

## INFORMATION + TECHNOLOGY SERVICES

REQUEST FOR ACCESS TO THE AMS SYSTEM -- CENTRAL OFFICE: COMPENSATION DEPARTMENT

Current Date \_\_\_\_\_ 20 \_\_\_\_

Effective Date \_\_\_\_\_ 20 \_\_\_\_

### INSTRUCTIONS

- i. Print clearly & complete all applicable sections.
- ii. Keep a copy of this form for your records.

### AMS System Access

Email to: [access.easi@utoronto.ca](mailto:access.easi@utoronto.ca)

### SECTION 1: APPLICANT INFORMATION

**Check one:**     Update existing AMS System User     New AMS System User

**CASUAL EMPLOYEE:**    Casual Employed By –     U/Temp     Direct by department     External Co.

**Start Date:** \_\_\_\_\_    **Termination Date:** \_\_\_\_\_

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AMS SYSTEM USER ID

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Personnel No.

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Staff Appointed Employee  
Position No.

--

Org Unit

Applicant Name: \_\_\_\_\_  
*Last name (Please print)*    *First name*    *Initial*

Faculty/  
Division/Campus: \_\_\_\_\_    Department \_\_\_\_\_

Job title: \_\_\_\_\_    Phone #: \_\_\_\_\_

Applicant Email: \_\_\_\_\_    Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_    Contact Person Email: \_\_\_\_\_

CENTRAL HR OFFICE: COMPENSATION

### SECTION 2: HRIS ROLES – SELECT THE ACCESS ROLE(S) REQUIRED FOR YOUR POSITION

SELECT	ROLE	DESCRIPTION
ROLE 1	<u>DISPLAY</u>	<p>BASIC EMPLOYEE ADDRESS AND DISPLAY</p> <ul style="list-style-type: none"> <li><b>All Jobs, Org. Units, Positions</b>--Display all HR Jobs, Organizational Units and Positions in the Organizational Management Module</li> <li><b>Labour Relations</b>--Display special Labour Relations Access in Organizational Management</li> <li><b>Display Info types:</b> IT0000 (Actions), IT0001(Organizational Assignment), IT0002(Personal Data), IT0006(Address)</li> </ul>
ROLE 2	<u>DISPLAY</u>	<p>COMPENSATION DEPARTMENT</p> <ul style="list-style-type: none"> <li><b>Jobs, Org Units &amp; Positions</b>--Display all HR Jobs, Organizational Units and Positions in the Organizational Management Module</li> <li><b>Labour Relations</b>--Display special Labour Relations Access in Organizational Management</li> <li><b>Employee PA DATA</b>--Display all employee Info types in Personnel Administration excluding Garnishees and IT0221 (Year-end Adjustments)</li> <li><b>Employee Benefits</b>--Display all employee Info types in Benefit Administration</li> <li><b>Payroll Reporting</b>--Display payroll reporting documents; History Payroll Results, Remuneration Statement and Payroll Distribution</li> </ul>
	<u>UPDATE</u>	<ul style="list-style-type: none"> <li><b>Jobs &amp; Positions</b>--Update all HR Jobs and Positions in the Organization Management Module</li> <li><b>Labour Relations</b>--Update Labour Relations Access in the Organization Management Module</li> <li><b>Employee PA DATA Excluding</b>--Update all employee info types in Personnel Administration excluding Garnishees and IT0221 (Year-end Adjustments)</li> </ul>

Other:

**SECTION 3: SIGNATURE** -- PLEASE SIGN AND OBTAIN DEPARTMENT HEAD'S SIGNATURE OF APPROVAL FOR AMS ACCESS REQUESTED

### Signature Authorization

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Head's Name (Please print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Univ. Tel.#*

\_\_\_\_\_  
*Department Head's Signature*

\_\_\_\_\_  
*Date*