



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

<i>Agency Number</i>	<i>Agency Initials</i>	<i>Position Number</i>	<i>Employee ID</i>	<i>Employee e-mail address</i>	
<i>Employee Last Name</i>		<i>Employee First Name</i>		<i>MI</i>	<i>Office Phone</i>
<i>Office Address</i>			<i>City</i>	<i>State</i>	<i>ZIP</i>
<i>List agencies numbers that employee is authorized to access (include VDOT districts, if applicable).</i>					
<i>Justification for this employee to have access to the requested applications</i>					
Access is granted ONLY to users established in Cardinal HCM. Does this user have a record in this system? YES <input type="checkbox"/> NO <input type="checkbox"/>					
AGENCY APPROVAL					
<i>Printed Name of Agency's Security Officer</i>		<i>Signature of Agency's Security Officer</i>		<i>Date</i>	
<i>Printed Name of Agency's HR Director</i>		<i>Signature of Agency's HR Director</i>		<i>Date</i>	
FOR DHRM USE ONLY					
<i>DHRM Security Officer Approval</i>					
<i>Name</i>		<i>Signature</i>		<i>Date</i>	

Access to the HR Legacy Systems history and Workforce Planning Tools 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	<input type="checkbox"/>	<input type="checkbox"/>
HuRMan - File Upload Utility	<input type="checkbox"/>	<input type="checkbox"/>
Time, Attendance & Leave (Historical Records)		
	Add	Remove
Agency Inquirer User	<input type="checkbox"/>	<input type="checkbox"/>

RMS – APPLICANT TRACKING (PAGEUP PORTAL)

Please check Add or Remove where applicable

	Add	Remove
Reporting Access Only ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>
Panel Member/Employee	<input type="checkbox"/>	<input type="checkbox"/>
Hiring Manager Role	<input type="checkbox"/>	<input type="checkbox"/>
Recruiter Role		
Recruiter No Sourcing	<input type="checkbox"/>	<input type="checkbox"/>
Recruiter Full Access	<input type="checkbox"/>	<input type="checkbox"/>
Onboarding Specialist	<input type="checkbox"/>	<input type="checkbox"/>
DDS Analyst / HireVue ⁽²⁾	<input type="checkbox"/>	<input type="checkbox"/>
Performance Administrator	<input type="checkbox"/>	<input type="checkbox"/>

⁽¹⁾ You must be a DHRM employee to select this option

⁽²⁾ You must be a DARS employee to select this option