



# Reviews and Approvals

Date \_\_\_\_\_

**Signature of Applicant \*** \_\_\_\_\_

\* Signature indicates acceptance of acceptable use policy provisions, and all applicable privacy policies. See the following URL for the full policy: [http://www.bgsu.edu/organizations/itc/acceptable\\_use.html](http://www.bgsu.edu/organizations/itc/acceptable_use.html)  
A signed copy of the "Ethical Use of PeopleSoft Systems" form must accompany this request.

**Signature of Manger** \_\_\_\_\_

**Email address** \_\_\_\_\_

<b>HCM Review</b>		<u>Denied?</u>	
<b>Contact Approvals</b>			
Payroll	_____	<input type="checkbox"/>	_____
HR	_____	<input type="checkbox"/>	_____
Benefits	_____	<input type="checkbox"/>	_____

For denied requests, HCM Review Contact will indicate any approved access roles, as well as the reason for denying other roles below. (Note: Any approved roles will be created as requested.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If Manager desires appeal, please indicate reasoning below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appeal Disposition	Granted <input type="checkbox"/>	Denied (Send email message to Manager) <input type="checkbox"/>	Date _____
Appeals Representative	_____		_____
Rationale:	_____		
	_____		
	_____		

PeopleSoft Security Updated

Disposition email message sent  Date \_\_\_\_\_

Security Administrator \_\_\_\_\_

Any ITS-only roles will be indicated below (SETUP\_VIEW, ITS\_VIEW\_ONLY, SQL\_PLUS, ProcessSchedulerAdmin, Security\_Admin)

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_