



REGISTRATION FORM

ACCESS TO HUMAN RESOURCE MANAGEMENT APPLICATIONS

<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 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>

Please check where applicable		
HR Legacy Systems		
(Historical Records)	Add	Remove
PMIS History	<input type="checkbox"/>	<input type="checkbox"/>
BES History	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
Time, Attendance & Leave		
(Historical Records)	Add	Remove
Agency Inquirer User	<input type="checkbox"/>	<input type="checkbox"/>
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Workforce Planning Tools		
(Historical Records)	Add	Remove
e-480 Query Tool	<input type="checkbox"/>	<input type="checkbox"/>
e-Trans Query Tool	<input type="checkbox"/>	<input type="checkbox"/>
Written Notices Query Tool	<input type="checkbox"/>	<input type="checkbox"/>
Exit Survey Report	<input type="checkbox"/>	<input type="checkbox"/>
HR-At-A-Glance Report	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Planning Report	<input type="checkbox"/>	<input type="checkbox"/>
HuRMan - File Repository	<input type="checkbox"/>	<input type="checkbox"/>
HuRMan - File Upload Utility	<input type="checkbox"/>	<input type="checkbox"/>
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RMS – Applicant Tracking		
(PageUp portal)	Add	Remove
Reporting Access Only	<input type="checkbox"/>	<input type="checkbox"/>
Panel Member/Employee	<input type="checkbox"/>	<input type="checkbox"/>
Hiring Manager	<input type="checkbox"/>	<input type="checkbox"/>
Recruiter No Sourcing	<input type="checkbox"/>	<input type="checkbox"/>
Recruiter Full Access	<input type="checkbox"/>	<input type="checkbox"/>
<p>IMPORTANT – You must add <u>only</u> one role per user. To change a user's role, select remove on the previous role and add the new role.</p> <p style="color: red; text-align: right;">Forms will be returned if not compliant.</p>		