties.
8. Use of university computer equipment requires adherence to all university policies ([www.usc.edu/lits/policies](http://www.usc.edu/lits/policies)).
9. Users may not aid, abet, or act in conspiracy with another to violate any part of this agreement.

Violation of this agreement may result in cancellation of access, and also lead to reprimand, suspension, dismissal and/or termination consistent with the university policy.

I have read and agree to abide by the above principles and requirements.

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**Signature of individual to receive access**

**Date**

*Note: must be scanned or original signature*

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Please submit the completed form to the HR Service Center ([uschr@usc.edu](mailto:uschr@usc.edu)).  
The University Records Security and Confidentiality Agreement must accompany all requests.