



Agency Security Request Form

GENERAL INFORMATION

Date: _____
 Action: _____ SELECT...
 Control-D/Web Access? _____

AGENCY

Agency: _____
 Leaving State Service? _____
 Current RACF ID (if applicable): _____

EMPLOYEE

Employee ID (EIN): _____
 Last Name: _____
 First Name: _____
 Middle Name: _____
 Date Training Completed: _____
 End Date (if applicable): _____

JOB ROLE

	JOB ROLE	I/V/R
Job Role 1 (Required)	SELECT...	SELECT...
Job Role 1 (Optional)	SELECT...	SELECT...
Job Role 1 (Optional)	SELECT...	SELECT...
Job Role 1 (Optional)	SELECT...	SELECT...
Job Role 1 (Optional)	SELECT...	SELECT...
Job Role 1 (Optional)	SELECT...	SELECT...

PROCESS LEVEL

From	To	From	To
SELECT...	SELECT...	SELECT...	SELECT...
From	To	From	To

SECURITY LEVEL AND SECURITY LOCATION

Level	Location	Level	Location
SELECT...		SELECT...	
Level	Location	Level	Location

HRIS Warehouse Request (Please Select)

Agency MAP Reports Agency Payroll Reports
 Agency Talent Reports Benefit Reports
 Agency HR Reports
 DOC MAP Reports

SPECIAL REQUESTS / COMMENTS

Supervisor/Manager

Name: _____
 E-mail Address: _____
 Phone Number: _____

Security Approver

Name: _____
 E-mail Address: _____
 Phone Number: _____

Security Administrator

Name: _____
 E-mail Address: _____
 Phone Number: _____

Employee

Name: _____
 E-mail Address: _____
 Phone Number: _____

Please e-mail completed forms to your Agency Security Administrator and they will route the form to hrishelpdesk@azdoa.gov. You will receive an email notification that a ticket has been created for your request.

HRIS SECURITY CHECKLIST (please do not write below this line)

Request: _____ SELECT...

Security Officer Update Date: _____

Security Class:	<input type="checkbox"/>	Resource Manager:	<input type="checkbox"/>
DSND:	<input type="checkbox"/>	User Profile:	<input type="checkbox"/>
Verified Training:	<input type="checkbox"/>	Control-D/Web ID:	<input type="checkbox"/>
HR09 (SSN access):	<input type="checkbox"/>	ETE Rpt Dist Group:	<input type="checkbox"/>
ZR02 (Time entry):	<input type="checkbox"/>		

COMMENTS:



Agency Security Request Form - Instructions

PROCESS TO COMPLETE SECURITY REQUEST FORM

1. The Security Request Form is completed by the user's Supervisor or Manager.
2. The Supervisor or Manager sends an e-mail to the Agency's Security Approver with the Security Request form attached to the email
3. After review, the Security Approver forwards the e-mail to the Agency's Security Administrator at
4. After review, the Agency's Security Administrator forwards the e-mail to HRIS Security at hris-security@azdoa.gov.
5. The HRIS Security Administrator evaluates the request.
6. If the request is incomplete or inaccurate, HRIS Security Administrator notifies the security administrator e-mail request.
8. The Agency Security Administrator is responsible for notifying the appropriate agency personnel the request has been completed.

Please read each section below as it will guide you on how to complete the Security Request Form

GENERAL

Date	Enter the Date of Request
Action:	Use the drop down arrow to select the desired action. Valid actions are: New User: Add a new HRIS user (no previous HRIS access). Add New Role to User: Add a new job role to an existing user. Change Existing User: Modify security for an existing user. Include a description of the change in the comment section below. Reinstate/Rehire/Agency Transfer: Previous HRIS access that had been removed, or access with another agency Delete Job Role from User: Delete a job role from an existing user. Remove all HRIS Access: Remove an existing user's access to HRIS.
Leaving State Service	Use the drop down arrow to select the appropriate response if the employee is or is not leaving the State of Arizona.
Control-D/Web Access (formerly Broadcast)	Use the drop down arrow to select the appropriate response. The following job roles may have access to Reports in Control-D/Web: Agency HR Approver or Initiator Agency PR Approver or Initiator
Current RACF ID (if applicable)	If the user currently has a RACF ID, enter the ID here, otherwise leave blank. (A RACF ID is required to access the reports under Control-D/Web).

