

**INFORMATION + TECHNOLOGY SERVICES**

REQUEST FOR ACCESS TO THE AMS SYSTEM CENTRAL OFFICE: 215 Huron Street & Koffler Centre Staff

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:** \_\_\_\_\_

--	--	--	--	--	--	--	--	--

AMS SYSTEM USER ID

Personnel No.

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/STAFF AT 215 HURON ST. & KOFFLER CENTRE

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

SELECT	ROLE	DESCRIPTION
ROLE 1	<b><u>DISPLAY ONLY</u></b>	<p><b>DISPLAY ONLY FOR AREAS LISTED.</b></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 Infotypes:</b> IT0000 (Actions), IT0001(Organizational Assignment), IT0002(Personal Data), IT0006(Address)</li> </ul>
ROLE 2	<b><u>DISPLAY ONLY</u></b>	<p><b>DISPLAY ONLY FOR AREAS LISTED.</b></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>All Employee PA Data/excluding Garnishees</b>—Display all employee Infotypes in Personnel Administration excluding Garnishees and IT0221 (Year-end Adjustments and Employee Equity)</li> </ul>

