

SYSTEM ACCESS REQUEST FORM (SARF) for Non-Faculty Employees

MPP ADMINISTRATOR (to be signed by MPP supervisor)

My signature below certifies that _____, **Net ID** _____, an employee under my supervision, requires access to confidential data because such data is relevant and necessary in the ordinary course of performing his/her job duties as a member of the _____ (unit) at California State University, East Bay. I understand my obligation to provide training to this employee to ensure that he/she understands the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student and financial records, including data that is accessible through the Human Resource Information System, Financial System, Student Record Systems, Degree Works, Data Warehouse and related systems.

Name (Please Print): _____
Signature: _____
Title: _____
Date _____

**Submit this form to Information
Technology Services Front Office
(WA 387)**

_____ **PeopleSoft Template** _____ **Data Warehouse Access**
(If not sure of the template, indicate the name of the person this individual replaced, or the name of another employee who has the access that is needed for this employee.)
Name of other employee who has/had access this employee needs. _____

Access to People Soft Human Resources or and/Detail Compensation Reports on the Data Warehouse

Access to PeopleSoft Financials and/or Detail Reports on the Data Warehouse

_____ **Access to ESAF** _____ **access to EFAF**

Other access (Please Explain) _____

Received, Reviewed and Authorized by

Lee Thompson, Information Security Officer (Interim)

_____ Signature

_____ Date