W

Western Illinois University
HUMAN RESOURCES

MENU REQUEST AND AUTHORIZATION FORM
For Campus Users

Return to: Human Resources
Sherman Hall 105

Check one: ___ Faculty
 ___ Administration
 ___ Staff

Name: _____   WIU ID: _____

Department: _____   Phone: _____

Check to release to user	Display Code	Description Title	--- For Office use only --- Prog# Level
_____	EMPS	Employee Status Display (Provides same information as EMPD But excludes employee birth year and detailed leave information.)	0 display all options 6 GA only A display all with VP restriction
_____	PERD	Personnel Information Display	0 display current contract only 1 display current & future contracts 2 display current & future cts – show ss#
_____	PMID	Personnel Identification Display	0 display
_____	EMPD	Employee Display **(Restricted access – Must provide written justification for need.)**	0 all options 1 Payroll 2 CS 3 AP 6 GA A All with VP restriction B CS with VP restriction C AP with VP restriction

Internal Auditing regularly reviews the logs of access to personnel files. Many employees have duties that require frequent access to personnel information, and this should in no way discourage appropriate access to these files. This procedure was implemented to provide better assurance to all students and employees that confidential information maintained on our administrative systems is protected from inappropriate access and use.

Authorization by Supervisor:

Name: _____Title:_____

Signature: _____Date: _____

Disclosure Statement

Access to university data that is provided by these menu options is being granted to me for the express purpose of performing my job for Western Illinois University. I understand that unauthorized use of the data is prohibited and will subject me to disciplinary action.

Employee signature: _____Date: _____

FOR OFFICE USE ONLY:

Human Resources: _____Date: _____