PRODUCTION APPLICATION ROLE AUTHORIZATION
APPLICATION NAME: Job and Employee Management System (**JEMS PVL, RATE/TITLE, JEMS HIRE, JEMS CHANGE, & JEMS CHRIS-HR**)

1. User and Position-Related Information

Current User? New User?	Logon ID Instructions: All users need to include their NetID. Current users with and existing 3-character logon ID's need to include the logon in addition to NetID.	NetID: 3-Character Logon (if Applicable):

Last: _____ First: _____ MI: _____

Title: _____ Empl ID #: _____

Work Address: _____ Phone: _____

Email: _____

Dept. Name: _____ Div/Schl: _____ UDDS: _____

2. Authorization(s): Please specify UDDS value(s) of data that user will access for each requested system.

[1] **Assign only the highest level of data access appropriate for the user's position (e.g., A53 or A5349)**

UDDS(s)	JEMS System(s)	Action		Sub-Dept	Dept	Division	View
	PVL	Add	Remove				
	Rate-Title	Add	Remove				
	Hire	Add	Remove				N/A
	Changes	Add	Remove				N/A
	CHRIS-HR	Add	Remove	N/A			N/A

Notice Contacts
Click if the employee needs to receive automatic notifications from PVL/RT and/or HIRE/CHANGES. Notifications for JEMS-CHRIS-HR are self-managed via the tools menu, Add Email Contacts.

PVL   R-T

HIRE   CHANGES

3. Legal Agreement

Your use of University computing resources is restricted to authorized University of Wisconsin business. You will be held responsible for a security breach traceable to you or your assigned logon identification initials. You will be held liable for any willful misuse or deliberate system damage traceable to you or your logon identification initials. It is your responsibility to comply with the provisions of the Federal-Family Education Rights and Privacy Acts (FERPA), the University of Wisconsin-Madison Policy on Student Records, and the UW-Madison Policy on Faculty and Staff Racial/ Ethnic Heritage Data (governed by Wisconsin Public Records Law and by state and federal law) to protect the confidentiality of personal-identifiable information.

Violation of this agreement may result in disciplinary action or legal action or both.

I HAVE READ THE ABOVE TERMS AND AGREE TO THE TERMS.

User Signature: _____ Date_____

Supervisor Signature: _____ Date_____
Supervisor Name (Print): _____

College/School/Division JEMS Custodian: _____ Date_____

College/School/Division JEMS Custodian Name (Print): _____

Send COMPLETED and SIGNED form to OHR Data Custodian in 21 North Park Street, Suite 5101 or email to
JEMSaccess@ohr.wisc.edu

For OHR use only

OHR JEMS Data Custodian: _____ Date_____