



PeopleAdmin User Group Access Request Form

Please submit form to HRsearch@uncw.edu

Employee's Printed Name: _____ Banner ID #: 850 _____

Please check which type(s) of user group access the employee is to receive in PeopleAdmin:

- Assistant/Coordinator
- Department Budget/Dean's Office
- Division Approver
- Division Viewer
- Hiring Official
- Search Reviewer

Please list the department(s)/organizational unit(s) for this request:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

HR will grant access to the above named UNCW employee upon receiving this completed form with all signatures.

Temporary suspension to access is required during recruitments when the employee is a candidate for an area for which they serve as Assistant/Coordinator. It is the responsibility of the department to inform HR whenever business needs change or a position change causes this employee to no longer need or be entitled to access certain user groups.

Please submit this completed form to the Office of Human Resources:

Email: hrsearch@uncw.edu **Fax:** (910) 962-3840 **Campus Mail:** Box 5960 **Location:** Administrative Annex

Questions? Please contact the Office of Human Resources at (910) 962-3160.