



HUMAN RESOURCES SDES ePAF and Payroll Security Form

GENERAL INFORMATION			
Employee Name _____	Title (Dr., Mr., Ms.)	Last,	First
			MI
Employee ID# _____			
Email Address _____	Employee Status	<input type="checkbox"/>	A&P or Faculty
	(check one)	<input type="checkbox"/>	USPS
		<input type="checkbox"/>	OPS
Campus Phone # _____			
Home Department Name & Number(s) _____			
USER STATUS			
Status (check one) <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Terminate (Effective date of termination _____)			
USER ACCESS TYPE			
<input type="checkbox"/> ePAF Originator*	select only one	<input type="checkbox"/> ePAF VP/Dean Approver	
<input type="checkbox"/> Payroll Processor	select only one	<input type="checkbox"/> Payroll Approver	
SIGNATURES			
<ul style="list-style-type: none"> Each user is responsible for his/her own access to the system. Users are not permitted to share their user id and passwords. Security will be DELETED upon termination of employment at UCF. Before submitting form to SDES make sure to have employee and Dept. Head or Direct Report signature. 			
As an employee of the University of Central Florida, I, the undersigned, accept the responsibilities of having security in PeopleSoft SA/HR to create or approve electronic Personal Action Forms (ePAFs). I understand that my security is for use in administrative support only. Any other uses of this access are strictly prohibited. I, further, understand that Human Resources reserves the right to terminate my security for improper or illegal use.			
_____ Employee Signature	_____ Date		
_____ Employee Name (Print)	_____ Dr. Sharon Ekern or Mr. David Pavlonnis Signature	_____ Date	
_____ Dept. Head or Direct Report Signature	_____ Date		
DEPARTMENTAL CONTACT INFORMATION			
The departmental contact will be notified by email when the security access has been created.			
Departmental Contact _____		Phone _____	Email _____

SUBMISSION INSTRUCTIONS: Form must be sent to SDES by either fax (407) 823-2969; campus mail: Shana Arias MH 282 Plus 4: 0160; or scanned and emailed to shana.arias@ucf.edu