AGENCY INFORMATION

Agency ID Use the drop down arrow to select the Agency

EMPLOYEE INFORMATION

Employee ID: Enter the user's five or six digit EIN (Employee Identification Number)
Last Name: Enter the user's last name.
First Name: Enter the user's first name.
Middle Name: Enter the user's middle name.
Date Training Completed: Enter the date the user completed the applicable HRIS training.
End Date (If applicable): Use this if access is being removed at a future date.

JOB ROLE Use the drop down arrow to select the Job Role(s) depending on the type of request. Valid actions are:

- New User:** -Select all job roles the user should have access to.
- Add New Role to Existing User:** -Select the job role(s) to be added.
- Change to Existing User:** -Select the job role(s) to be changed.
- Delete Job Role from Existing User:** -Select the job role(s) to be deleted.
- Remove all HRIS Access:** -Not required

I/V/R For each job role, enter the type of access the user should be granted:

- I = Input - denotes that user will have input access (includes V/R)
- V = View only - denotes that user will have view only access
- R = Reports - allows users to generate on-demand reports

PROCESS LEVEL

From Use the drop down arrow to select the process level the user should have access to.

If the user should have access to a range of process levels, use the drop down arrow to select the first process level in the range.

If the desired process level is not listed, enter it in the Special Requests/Comments section below.

If the user should have access to only one process level, use the drop down arrow to select that process level. (The same process level will be in the From and To fields.)

To If the user should have access to a range of process levels, use the drop down arrow to select the last process level in the range.

If a wrong process level is selected, use the drop down arrow to select the correct entry. If the field should be left blank, use the drop down arrow, scroll to the top of the list, and select the blank line.

Leave this section blank for the action 'Remove all HRIS Access'.

SPECIAL REQUESTS OR COMMENTS

Enter any other special requests or comments as needed.
If the request is to Change an Existing User's access, enter a brief description of the request here.

SUPERVISOR/MANAGER

- Name Enter the name of the user's supervisor or manager.
- E-mail Enter the supervisor' or manager's e-mail address.
- Phone Number Enter the supervisor' or manager's phone number.

SECURITY APPROVER

- Name Enter the Security Approver's name.
- E-mail Enter the Security Approver's e-mail address.
- Phone Number Enter the Security Approver's phone number.

SECURITY ADMINISTRATOR

- Name Enter the Security Administrator's name.
- E-mail Enter the Security Administrator's e-mail address.
- Phone Number Enter the Security Administrator's phone number.

JOB ROLE

SELECT...

ADOA Central Benefits Administrator
ADOA Central Benefits Approver
ADOA Central Benefits Initiator
ADOA Central Class and Comp Administrator
ADOA Central HR Inter-Agency Transfer Processor
ADOA Central HR Reports Processor
ADOA Central HRD Manager
ADOA Central Mailroom Specialist
ADOA Central Password Reset Reviewer
ADOA Central Report Writer Professional
ADOA Central Training Coordinator
ADOA Central Training Instructor
ADOA Central Workers' Compensation Specialist
Agency Absence Management Specialist
Agency Absence Management Manual Adj Processor
Agency Benefits Initiator
Agency Budget Analyst Professional
Agency Business Analyst
Agency EE Reimbursement Approver
Agency EE Reimbursement Specialist
Agency HR/PR Tax Initiator
Agency Human Resources Approver
Agency Human Resources Initiator
Agency Labor Distribution
Agency Non-System A Class and Comp Analyst
Agency OSHA Specialist
Agency Payroll Approver
Agency Payroll Initiator
Agency Phone/Email Maint Specialist
Agency Supervisor Code Maint Specialist
Agency Timekeeper
Agency Training Coordinator
Agency Training Initiator
Agency Training Instructor
Agency Transit Card Processor
Contractor Volunteer Administrator
DES ETE Account Information Specialist
EEO Specialist
ETE Account Template Specialist
ETE Batch Maintenance
ETE Personnel Coordinator
ETE Security Administrator
Federal Statistics & Census Report Prof
FMLA Coordinator
GAO AFIS
GAO Central General Ledger Administrator
GAO Central General Ledger Liaison
GAO Central Payroll Administrator
GAO Central Payroll Issued Warrant Validation
HRIS Warehouse Reporting Specialist

Report Writer Professional
Vehicle Template Specialist
MAP Proxy
Talent HR Contact (Liaison)
Talent Recruiter

