**NM STATE UNIVERSITY**

New Mexico State University
Information & Communication Technologies
# Electronic Personnel Security - People Admin/EPAF

**Instructions**: To request or cancel user security authority to process hires in PeopleAdmin/EPAF. Complete sections 1-4. **In accordance with ARP 15.40, the <u>Computer & Data Security</u> training must be completed before access will be granted. The online training can be found by logging on to** trainingcentral.nmsu.edu. Scan and e-mail the completed form to security_admin@nmsu.edu, or fax to 8 646-2699 (fax must be dialed as 8 646-2699 even if on campus).

## SECTION 1: REQUESTOR INFORMATION

Employee Name (Last, First): _____  Aggie ID: _____

Position Title: _____  College/Division: _____

E-mail Address: _____  Phone: _____  Date Access Required: _____

## SECTION 2: REQUEST DETAILS

**PEOPLE ADMIN**   **Note 1**: All roles added will automatically be set up to receive informational e-mails. E-mails can be individually managed by the user upon gaining access. **Note 2**: Please utilize page two if you have more than 1 department to list for Dept Org.

☐ Add   ☐ Remove   **Department Authority:** Authority to initiate the action and submit/route to the Approving Authority.

Dept. Org: _____ - _____ (i.e. 100000 - Department Name)

☐ Add   ☐ Remove   **Approving Authority:** Authority to initiate staff actions and submit/route for HR approval. Authority to initiate and approve faculty actions. Must be a Campus President, Dean, Vice President or official designee.

Dept. Org: _____ - _____ (i.e. 100000 - Department Name)

☐ Add   ☐ Remove   **Search Committee:** Serves as internal or external voting member of search committee with authority to review and evaluate applicants when assigned to a particular search. Search Committee Chair may be assigned as part of posting process under this user type.

Dept. Org: _____ - _____ (i.e. 100000 - Department Name)

**EPAF** - *Please utilize page two if you have more than 1 department to list.*

☐ Add   ☐ Remove   **EPAF Originator:** Authority to originate EPAF transactions and submit/route for approval.

Dept. Org: _____ - _____ (i.e. 100000 - Department Name)

☐ Add   ☐ Remove   **EPAF Approver (Dean/VP):** Authority to approve EPAF transactions. Must be a Campus President, Dean, Vice President or official signature authority designee.

Dept. Org: _____ - _____ (i.e. 100000 - Department Name)

## SECTION 3: REQUESTOR APPROVAL

By signing this form, you acknowledge that you have read and understand your responsibilities as they pertain to data/information security outlined in section 2.35 of the NMSU Policy Manual.

Employee Printed Name: _____  Signature: _____  Date: _____

## SECTION 4: OFFICIAL APPROVAL

Printed Name: _____  Signature: _____  Date: _____
Dean/VP/CC President (Delegates not authorized to sign)

Reset

# Electronic Personnel Security - Department List

Print and obtain approval if this section is utilized.

Employee Name (Last, First): _____ Aggie ID: _____

| Department Org Number | Department Name |
|---|---|
| 100000 (example) | Department Name (example) |
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## SECTION 5: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____
Dean/VP/CC President (Delegates not authorized to sign)

Reset