California State University Northridge

SOLAR ACCESS REQUEST FORM
Human Resources Module

Documents can be viewed using Adobe Acrobat Reader. You can download Adobe Acrobat 8.x from **www.adobe.com/products/ acrobat/readstep2.html**

USER INFORMATION *(If you do not know the Operator ID number, leave blank.)*

Name, Last: [ ] First: [ ] Initial: [ ] Empl ID: [ ]

Job Title: [ ] Effective Date: [ ]

Email: [ ] @csun.edu Extension: [ ]

Dept. Name: [ ] Dept. ID: [ ] Operator ID: [ ]

REQUEST: ☐ New Access ☐ Modify Access Remove all access: ☐ Termination ☐ Transfer

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ROLES *(Role descriptions listed on the Instructions for this form):*

☐ Add ☐ Delete Absence **Self Reporter**/Enter & View Absences *(NRHR AM Self Reporter)*

☐ Add ☐ Delete Timesheet **Self Reporter/**Enter Timesheet Data *(NRHR T&L Self Reporter)*

☐ Add ☐ Delete Absence & Timesheet **Timekeeper** *(NRHR T&L Time Keeper)*

☐ Add ☐ Delete Absence & Timesheet **Approver** *(NRHR T&L Approver)*

☐ Add ☐ Delete Master Payroll **Reviewer** *(NRHR MPC Display)*

☐ Add ☐ Delete Master Payroll **Certifier/Approver** *(NRHR MPC Update)*

☐ Add ☐ Delete **Enter** Student Hires & Change Transactions *(NRHR Student Hire)*

☐ Add ☐ Delete **Enter** Part-Time Faculty & Summer Hires and Change Transactions *(NRHR PTF User)*

☐ Add ☐ Delete **Approve** all Part-Time Faculty & Summer Transactions *(NRHR PTF Approver)*

☐ Add ☐ Delete Recruitment Job Opening **Creator** *(NRHR Recruitment Job Creator)*

☐ Add ☐ Delete Update **Payroll Funding** Strips *(NRHR Labor Distribution User)*

☐ Add ☐ Delete Update **People Finder** Campus Directory *(NRHR PPLF UPDATE)*

☐ Add ☐ Delete Access HR Data Warehouse/ Campus-wide Employee Data *(NRHRDW_INQ_NSENSDATA)*

☐ ***Other:**

*IT & HR Staff Only: Provide the title of the other role requested. Roles accessing confidential information require approval from the Vice President for Administration and Finance which will be obtained by the HR Gatekeeper.

DEPT# OR AREA/ DIVISION NAME FOR ROLES *(complete only one box)*

Dept(s)# [ ] **OR** Area/Division Name: [ ] Permission List *(HR ONLY):* [ ]

Change Dept. Access *(List dept(s) # or College):* [ ] ☐ Add ☐ Delete

APPROVALS

	Print	Signature	Date
User's Supervisor			
Division/College Administrator			
Security Gatekeeper			
Security Administrator			

APPROVAL OF ROLES ACCESSING CONFIDENTIAL INFORMATION

	Print	Signature	Date
VP, Admin & Finance			

Revised 2013/05/06

1. COMPLETE USER INFORMATION

This section requires information for the employee requiring access. Complete all information including the CSUN Employee ID number which will be provided by Human Resources for all new employees.

2. SELECT REQUEST

Indicate if the requested access is for a first time user of SOLAR HR (New Access), an update to access for an existing user (Modify Access), or a request to (Remove All Access) for an employee that is leaving the University or no longer requires access to the system. If you are changing the departmental access, please use the "Other" line under Roles, and indicate whether you are adding or deleting departmental access; this will not impact individual roles since departmental access is across all roles.

3. SELECT ROLES & APPLICABLE DEPARTMENTS OR DIVISION

Select the requested roles and the department, or division impacted by all of the roles. A brief description of the roles is listed below:

ROLE NAME	DESCRIPTION
Absence **Self Reporter**/Enter & view absences	This role grants access to employees to report and view their own absences (e.g. vacation, sick, etc.) via self service. This role is only applicable to employees who can accrue and use leave time, including those who are eligible for holiday pay or dock time.
Timesheet **Self Reporter**/Enter timesheet data	This role grants access to employees to report their hours worked on the online Timesheet via self service. Time worked includes regular time, overtime, and shift differential. This role is only applicable to employees in non-exempt classifications.
Absence & Timesheet **Timekeeper**	This role grants access for an individual to perform Timekeeper-related responsibilities for designated department(s). It allows users to enter and review both absence and timesheet-related transactions and reports. This role also grants access to manage work-study activities. **NOTE:** An employee cannot be granted both the Absence and Timesheet Timekeeper **AND** Absence and Timesheet Approver roles.
Absence & Timesheet **Approver**	This role grants access to managers/supervisors or their designees to approve both absence and timesheet transactions online via manager self service. This role also grants access to manage work-study activities.
Master Payroll **Reviewer**	This role grants access for an individual to review the monthly master payroll data for their department(s). It provides 'view only' access and allows the user to enter comments related to MPC but does not allow for actual MPC approval.
Master Payroll **Certifier/Approver**	This role grants access for an individual to review and approve the monthly master payroll.
Enter Student Hires & Data Changes	This role grants access to enter student hires, pay changes, and terminations. This role also grants access to manage work-study activities.
Enter Part-Time Faculty Hires & Summer Hires and updates	This role grants access to enter hires, time-base changes and other information, as well as run reports for Part-Time Faculty and Summer Session hires in the academic units.
Part-Time Faculty & Summer Hire Transactions **Approver**	This role grants access to approve hires, time-base changes, and other transactions for Part-Time Faculty and Summer Session hires in the academic units.
Recruitment Job Opening **Creator**	This role grants access to create a job opening for recruitment.
Update **Payroll Funding** Strips	This role grants access to change funding strips for Labor Cost Distribution.
Update **People Finder** Campus Directory	This role grants access to update People Finder (campus directory).
Access HR Data Warehouse	This role grants access to view campus-wide employee queries and summary information.
Other	

4. APPROVALS

After completion, the form should be signed by the supervisor of the employee being granted access and the appropriate administrator. The form should be sent to the HR Gatekeeper for approval. An email will be sent to the employee after the requested access is granted. Routing information for the form is listed below:

ROUTING METHOD	INSTRUCTIONS
Deliver Electronically (preferred)	The form can be scanned and sent as an email attachment to Sherrill Bunce at sherrill.bunce@csun.edu.
Hand Deliver or Campus Mail	The form can be delivered/sent to Sherrill Bunce in Human Resources, UN 165 or Mail Drop 8229.

5. TRAINING

The supervisor and appropriate college or division administrator are responsible for ensuring the completion of appropriate training for the requested roles. Training is available on-line, and via internal training certification.

6. QUESTIONS

If you have questions about the form, need assistance with identifying training resources, or need clarification on the roles, please contact the SOLAR HR Gatekeeper at (818) 677-3354.