

Pitt Worx Access Information Form

Please complete this form to establish or modify access to Pitt Worx applications. To submit this form, please ensure all necessary fields have been completed and email the completed form to hrforms@pitt.edu.

Please choose one:	New User	Existing User	Access Termination
Effective Date:		Employee Number:	
Requester Name:			
Full Legal Name:			
Department/Division Name:		Responsibility Center:	
Current University Computing Account:			

NON-PITT EMPLOYEES ONLY:

Please provide a phone number and email address so that important access information, including your gender, social security number, and date of birth can be obtained.

Contact Phone Number:

Contact Email:

**FOR INTERNAL USE OF ERP APPLICATIONS—
HCM APPLICATIONS ONLY**

Additional Comments:

Authorization

Requester: As the requester, I affirm that I have read and understand University Computing, Information, and Data Policies:

- [AO 11 Computer Data Administration \(formerly 10-02-04\)](#)
- [AO 10 Computer Access and Use \(formerly 10-02-05\)](#)
- [AO 35 University Administrative Computer Data Security and Privacy \(formerly 10-02-06\)](#)

I affirm that I will abide by these policies and use the requested data access only as required in the performance of my University duties.

Supervisor: As the supervisor for the requester, I affirm that this request is in accordance with the requester's job function. I will be responsible for taking the appropriate change action if the requester has a change in employment status.

Requester Signature: Date: Phone:

Supervisor Printed Name:

Supervisor Signature: Date: Phone:

Authorized RC Signature: Date: Phone:

Review the [current list of Authorized RC Approvers](#)

Add/Remove

Access Area

Security Groups

- **Staff:** Staff, Union Eligible, and Purchaser
- **Student:** Student Worker and Federal Work Study
- **Faculty:** Faculty, Research Associate, Non-Employee, and Purchaser
- **Academic:** Academic (including graduate students), Certificate, and Post-Doctoral

- **Employee Info & Payroll Register:** Access to employees' personal and assignment information, including salaries; will also provide them with access to submit employee actions. Access to run and view payroll registers. These modules cannot be separated.
- **Time Cards:** Access to view, edit, and approve time cards.
- **TEAM Form:** The TEAM form provides account information for pay for hourly employees and vacation/sick payouts for salaried staff.

[illegible]

Worker Category/AOR Assigned HR Customer Assessment Signature:

Pitt IT System Administrator Signature: