WESTERN MICHIGAN UNIVERSITY
Human Resources
1300 Seibert Administration Building, Mail Stop 5217
Phone (269) 387-3620   Fax (269) 387-3441

PeopleSoft Information
Access Authorization

Access to PeopleSoft is granted to allow WMU employees to conduct the business of the University. Please print and fill out this form. **Return completed form to Human Resources – hr-hris@wmich.edu or Mail Stop 5217**

Last Name	First Name	Bronco Net ID
WMU Email	Department Name	Phone
DeptID(s)/Associated Cost Centers:		

Budget – Questions, contact University Budgets, Phone 387-4275

☐ Pay Earnings Report (BPES) ☐ Budget Reporting (BD_REPORTING)
☐ Budget Entry Spreadsheet (BES_USER)

Human Resources – Report Access. Questions, contact Genny Ludwig, Human Resources, Phone 387-2984

☐ Management Data Report (HRRUN) ☐ PeopleSoft Timekeeper Report (must be a timekeeper) (HRRUN)
☐ Report Manager Report. Folder needed(HRREPORTS)

Human Resources – Workflow Access. Questions, contact Genny Ludwig, Human Resources, Phone 387-2984

☐ INITIATOR (WF_INITIATOR)   **Position #_____   Employee ID_____**
☐ APPROVER (WF_APPROVER)
*Position Number is already in the Approval Rule Set: ☐ Yes ☐ No -> If NO, department must submit a 'PSHR Electronic Workflow Approval Rule Change
Request form to add position number to the rule set. Questions regarding approval rule sets should be directed to Genny Ludwig.
Human Resources- Workflow Report Access – Special Request – Department ID for security designation must be listed above.
  ☐ WF Report- wmuhr503-Extract TA/HSA/GRA to CSV ☐ WF Report- wmuhr502-Extract IP form records to CSV

Human Resources – Manager Self Service Access. Questions, contact Genny Ludwig, Human Resources, Phone 387-2984

☐ INITIATOR ☐APPROVER (WMU_eProfile_Manager_Fluid, WMU_MSS_MANAGERS, WMU_Approvals_Fluid)

Sharing of this information for any other purpose is prohibited. By signing this request you agree to abide by the policies of the University as outlined in the following links:
https://www.wmich.edu/sites/default/files/attachments/u218/2013/administrative-data-systems-policy.pdf
https://wmich.edu/registrar/faculty-staff/data-access

AUTHORIZING SIGNATURES (only where needed):

	Date Signed
Employee	
Supervisor (Required for All Requests)	Date Signed
Department Manager (Required for Management Data Report only)	Date Signed
Deans Office (Required for Budget, Grants, Workflow – Academic depts. only)	Date Signed
*Vice Provost (Academic departments only- Required if position number is not in the approval rule set.)	Date Signed