

## Absence Reporting System Administrator Access Request Form

Please complete a separate *Administrator Access Request Form* for each administrator and fax the completed form to University Human Resources at 732-932-0046. Approved administrators will receive confirmation of system access via email. The administrators are authorized to access and update absence records for all employees within specified reporting relationship codes in the Absence Reporting System.

**Applicant Information**

Name: \_\_\_\_\_ NetID: \_\_\_\_\_

Unit: \_\_\_\_\_ Email Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Campus Fax: \_\_\_\_\_

**Reason for Submitting Form**

- Add a new administrator                     
  Add/delete reporting relationship codes                     
  Delete this administrator relationship codes

**Unit Reporting Relationship Codes**

List all the reporting relationship codes for which you will be responsible for maintaining.

Add	Delete	Reporting Relationship Code	Unit Name
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

*Use additional sheets if necessary*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval**

All requests for administrative data access must be authorized by the applicant's dean, director, or department chair.

\_\_\_\_\_  
Name of dean, director, or department chair                      Email address

\_\_\_\_\_  
Signature of dean, director, or department chair