

PeopleAdmin Access Request Form

Instructions: Complete this form in order to establish or request changes to your access to PeopleAdmin. Email completed form to: service@kennesaw.edu

Enter date PeopleAdmin training completed: _____

EMPLOYEE INFORMATION:

Employee Name: _____ KSU Number: _____

Employee's Home Department: _____ NetID: _____

APPROVALS/SIGNATURES:

Home Department Chair: _____ Date: _____

Dean of Home College: _____ Date: _____

Provost: _____ Date: _____

This form **MUST** be sent to academicaffairs@kennesaw.edu for Provost signature.

(The Provost's signature is **only** required if the role of Hiring Administrator I and/or Hiring Administrator II is being requested.)

***REQUESTING DEPARTMENT INFORMATION** (to be completed **ONLY** if access is requested outside employee's home department):

If requesting access outside of employee's home department, please complete the following:

Department Name: _____

Department Chair's Name: _____

Department Chair's Signature: _____ Date: _____

PERMISSION INFORMATION (Select the role(s) you are requesting in the system):

Administrative Assistant

Hiring Administrator I

Business Manager

Committee Chair

Hiring Administrator II

*Please choose departments where access is requested on page 2.

ESS DEPARTMENT USE ONLY:

Access Granted by:	Date Access Granted:
Access Removed by:	Date Access Removed:

Please select the department(s) where access should be granted:

<p>Office of the President TBD</p>	<p>Dean's Office – College of Humanities & Social Sciences English Foreign Languages Geography & Anthropology History & Philosophy Interdisciplinary Studies Psychological Science School of Communication & Media School of Conflict Management, Peacebuilding & Devlp School of Government & International Affairs Sociology & Criminal Justice Technical Communication and Interactive Design</p>
<p>Office of Academic Affairs Center for Excellence Teaching and Learning Global Affairs Graduate College Honors College Institute for Cybersecurity WF Development Paulding Site</p>	<p>Dean's Office – Southern Poly College of Engineering & Engineering Technology Civil & Construction Engineering Electrical Engineering Computer Engineering Mechanical Engineering Engineering Technology Mechatronics Engineering Systems & Industrial Engineering</p>
<p>Dean's Office – College of Architecture & Construction Management Architecture Construction Management</p>	<p>Dean's Office – College of Science & Mathematics Chemistry & Biochemistry Ecology, Evolution & Organismal Biology Mathematics Molecular & Cellular Biology Physics Statistics & Analytical Sciences</p>
<p>Dean's Office – College of the Arts Art & Design Dance Music Theatre & Performance Studies</p>	<p>Dean's Office – College of Education Educational Leadership Elementary & Early Childhood Education Inclusive Education Instructional Technology Secondary & Middle Grades Education</p>
<p>Dean's Office – College of Business Accountancy Economics, Finance, & Quantitative Analysis Information Systems Leven School of Mgmt, Entrp & Hospitality Marketing & Professional Sales</p>	<p>College of Continuing Education</p>
<p>Dean's Office – College of Computing & Software Engineering Computer Science Software Engineering & Game Development Information Technology</p>	<p>Dean's Office – Library KSU Library System</p>
<p>Dean's Office – University College Culinary Sustainability & Hospitality First-Year & Transition Studies Leadership & Integrative Studies</p>	
<p>Dean's Office – Wellstar College of Health & Human Services Exercise Science & Sport Management Health Promotion & Physical Education Nursing Social Work & Human Services</p>	