

Online Personnel/Payroll Electronic Routing Management System (PERMS) ACCESS REQUEST

This form is required to add or delete employee access to the online Personnel/Payroll Electronic Routing Management System (PERMS).

Refer to the next page of this form for routing and a summary of available functions.

Employee Name (first, middle initial, last)	WSU ID Number	Employee Phone Number
Network ID	Department Name and Number	Department Mail Code
Employee E-Mail Address	Department Contact	Department Contact Phone Number
I have attended PERMS Training	YES	NO
		Date Attended:

If you do not already have a network ID, you may establish one on the Web. See Network Access at <https://webutil.wsu.edu/apps/myNetworkProfileHelp/aboutUserIDs.aspx>.

Appropriate Use Statement

I understand that I am responsible for respecting the confidentiality of information accessed via computer information systems. I understand that this information is to be used for official university purposes only. Misuse of systems information can result in termination of employment or other disciplinary actions. The security of information is provided for by federal and state laws and University regulations (see BPPM 90.05, 90.06, and 90.07, and Executive Policy Manual EP8)

I understand that I am responsible for safeguarding my assigned password. I will not share my password with others. I will store passwords in secure locations. I will contact Information Technology if I suspect that my password has been compromised.

I understand that unauthorized access to and/or unauthorized use of the University's computer systems or electronic databases may constitute criminal acts under RCW 9A.48.070-.100 and RCW 9A.52.110-.130.

I understand that I must be granted access to DEPPS prior to receiving access to PERMS.

I have been granted access to DEPPS: _____ Yes _____ No

I have read the above statement.

Signature: _____ Date: _____

Employee signature is NOT required to terminate access.

Departmental Approval

Check the appropriate boxes for necessary function(s).

Employee Name: _____ Network ID: _____

Add	Delete	Group Name	Group Description
		PERMS.ApptAuthority.Approve	Appointing Authority – Approval access
		PERMS.General.Approve	General - Approval access to unrequired WSU approvers
		PERMS.Release	General – Release access
		PERMS.Updates	General – Update and routing access
X		PERMS.User	General – Inquiry access to PERMS

Chair/Director Date

Routing Instructions:

Route completed form with Employing Official signature to Human Resource Services, 139 French Administration Building, Mail Code 1014.

Questions can be directed to Human Resource Services, 509-335-4521, or e-mail perms.hr.pul@wsu.edu

Human Resource Services Date

Human Resource Services Use	
Processed By	Date