



PeopleSoft User Request Form HCM Application

(Instructions: 1. Fill out User Request form 2. Complete General Service Request via Service Desk

3. Attach User Request form to General Service request)

User Information

First Name:	<input type="text"/>	Middle	<input type="text"/>	Last	<input type="text"/>
(No nicknames)					
Employee ID/ERN:	<input type="text"/> / <input type="text"/>	Location/Dept:	<input type="text"/> Please Select Location / (Select Dropdown)		
Email Address:	<input type="text"/> @sdccd.edu	Employee Type:	<input type="text"/> Please Select Employee Type (Select Dropdown)		
Supervisor/Pos #:	<input type="text"/> / <input type="text"/>	Request Type:	<input type="text"/> Please Select Request Type (Select Dropdown)		
Pos #/Start Date (Perm Contract Access):	<input type="text"/> / <input type="text"/>	Start/End Date (Temp Access):	<input type="text"/> From: <input type="text"/> To: <input type="text"/>		
New Position	<input type="checkbox"/>				

HCM Roles

Select Action (Add/Delete) then choose Security Role from Drop-down menu

Job Data	Position Data	Chartfield/GL Data
Action <input type="text"/> Select Security Role	Action <input type="text"/> Select Security Role	Action <input type="text"/> Select Security Role
Payroll Data	Time & Labor Data	Parking Data
Action <input type="text"/> Select Security Role	Action <input type="text"/> Select Security Role	Action <input type="text"/> Select Security Role
Action <input type="text"/> Select Security Role		
Fill in the blank (enter page name)		
Action <input type="text"/>	Action <input type="text"/>	Action <input type="text"/>

Additional Information

Create Profile same as: Employee Name: Empl ID: Pos #:

Delete all other roles that do not appear in this account? Yes No

Comments:

Authorization

Approval (Requestor):	<input type="text"/>	Print:	<input type="text"/>	Date	<input type="text"/>
HR Systems:	<input type="text"/>	Print:	<input type="text"/>	Date	<input type="text"/>

HR Systems Use (rev 2/8/24)

Add position to Role Query(ies):	Manually add Role(s) to User Profile:
<input type="text"/>	<input type="text"/>