REQUEST ACCESS TO RECRUIT MANAGEMENT SYSTEM (RMS) - APPLICANT TRACKING AND HUMAN RESOURCE HISTORICAL DATA

dhrm

Agency Number	*Agency Initials*	*Position Number*	*Employee ID*	*Employee e-mail address*

Employee Last Name		*Employee First Name*	*MI*	*Office Phone*

Office Address	*City*	*State*	*ZIP*

List agency name(s) that employee is authorized to access (include VDOT districts, if applicable).

Justification for this employee to have access to the requested applications

Access is granted ONLY to users established in Cardinal HCM. Does this user have a record in this system? *YES* ☐ *NO* ☐

AGENCY APPROVAL

Printed Name of Agency's Security Officer	*Signature of Agency's Security Officer*	*Date*

Printed Name of Agency's HR Director	*Signature of Agency's HR Director*	*Date*

FOR DHRM USE ONLY

DHRM Security Officer Approval

Name	*Signature*	*Date*

Access to the <u>HR Legacy Systems</u> history and <u>Workforce Planning Tools</u> historical records are now available through the **SecurePass** portal

OTHER HISTORICAL RECORDS ACCESSES

Please check Add or Remove where applicable

	Add	Remove
HuRMan - File Repository	☐	☐
HuRMan - File Upload Utility	☐	☐

Time, Attendance & Leave
(Historical Records)

	Add	Remove
Agency Inquirer User	☐	☐

RMS – APPLICANT TRACKING (PAGEUP PORTAL)

Please check Add or Remove where applicable

Add | Remove

Recruiter No Sourcing

Recruiter Full Access

Hiring Manager

Performance Administrator

Add-On Permissions

Onboarding Specialist

Panel Member

Class/Comp Analyst

Reporting Access Only[1]

DDS Analyst / HireVue[2]

[1] You must be a DHRM employee to select this option

[2] You must be a DARS employee to select this option