



Access to DHRM Applications
DESIGNATION OF AGENCY HUMAN RESOURCES DIRECTOR (aHRD)

Instructions:

- Primary Agency #: Agency number where designated aHRD is the Human Resources Director or designee.
Secondary agency(s) #: Other agencies or sub-agencies under the responsibility of the designated aHRD, if applicable.
Action to be taken: Select either "Add" or "Replace". Enter the name of current aHRD only if it is a replacement.
AHRD Identification: Enter the name, email address, role, position #, work address and work phone number of the designated aHRD.
Authentication of AHRD: All aHRD(s) must be authenticated by the Agency Head or their designee.
Signatures: Signature of the aHRD (Primary or Backup) is required; signature of the Agency Head; wet ink or valid electronic signatures are acceptable

IMPORTANT: The Human Resources Director or designee (aHRD) is responsible for approving their agency's employees that need access to DHRM HR Computer Applications due to their job responsibilities. DHRM will not grant access to the agency's employees if the agency's aHRD does not approve that access.

Primary Agency #: [] Secondary Agency(s) #: []

SELECT ACTION TO BE TAKEN
[] Add new aHRD
[] Replace current aHRD
Current aHRD Name: _____
(Leave this blank if adding a new aHRD)

Authentication of aHRD by Agency Head or Designee
I hereby certify that, to the best of my knowledge, the information provided in this form is true and accurate.
Name of Agency Head or Designee

Signature _____ Date: _____

aHRD Identification
Name: _____
Email Address: _____
Role Title: _____
Position Number: _____
Work Address: _____
Work Phone Number: _____
aHRD Signature _____ Date: _____

FOR DHRM USE ONLY
Received by (print name): _____
Role Title: _____
Signature _____ Date: _____