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| **Application for access to the****Aurion HR System** |   | UQ |

This form is used to gain, remove, or change the level of access users have to Aurion. To apply for Aurion access, please complete this form and return via email to: itsupportdesk@its.uq.edu.au

Please note that the appropriate Authorising Manager will need to sign off the user type requested. The Authorising Manager for each type of user is as follows:

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| ****Types of Aurion Access********Please click the hyperlinks below or go to**** <http://www.hr.uq.edu.au/aurion-access> ****for more information.**** | ****Authorising Manager**** |
| [All Placements View](http://www.hr.uq.edu.au/aurion-allplacementview) | Supervisor or Manager |
| [All Staff View](http://www.hr.uq.edu.au/aurion-allstaffview) | Information Systems Audit Manager, ARMSExecutive Manager, Library Director, Research Management OfficeDirector, UQ Graduate School |
| [Continuing Appointments](http://www.hr.uq.edu.au/aurion-cap) | Associate Director, Organisational Development |
|  Data Warehouse Manager Access  | School Manager or Head of School/Division |
| [Finance Officer](http://www.hr.uq.edu.au/aurion-finance) | School Manager or Head of School/DivisionFaculty Finance Manager or Faculty Executive ManagerInstitute Finance Manager or Deputy Director (Operations) |
| Finance Reports (HR Portal) | Supervisor or Manager |
| [HR Advisor/Business Partner/Relationship Manager](http://www.hr.uq.edu.au/aurion-hro-hrc) | Deputy Director, HR Division |
| [HR Services Officer](http://www.hr.uq.edu.au/aurion-hro-hrc) | Deputy Director, HR Division |
|  [HR Services Assistant](http://www.hr.uq.edu.au/aurion-hro-hrc) | Deputy Director, HR Division |
| [OH&S Division](http://www.hr.uq.edu.au/aurion-ohs) | Deputy Director or Director, OH&S Division |
| [Payroll/Superannuation Officer](http://www.hr.uq.edu.au/aurion-payroll-super)  | Deputy Director, HR Division |
| [Staff Development Course Administrator](http://www.hr.uq.edu.au/aurion-staffdev) | Associate Director, Organisational Learning and Development |
| [Standard Enquiry](http://www.hr.uq.edu.au/aurion-standard) | School Manager or Head of School/DivisionFaculty Executive ManagerDeputy Director (Operations) |
| [TimeKeeper](http://www.hr.uq.edu.au/aurion-timekeeper) | School Manager or Head of School/DivisionFaculty Finance Manager or Faculty Executive ManagerInstitute Finance Manager or Deputy Director (Operations) |

**Note:** Some types of users will not be given full access to Aurion until they have completed mandatory training.  This includes HR Managers/Consultants/Advisors/Officers/Assistants, and Payroll and Employee Benefits staff.  In these cases it is the responsibility of the HRBAI Team to inform the HR Information System team when the user has successfully completed the competency test.

Your application should be processed within three business days and you will receive notification of your access once granted.

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| **SECTION A – Access Details** |
| [ ]  **I am a new Aurion user** | [ ]  **Remove access** |
| [ ]  **I am an existing Aurion user and require additional access**  *(Do not select existing permissions, only new)* |
| [ ]  **I am an existing Aurion user however require my current access to be replaced with the following:** |
| **Access Start Date:** (Mandatory) |       | **Access End Date *(if necessary)*** |       |
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| **SECTION B – User Details *(\* Required fields)*** |
| **Employee No:\***       | **UQ User Id:\***       | **Title:\***       | **Position Number\*:**       |
| **Given Name(s):\***   | **Surname:\*** | **Phone No\*:**       |
| **Faculty/School/Division/Section:\***       |
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| **SECTION C – Types of Access  *(Access for Admin/Finance staff and Managers)*** |
| [ ]  Standard Enquiry (Requires Section D) | [ ]  TimeKeeper Reports (HR Portal) (Requires Section D) | [ ]  Data Warehouse Manager Access (HR Data) (Requires Section D) |
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| **SECTION D – Access to Specified Organisation Units** **For a list of Aurion Organisation Unit numbers, click** [here](http://www.hr.uq.edu.au/content/HRIS/AurionOrgUnits.xlsx)**.**  |
| **Aurion Org Unit No** **(Up to 3 digits long. Refer to link above for a list of Aurion Org Unit numbers)** | **Org Unit Name** | I require access to the: |
|       |       | [ ]  Org Unit only | [ ]  Org Unit & sub-units  |
|       |       | [ ]  Org Unit only | [ ]  Org Unit & sub-units |
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| **SECTION E – Specific Access for the following positions or organisational units *only*** |
| **HR Division/PSTs** |
| [ ]  HR Services Assistant (Requires Section D) | [ ]  HR Advisor/Business Partner/Relationship Manager (Requires Section D) | [ ]  Staff Development Administrator |
| [ ]  HR Services Officer (Requires Section D) | [ ]  Payroll/Superannuation Officer | [ ]  Continuing Appointments |
| **Other Types of Access** |
| [ ]  Finance Officer (Requires Section D)  | [ ]  OH&S Division – View Only | [ ]  OH&S Division – Update Licence |
| [ ]  All Staff View (Audit, Research Management Office, Library and UQ Graduate **org units only** and Right to Information and Privacy Officer **only**) |
| [ ]  All Placements View (ITS, ITaLI Teaching awards and grants, and Procurements Payable & Support **org units only**) |
| [ ]  Other – please specify      |
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| **SECTION F – Employee Confidentiality Declaration** |
| I understand that the Aurion HR System contains personal and sensitive employee information. I understand that access is granted on the understanding that all information contained in the database will be maintained in strictest confidentiality, and only used to the extent required by my position. I will not divulge to any person, or use for any purpose other than that required by my position, any such confidential information. I understand that I am responsible for the security of my password and for any sessions that I have logged in to. I will not share my Aurion User ID and/or password with any other individual in any instance, including job-sharing or periods of leave coverage. In accessing the Aurion HRIS I shall observe all relevant University Policies. I have read the above declaration and agree to same |
| **Signature of Staff Member:**  | **Print Name:** |
| **Position Title:** | **Date:** |
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| **SECTION G – Authorising Manager** |
| I understand that by signing this completed form, I am authorising the above Employee to have the stated system access. I understand that it is my responsibility to advise ITS Helpdesk of any change in the user’s position or responsibilities that would affect the level and type of access granted. |
| **Signature of Authorising Manager:** | **Print Name:** |
| **Position Title:**  | **Date:**  |