

PeopleSoft HR (PSHR) Electronic Workflow Access Authorization

Human Resources

Please type or print all requested information. Submit the signed, completed form to:

Human Resources
1300 Seibert Administration Building – 5217 Attn: Sara Anderson
Or FAX to 387-3441

Once the authorization has been processed, you will be notified via e-mail.

Last Name: _____ First Name: _____

Employee ID: _____ BroncoNet ID: _____

WMU Email: _____ Phone: _____

Department: _____ Position#: _____

Associated cost centers: _____

AUTHORIZING SIGNATURES:

I understand I must hold confidential information in trust and confidence, and am subject to disciplinary action if I am found in violation of the confidentiality policy:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Employee is Authorized as an (check all that apply): INITIATOR APPROVER

POSITION Number is already in the Approval Rule Set: Yes No → If NO, department must also submit a 'PSHR Electronic Workflow Approval Rule Change Request' form to add position number to the approval list. Questions regarding Approval Rule Sets should be directed to hr-hris@wmich.edu

Dean or Vice Provost: _____ Date: _____

(Required for academic departments)

Office Use Only:

OIT E-mailed _____ WMU_WF_INITIATOR WMU_WF_APPROVER

DEPTIDs _____

Workflow /SEOT Email sent to Ee _____ Added to LDAP/SEOT _____