

INFORMATION + TECHNOLOGY SERVICES

REQUEST FOR ACCESS TO THE AMS SYSTEM

HR CENTRAL OFFICE: FOR HR GENERALIST IN FACULTIES, DIVISIONS, UTM AND UTSC

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

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

U/T Personnel No.

U/T 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: FOR HR GENERALISTS IN FACULTIES/DIVISIONS/UTM & UTSC

SECTION 2: HRIS ROLES – Select one role **ONLY** from this section.

SELECT	ROLE	DESCRIPTION
ROLE 1	<u>DISPLAY</u>	<p>HR BASIC EMPLOYEE ADDRESS AND DISPLAY</p> <ul style="list-style-type: none"> All Jobs, Org. Units, Positions--Display all HR Jobs, Organizational Units and Positions in the Organizational Management Module Labor Relations--Display special Labor Relations Access in Organizational Management Display Info types: IT0000 (Actions), IT0001(Organizational Assignment), IT0002(Personal Data), IT0006(Address)
ROLE 2	<u>DISPLAY</u>	<p>FOR HR GENERALISTS IN FACULTIES, DIVISIONS, UTM AND UTSC</p> <ul style="list-style-type: none"> All Jobs, Org. Units, Positions--Display all HR Jobs, Organization Units and Positions in the Organization Management Module Labor Relations--Display special Labor Relations Access in Organizational Management All Employees PA Data--Display all employee Info types in Personnel Administration excluding Garnishees and IT0221 (Year-end Adjustments) Employee Benefits—Display all employee Info types in Benefit Administration View Attendee Training History in Training & Events Module Payroll Reporting--Display payroll reporting documents; History Payroll Results, Remuneration Statement and Payroll Distribution
	<u>UPDATE</u>	<ul style="list-style-type: none"> All Positions--Update all HR Positions in the Organizational Management Module All Employees PA Data--Update all employee Info types in Personnel Administration excluding Garnishees and IT0221 (Year-end Adjustments)

ROLE 3	<u>DISPLAY</u>	<p>FOR HR GENERALISTS IN FACULTIES, DIVISIONS, UTM AND UTSC</p> <ul style="list-style-type: none"> • All Jobs, Org. Units & Positions--Display all HR Jobs, Organizational Units and Positions in the Organization Management Module • Labor Relations--Display special Labor Relations Access in Organizational Management • All Employees PA Data--Display all employee Info types in Personnel Administration excluding Garnishees and IT0221 (Year-end Adjustments) • All Employee Benefits--Display all employee Info types in Benefit Administration • View Attendee Training History in Training & Events Module • Payroll Reporting--Display payroll reporting documents; History Payroll Results, Remuneration Statement and Payroll Distribution
	<u>UPDATE</u>	<ul style="list-style-type: none"> • Employee Benefits—Update all employee Info types in Benefit Administration • All Positions-- Update all HR Positions in the Organization Management Module • Employee PA DATA--Update all employee Info types in Personnel Administration excluding Garnishees and IT0221 (Year-end Adjustments)

Section 3: Additional HRIS Functions: – Select the additional function/s required for your position

<input type="checkbox"/>	<p>ABSENCE TRACKING (DATA ENTRY ONLY)</p>	<p>To record absences for staff appointed employees in your Org unit/s. This role provides for <u>data entry only</u>-- there is no display and no update functions.</p> <p>For Org Unit/s. _____</p> <p>Absence Tracking is <u>DATA ENTRY ONLY</u> and includes the following functions:</p> <ul style="list-style-type: none"> ▪ Access to Absence Fast Entry Upload Sheet ▪ Access to Absence Reporting and Fast Entry Upload sheet in HRIS <p>NOTE: For data clarification, data display or error correction, contact your department staff member with the Business Officer Role, which contains time management display and update functions.</p>
<input type="checkbox"/>	<p>PAYROLL ACCOUNTING:</p>	<p>Print Month-End Payroll Distribution Report.</p>

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

Title

Univ.Tel.#

Department Head's Signature

Date