



Employee Self Service Request Form

Questions concerning this form should be directed to the ESS ADMINISTRATOR at (801) 538-3125

Department: _____
Requested by: _____

Fax or Mail the completed form to DAS/Finance:
 Attention: ESS ADMINISTRATOR
 FAX: (801) 538-3244

Access to ESS is provided to groups of employees based on the Dept/Unit/Dist and the ESS Access Codes listed below:

- (T)** = Time Entry and general access is allowed
- (A)** = Allow approval of entries made by Time Entry Operators and general access is allowed
- (N)** = No Time Entry allowed, but general access is allowed
- (D)** = Delete ESS access for employees currently set up with access

Note: Limited access to approve time entries in ESS is automatically allowed for supervisors of employees with time entry functionality of **(T or A)**, provided the supervisor is in an org key with **(N)** ESS access. If broader access is required, the supervisor must be in an org key for which broader ESS access is allowed.

Check only one access code (**T, A, N, or D**) per 'Dept/Unit/Dist' combination:

Dept/Unit/Dist:	ESS Access Code:	Dept/Unit/Dist:	ESS Access Code:
//_	T A N D	_/_/_	T A N D
//_	T A N D	_/_/_	T A N D
//_	T A N D	_/_/_	T A N D
//_	T A N D	_/_/_	T A N D
//_	T A N D	_/_/_	T A N D

HRE System Requirements: If requesting **(T)**, **(A)**, or **(N)** access, the HRE system records for each employee in the 'Dept/Unit/Dist' group must contain specific entries depending upon the access code requested.

ESS Access Code	HRE Record	Required Contents
T	Payroll Work Schedule	199 (allows entry of up to 24 hours per day)
T	Pay Status (Auto Pay/Time Entry)	Time Entry Required
T, A, N	UMD Network Access	Yes
T, A, N	UMD Work Email Access	Yes
T, A	DPR ID (Position ID)	Unique Position ID not assigned to any other employee
T, A	Payroll Supervisor DPR ID	Position ID of the employee's supervisor or time approver

Changes to Work Schedule and Pay Status fields must be made in HRE no later than the first Monday of the pay period. Changes made after the first Monday, will delay activation of the time entry functionality until the following pay period.

Please identify staff who can respond to department employees' ESS questions:

Name	EIN	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

Department LAN Contact: _____
 ESS Payroll Coordinator: _____ Phone Number: _____

DAS/Finance Approval (For DAS/Finance Use Only)

ESS Administrator: _____ Date: _____