

HUMAN RESOURCES

UCF USPS & A&P On-Line Recruitment System - User Account Security Access Form

GENERAL INFORMATION

Employee Name _____ Employee ID# _____
Title (Dr., Mr., Ms.) Last, First MI

Office Phone # _____ Email Address _____

College/ Division Name _____

Home Department Name _____

Employee Status (circle one) Faculty A&P Staff OPS Temporary Staff Other _____

USER STATUS

Status (circle one) New user Change Terminate (Effective Date _____)

Resigned (Effective Date _____)

Temporary Access (Dept: _____ ; From _____ to _____)

USER ACCESS TYPE

Type (circle one) **Executive User** – VP level/Designated Representative **Hiring Manager** - HM (Hiring Official for A&P)

Certified Interviewer - CI (Search Committee Chair for A&P)

Notes: Certified Interviewers for Staff positions must have completed Interviewer Certification course.

Department(s) / Division(s) authority requested:

SIGNATURES

- Each user is responsible for his/her own accounts. Users are not permitted to share accounts.
- Accounts will be DELETED upon termination of employment at UCF or by the request of the VP, Dean, Director, or Designated rep.
- The Department Head's signature is required.

I, the undersigned, accept the responsibilities of a complimentary user account as an employee of the University of Central Florida. I understand that this account is for use in administrative support. Any other uses of this account are strictly prohibited. I, further, understand that Human Resources reserves the right to terminate any account for improper or illegal use.

Employee Signature _____ Date _____ Dept. Head Approval Signature _____ Date _____

Print Employee Name _____ Print Dept. Head Name _____

DEPARTMENTAL CONTACT INFORMATION

The departmental contact will be notified by email when the account has been created.

Departmental Contact _____ Phone _____ Email _____

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Employment Administrator Signature _____ Date _____

Email notification sent to department by _____ Date _____