AGENCY	ACTION	LEAVING
SELECT...	SELECT...	SELECT...
AB - ACCOUNTANCY BOARD	New user	Yes
AC - BOXING COMMISSION	Add new role to existing user	No
AD - DEPARTMENT OF ADMINISTRATION	Change existing user	
AE - RADIATION REGULATORY	Reinstate/Rehire/Agency Transfer	
AF - OFFICE OF EQUAL OPPORTUNITY	Delete job role from existing user	
AG - ATTORNEY GENERAL	Remove all HRIS access	
AH - DEPARTMENT OF AGRICULTURE		
AM - COMMISSION OF AFRICAN-AMERICAN AFFAIRS		
AN - ACUPUNCTURE BOARD OF EXAMINERS		
AP - APPRAISAL BOARD		
AS - ARIZONA STATE UNIVERSITY		
AT - AUTOMOBILE THEFT AUTHORITY		
AU - AUDITOR GENERAL		
BA - BOARD OF ATHLETIC TRAINING		
BB - BARBER EXAMINERS BOARD		
BD - BANKING DEPARTMENT		
BF - BOARD OF FINGERPRINTING		
BH - BOARD OF BEHAVIORAL HEALTH EXAMINERS		
BN - STATE BOARD OF NURSING		
BR - BOARD OF REGENTS		
CB - COSMETOLOGY BOARD		
CC - CORPORATION COMMISSION		
CD - AZ EARLY CHILDHD DEV & HLTH		
CE - CHIROPRACTIC EXAMINERS BOARD		
CH - DEPARTMENT OF CHILD SAFETY		
CL - EXPOSITION AND STATE FAIR BOARD		
CM - COMMUNITY COLLEGE BOARD		
CN - CONSTABLE ETHICS STDS AND TRAINING BOARD		
CO - COURT OF APPEALS		
CR - COTTON RESEARCH & PROTECTION COUNCIL		
CS - STATE BOARD FOR CHARTER SCHOOLS		
CT - COURT OF APPEALS DIV II		
DC - DEPT OF CORRECTIONS		
DE - DEPARTMENT OF ECONOMIC SECURITY		
DF - COMM FOR THE DEAF & THE HARD OF HEARING		
DI - DISEASE CONTROL RESEARCH		
DJ - AZ DEPARTMENT OF JUVENILE CORRECTIONS		
DO - DISPENSING OPTICIANS BOARD		
DT - DEPARTMENT OF TRANSPORTATION		
DX - BOARD OF DENTAL EXAMINERS		
EB - BOARD OF EDUCATION		
EC - CITIZENS CLEAN ELECTION COMMISSION		
ED - DEPARTMENT OF EDUCATION		
EO - OFFICE OF ECONOMIC OPPORTUNITY		
EP - DEPARTMENT OF COMMERCE		
EQ - STATE BOARD OF EQUALIZATION		
EV - DEPARTMENT OF ENVIRONMENTAL QUALITY		
FA - ARIZONA FINANCE AUTHORITY		
FD - FUNERAL DIRECTORS & EMBALMERS		
FO - STATE FORESTER		

GF - GAME AND FISH DEPARTMENT
GH - GOVERNOR'S OFFICE OF HIGHWAY SAFETY
GM - ARIZONA DEPARTMENT OF GAMING
GS - GEOLOGICAL SURVEY
GT - GOVERNMENT INFORMATION TECHNOLOGY
GV - GOVERNOR
HC - AHCCCS
HD - HOUSING DEVELOPMENT
HE - HOMEOPATHIC MEDICAL EXAMINERS
HG - OFFICE OF ADMINISTRATIVE HEARING
HI - HISTORICAL SOCIETY
HL - HOMELAND SECURITY
HO - HOUSE OF REPRESENTATIVES
HS - DEPARTMENT OF HEALTH SERVICES
HU - ARIZONA COMMISSION ON THE ARTS
IA - INDIAN AFFAIRS COMMISSION
IB - OCCUPATIONAL SAFETY & HEALTH
IC - INDUSTRIAL COMMISSION
ID - INSURANCE DEPARTMENT
JC - ARIZONA CRIMINAL JUSTICE COMMISSION
JL - JOINT LEGISLATIVE BUDGET COMMITTEE
LA - DEPARTMENT OF LIBRARY & ARCHIVES
LC - LEGISLATIVE COUNCIL
LD - LAND DEPARTMENT
LL - LIQUOR LICENSES DEPARTMENT
LO - LOTTERY
LW - LAW ENFORCEMENT MERIT SYSTEM
MA - EMERGENCY MANAGEMENT & MILITARY AFFAIRS
ME - ARIZONA MEDICAL BOARD
MI - MINE INSPECTOR
MM - DEPT OF BLDG & FIRE SAFETY
MN - MINES & MINERAL RESOURCES
MT - BOARD OF MASSAGE THERAPY
NA - NORTHERN ARIZONA UNIVERSITY
NB - NATUROPATHIC BOARD
NC - NURSING CARE EXAM BOARD
NS - NAVIGABLE STREAMS ADJUDICATION
OB - OPTOMETRY BOARD
OS - OSTEOPATHIC EXAMINERS BOARD
OT - OCCUPATIONAL THERAPY EX. BOARD
PA - POWER AUTHORITY
PB - PERSONNEL BOARD
PD - ST CAP PST CONV PUB DEF OFF
PE - ARIZONA COMMISSION FOR POSTSECONDARY ED
PH - PRESCOTT HISTORICAL SOCIETY
PI - PIONEERS' HOME
PM - PHARMACY BOARD
PO - PODIATRY EXAMINERS BOARD
PP - BOARD OF EXECUTIVE CLEMENCY
PR - PARKS BOARD
PS - DEPARTMENT OF PUBLIC SAFETY
PT - PHYSICAL THERAPY EXAMINERS BOARD

PV - PRIVATE POST-SECONDARY EDUCATION
RB - BOARD OF RESPIRATORY CARE EXAMINERS
RC - RACING DEPARTMENT
RD - INDEPENDENT REDISTRICTING COMMISSION
RE - REAL ESTATE DEPARTMENT
RG - REGISTRAR OF CONTRACTORS
RS - PUBLIC SAFETY RETIREMENT SYSTEM
RT - RETIREMENT SYSTEM
RV - DEPARTMENT OF REVENUE
SB - STRUCTURAL PEST CONTROL BOARD
SD - SCHOOL FOR THE DEAF & BLIND
SF - SCHOOL FACILITIES BOARD
SN - SENATE
SP - SUPREME COURT
ST - SECRETARY OF STATE
SY - PSYCHOLOGIST EXAMINERS BOARD
TE - TECHNICAL REGISTRATION BOARD
TO - OFFICE OF TOURISM
TR - STATE TREASURER
TX - TAX APPEALS BOARD
UA - UNIVERSITY OF ARIZONA
UL - UNIFORM STATE LAW COMMISSION
UO - RESIDENTIAL UTILITIES CONSUMER'S OFFICE
VS - VETERAN'S SERVICE
VT - VETERINARY MEDICAL EXAMINERS BOARD
WC - WATER RESOURCES
WF - WATER INFRASTRUCTURE FINANCE AUTHORITY
WM - WEIGHTS & MEASURES
YY - RETIREE ACCUMULATED SICK LEAVE

PROCESS LEVEL	REQUEST LEVEL	LEVEL
SELECT...	SELECT...	SELECT...
AB100	Approved	1
AB200	Denied	
ADAZG		
ADBSD		
ADCAP		
ADDIA		
ADDIR		
ADFSG		
ADFSR		
ADFSS		
ADGSA		
ADGSB		
ADGSC		
ADGSD		
ADGSF		
ADGSM		
ADGSS		
ADHRD		
ADISD		
ADMSA		
ADMSB		
ADMSC		
ADMSD		
ADMSH		
ADMSP		
ADMSR		
ADMSS		
ADPCA		
ADSAS		
ADSTI		
ADTPO		
AE100		
AF100		
AGAAA		
AGALB		
AGASD		
AGBFD		
AGCFP		
AGCIV		
AGCRD		
AGCRM		
AGDCS		
AGESO		
AGEXO		
AGFIN		
AGPAD		
AGSGO		
AGZZZ		
AH100		
AH110		

AH200
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AH900
AHC60
AN100
AN200
AP100
AS100
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BA200
BB100
BD100
BF100
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BN100
BR100
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CN100
CO100
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CS100
CT100
DC11A
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IDFAD
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IDINV
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IDLIF
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IDPRO
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JC100
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PI999
PM100
PO100
PO200
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SB100
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ST950
SY100
TE100
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TE400
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TO100
TO110
TO120
TO200
TO300
TO400
TO500
TO600
TR100
TX100
UA100
UL100
UOUOA
VS100
VS200
VS300
VS400
VS500
VS600
VT100
VT200
WC100
WC200
WC300
WF100
WM100
WM200
YY100