**Registration for access to the MyHR Modules**

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

* Department Transactions
* Payment Approver
* Self Service Administrator

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

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.

### 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

Please confirm which access is required by marking the boxes and provide the information requested

[ ]  **Department Transactions**

This will give the user access to personal and employment data to enable them to submit requests to HR Services and Payroll including contract requests, changes to appointments, one off payments and leavers. The individual will be able to see all staff at the department requested, and all sub-units for this department.

***Please note****:* Access to Department Transactions cannot be provided until the Training has been completed. Department Transaction training is available to book in My Learning under Information Technology.

**Details of Department Transaction Access**

Please provide the name and the organisation 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. |
| Date Training Completed | Click or tap here to enter text. |

[ ]  **Payments Approver**

This access allows individuals to approve payments that have been created by another user, in line with Finance regulations.

Please provide the name and the organisation 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. |

[ ]  **Self Service Administrator**

This will give the user access to personal and employment data. The user can record and approve absence on behalf of the manager, including sickness. They will receive all absence related notifications raised within their area. The individual will be able to see all staff at the Department requested, and all sub-units for this department.

Please provide the name and the organisation 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 Director of Operations.

By approving this access I am authorising this individual to have access to view and update 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. |