UNIVERSITY OF NEBRASKA
Medical Center

STAFFING - REQUEST FOR PEOPLEADMIN USER ACCOUNT

DIRECTIONS: Please type or print information in all fields, then print this document, obtain required signatures, scan to PDF, and return by email to jobs@unmc.edu. Incomplete requests will not be processed.

Department Name	Business Unit
Employee Information	**Supervisor Information**
Last Name, First Name	Last Name, First Name
Title	Title
Email Address	Email Address
Work Phone Number	Work Phone Number

Supervisor Section: *Please select appropriate group permission(s) access below. See Definitions for each on Page 2.*	
Position Description Viewer	Dean/Director (Approver)
Requisition Creator	Department Approver/Chair (Approver)
Manager	Risk Management (Approver)
Facilitator	Academic Services

Signatures – Both Employee and Supervisor must sign this document or permissions will not be granted.

I certify that the access requested is work related and necessary to perform the duties of my position.	
Employee Signature:	**Date:**

I certify that this employee needs access to perform the duties of his/her position.	
Supervisor Signature:	**Date:**

Access to the PeopleAdmin system is based on Group Permissions. Group permissions define roles that you can assign to users. UNMC has the following group permissions: Position Description Viewer, Requisition Creator, Manager and Facilitator.

DEFINITIONS:

Position Description Viewer
- ✓ Permitted to view position descriptions only within the position management module for assigned department(s).
- ☒ No access to create or update positions description.
- ☒ No access to Application Tracking Module to view or create requisitions and view applications.

Requisition Creator
- ✓ Permitted to create new requisitions within the application tracking module for assigned department(s).
- ☒ No access to view or disposition applications received for requisition.
- ☒ No access to Position Management module to view or update positions descriptions.

Manager
- ✓ Permitted to create and/or update position descriptions within the positions management module for assigned direct reports.
- ✓ Permitted to create and view requisitions within the application tracking module for assigned department(s).
- ✓ Permitted to view application(s) received in assigned requisition.
- ☒ No access to disposition the applicant workflow state for the application(s).

Facilitator
- ✓ Permitted to create and/or update position descriptions within the positions management module for assigned department(s).
- ✓ Permitted to create new requisitions within the application tracking module for assigned department(s).
- ✓ Permitted to view applications and disposition the applicant workflow state for the application(s) received for requisition.

Dean/Director
- ✓ Department Approver for Staff and Academic/Faculty Position Descriptions, Actions, Requisitions and can view active applicants.

Department Chair/Approver
- ✓ Department Approvers for Academic/Faculty requisitions only and can view active applicants.

Risk Management
- ✓ University Approver for Non-Faculty Volunteer requisitions only.

Academic Services
- ✓ Manage access user for all Academic/Faculty requisitions.