**Registration for access to MyHR (Departmental Read Only)**

Please use this form to request access to the following MyHR modules:

* MyHR Read Only for Departmental Finance Users
* MyHR Read Only for Departmental HR Users

**Please note:** Access to MyFinance is managed by the MyFinance representatives in each department.

Please email completed forms to the HR Systems and Business Process team at process@ucl.ac.uk and ensure that the signatory is copied in to the email to save any additional checks and reduce the time to process this request.

### User Details

|  |  |
| --- | --- |
| Individual’s name | Click or tap here to enter text. |
| ISD username | Click or tap here to enter text. |
| E-mail address | Click or tap here to enter text. |
| Employee number (if known) | Click or tap here to enter text. |
| Date access to start | Click or tap to enter a date. |
| Date access to end (if applicable) | Click or tap to enter a date. |

### Access Details

The available access:

* **MyHR Read Only for Departmental Finance Users**

This will give the user access to the following individual data found at an Employee or visitor/contingent worker record. This includes historical, current and future data.

**Employment** – Assignment Costing, Working hours (100% FTE equivalent), Work Pattern, FTE, Grade and Salary information.

* **MyHR Read Only for Departmental HR Users**

This will give the user access to the following individual data found at an Employee or visitor/contingent worker record. This includes historical, current and future data.

**Personal** – Names, Address(es), Phone Number(s), UPI and Start/Service Dates

**Employment** – Supervisor, Assignment Costing, Working hours (100% FTE equivalent), Work Pattern, FTE, Grade and Salary information, Probation and Notice Period, Projected End Date and Job Title, Clinical Contract, Fellowships and Teaching Fellow information.

Please confirm which **type of access** is required by selecting one option only and providing the information requested.

**Please note:** The information provided in the ‘Departmental Finance User’ access is present within the ‘Departmental HR User’ access.

[ ]  **MyHR Read Only for Departmental Finance Users**

or

[ ]  **MyHR Read Only for Departmental HR Users**

Please provide the name and code for the Department that the individual is to be given access to.

|  |  |
| --- | --- |
| Department Name | Click or tap here to enter text. |
| Department Code | Click or tap here to enter text. |

### Authorisation

### Authorisation is required by either the Head of Department, or the Faculty Director of Operations.

By approving this access I am authorising this individual to have access to view visitor/contingent worker and employee records and data.

|  |  |  |
| --- | --- | --- |
| Name | Click or tap here to enter text. | SignatureClick or tap here to enter text. |
| Date | Click or tap to enter a date. |

Please email completed forms to the HR Systems and Business team at process@ucl.ac.uk and ensure that the signatory is copied in to the email to save any additional checks and reduce the time to process this request.

**HR System and Business Process Team use only**

|  |  |  |
| --- | --- | --- |
| Name | Click or tap here to enter text. | CommentsClick or tap here to enter text. |
| Date | Click or tap to enter a date. |