MIAMI-DADE COUNTY
HUMAN RESOURCES DEPARTMENT
SECURITY REQUEST FORM

1. Complete the Security Application form.
2. Application will be processed and an e-mail will be sent by the Shared Services Analyst as confirmation of processing.

Effective Date

Employee ID	Last Name	First Name	Dept-Div-Loc

User ID	Classification	E-mail

Employee's Signature	Phone Number

TIME & LEAVE SYSTEM

☐ New Request   ☐ Change   ☐ Termination/Deletion

Explain the type of access requested:

ELECTRONIC FILES (emPower...Formerly FYI)

☐ New Request   ☐ Change   ☐ Termination/Deletion

Explain the type of access requested:

PEOPLESOFT

☐ New Request   ☐ Change   ☐ Termination/Deletion

Explain the type of access requested:

ONDEMAND

Folder Name	Segment(Department)	Group e.g. (Payroll Finance)	Type of request

COGNOS ACCOUNT & ACCESS

☐ New Request   ☐ Change   ☐ Termination/Deletion

Data Access: Identify by combination of departments-divisions-locations. NONE for no access. * for all units. (ie 019-*, 019-05-*, 019-06-016):

Public Data (Everything not classified as restricted or protected)		Restricted Data (SSN, Address)		Protected Data (SSN, Address for protected individuals,e.g. Police)	

Supervisor's Print Name	Email	Phone Number

Signature		Date Processed

Department Personnel Representative (Print Name)	Email	Phone Number

Signature		Date Processed

For use by Human Resources only

TIME & LEAVE SYSTEM

Security Level	Dept-Div	Pattern ID

FYI SYSTEM

CRS User ID (Same as e-mail Address)	Search Class Assignment(s)

Approved By - Print Name: (For Human Resources)	Email	Phone Number

Signature		Date Processed

Processed By - Print Name: (For ETSD)	Email	Phone Number

Signature		Date Processed