

Department of Human Resources

Request for HRMS Access

Employee User ID: _____

Employee Name: _____ Work Phone: _____

Department: _____ Location: _____

ALL EMPLOYEES ARE AUTOMATICALLY ASSIGNED **EMPLOYEE DIRECT ACCESS (EDA)** AND **IRECRUITMENT EMPLOYEE CANDIDATE** WHEN HIRED.

Check the boxes below for ALL OTHER HRMS Responsibilities this employee should be assigned:

Henrico HRMS View Only - Org Security (*This Responsibility allows the user to view HR information about everyone in their department.*)

COH iRecruitment Manager

Manager Direct Access

Gatekeeper/Timekeeper

Location: _____

Former Gatekeeper/Timekeeper: Name: _____ User ID: _____

Please Select Responsibility Needed:

Standard Exempt

21 Day Exempt (Fire only)

28 Day Exempt (Police/Sheriff only)

Standard Non-Exempt

21 Day Non-Exempt (Fire only)

28 Day Non-Exempt (Police/Sheriff only)

Other

(List exact responsibilities requested and explanation for request in the space below.)

Approvals:

Agency Head: _____ Date: _____

HRMS Approver: _____ Date: _____

When completed and approved by Agency Head, please email form to hrtransactions@henrico.us