**HRMS Role Request**

The HRMS Role Request form is required **only** when role(s) need to be updated on positions in HRMS. Changes are referenced by checking boxes located in the add/remove columns. It is the agency’s responsibility to review roles on positions **prior** to sending this form. To review roles on positions in HRMS:

* Enter transaction PO13D and enter 8-digit HRMS position number in position field
* In Time Period box click the “Today” radio button
* Under Infotype Name highlight “Relationships”
* Click Overview (mountain icon) to review roles currently assigned to position

This form must be submitted by an agency HRMS Security Requestor or Security Authorizer and sent to HereToHelp@ofm.wa.gov. More information on security processes and access to HRMS can be found on [HRMS Support Hub](https://support.hrms.wa.gov/resources/hrms-security).

If no role changes are needed to a position and the only need is to have the employee’s user account setup to access HRMS this form is not needed. Please send email to HereToHelp@ofm.wa.gov requesting the account be updated and provide the below information:

* Employee name and 8-digit personnel number
* HRMS 8-digit position number
* Single sign-on (SSO) agencies provide the employee’s SNC **or** non-SSO agencies request a password

**What is SNC?** SNC provides single sign-on (SSO) access to HRMS without having the employee enter a User ID or password. The SNC is the agency domain and employee’s network logon ID (Example: dshs\johnd).

**How to find SNC:**

* Go to Global Address Book and search for employee name
* Right click on name and select properties
* Find Logon Alias field and this is the employee’s network logon ID
* If you do not know your agency domain please contact your agency IT staff

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| **HRMS Access Information**  |
| Agency Name:  | Start Date:  |
| Position Number (HRMS 8-digit):  | End Date: (use 12/31/9999 if permanent) |
| Name (First & Last):  | 8 Digit Personnel Number:  |
| Notify Employee: No [ ]  Yes [ ]  If Yes, provide Work Email:  | SNC (SSO Agencies Only) -  |
| Comment:  |
| ***It is agency responsibility to ensure HRMS professional users are registered for*** [***Gov Delivery***](https://public.govdelivery.com/accounts/WAGOV/subscriber/new?preferences=true#tab1) |
| **Approvals - Agency Use Only** |
| Requested By: Date:  | Approved By: Date:  |
| **Decentralized Roles - For role details, review the** [**Decentralized Role Definition Handbook**](https://support.hrms.wa.gov/sites/default/files/public/resources/hrmsSecurity/RoleDefinitionHandbook.pdf)**.** |
| *To add or remove Centralized Roles - Please contact* *OFM HRMS Security* |
| **Agency Data Profile Role(s) – *Required role on each position*** |
| List the 4-digit Business Area(s) (Example: 1050):  | **Add**[ ]  | **Remove**[ ]  |
| **Decentralized Roles**  | **Add** | **Remove** | **Decentralized Roles (Cont.)** | **Add** | **Remove** |
| [Benefits Processor (Payroll)](https://support.hrms.wa.gov/hrms-roles/1076/benefits-processor-0) | [ ]  | [ ]  | [Employee Inquirer (statewide access)](https://support.hrms.wa.gov/hrms-roles/employee-inquirer-statewide-access) | [ ]  | [ ]  |
| [Financial Reporting Processor](https://support.hrms.wa.gov/hrms-roles/financial-reporting-processor) | [ ]  | [ ]  | [Personnel Administration Inquirer](https://support.hrms.wa.gov/hrms-roles/personnel-administration-inquirer) | [ ]  | [ ]  |
| [Garnishment Administrator](https://support.hrms.wa.gov/hrms-roles/garnishment-administrator) | [ ]  | [ ]  | [Personnel Administration Processor](https://support.hrms.wa.gov/hrms-roles/personnel-administration-processor) | [ ]  | [ ]  |
| [Grievance Administrator](https://support.hrms.wa.gov/hrms-roles/grievance-administrator) | [ ]  | [ ]  | [Personnel Administration Supervisor](https://support.hrms.wa.gov/hrms-roles/personnel-administration-supervisor) | [ ]  | [ ]  |
| [Grievance Inquirer](https://support.hrms.wa.gov/hrms-roles/grievance-inquirer) | [ ]  | [ ]  | [Security Reporting](https://support.hrms.wa.gov/hrms-roles/security-reporting-0) | [ ]  | [ ]  |
| [Leave Correction Processor](https://support.hrms.wa.gov/hrms-roles/leave-corrections-processor) | [ ]  | [ ]  | [Tax Reporter](https://support.hrms.wa.gov/hrms-roles/tax-reporter) | [ ]  | [ ]  |
| [Organization Management Inquirer](https://support.hrms.wa.gov/hrms-roles/organizational-management-inquirer) | [ ]  | [ ]  | [Time & Attendance Inquirer](https://support.hrms.wa.gov/hrms-roles/time-and-attendance-inquirer-0) | [ ]  | [ ]  |
| [Organization Management Processor](https://support.hrms.wa.gov/hrms-roles/organizational-management-processor) | [ ]  | [ ]  | [Time & Attendance Processor](https://support.hrms.wa.gov/hrms-roles/time-and-attendance-processor) | [ ]  | [ ]  |
| [Payroll Analyst](https://support.hrms.wa.gov/hrms-roles/payroll-analyst) | [ ]  | [ ]  |  \* [Online Leave Request Administrator](https://support.hrms.wa.gov/hrms-roles/leave-request-administrator) | [ ]  | [ ]  |
| [Payroll Inquirer](https://support.hrms.wa.gov/hrms-roles/payroll-inquirer) | [ ]  | [ ]  |  \*requires T&A Processor role |  |  |
| [Payroll Processor](https://support.hrms.wa.gov/hrms-roles/payroll-processor) | [ ]  | [ ]  | [Time & Attendance Supervisor](https://support.hrms.wa.gov/hrms-roles/time-and-attendance-supervisor-0) | [ ]  | [ ]  |
| [Payroll Supervisor](https://support.hrms.wa.gov/hrms-roles/payroll-supervisor-0) | [ ]  | [ ]  |  |  |  |
| **HRMS Security Team Use Only** |
| Ticket #:  | Completed By:  | Date:  |
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 Revised 12/21/2022