



REGISTRATION FORM

ACCESS TO HUMAN RESOURCE MANAGEMENT COMPUTER APPLICATIONS

| | | | | |
|---|------------------------|--|--------------------|--------------------------------|
| <i>Agency Number</i> | <i>Agency Initials</i> | <i>Position Number</i> | <i>Employee ID</i> | <i>Employee e-mail address</i> |
| | | | | |
| <i>Employee Last Name</i> | | <i>Employee First Name</i> | | <i>MI</i> <i>Office Phone</i> |
| | | | | |
| <i>Office Address</i> | | <i>City</i> | <i>State</i> | <i>ZIP</i> |
| | | | | |
| <i>List agencies numbers that employee is authorized to access (include VDOT districts, if applicable).</i> | | | | |
| | | | | |
| <i>Printed Name of Agency's PMIS Security Officer</i> | | <i>Signature of Agency's PMIS Security Officer</i> | | <i>Date</i> |
| | | | | |
| <i>Justification for this employee to have access to the requested applications</i> | | | | |
| | | | | |
| Access is granted ONLY to users established in Cardinal HCM. Does this user have a record in this system? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | |
| <i>Printed Name of Agency's HR Director</i> | | <i>Signature of Agency's HR Director</i> | | <i>Date</i> |
| | | | | |
| FOR DHRM USE ONLY | | | | |
| <i>State PMIS Security Officer (PSO) Approval</i> | | | | |
| <i>Name</i> | | <i>Signature</i> | | <i>Date</i> |
| | | | | |
| PMIS LoginID - | HuRMan LoginID - | RMS LoginID - | | |

LEGACY SYSTEM HISTORY

ACCESS TO WEB APPLICATIONS

| Please check where applicable | |
|--|---|
| HR Legacy Systems (Historical Records) | |
| ACCESS TYPE – Display Only | |
| Add Remove | |
| PMIS | |
| BES | |
| Workforce Planning Tools | |
| e-480 Query Tool | <input type="checkbox"/> <input type="checkbox"/> |
| e-Trans Query Tool | <input type="checkbox"/> <input type="checkbox"/> |
| Written Notices Query Tool | <input type="checkbox"/> <input type="checkbox"/> |
| Exit Survey Report | <input type="checkbox"/> <input type="checkbox"/> |
| HR-At-A-Glance Report | <input type="checkbox"/> <input type="checkbox"/> |
| Workforce Planning Report | <input type="checkbox"/> <input type="checkbox"/> |
| HuRMan - File Repository | <input type="checkbox"/> <input type="checkbox"/> |
| HuRMan - File Upload Utility | <input type="checkbox"/> <input type="checkbox"/> |
| Only For HR personnel with recruitment responsibilities or panel member/employee | |
| RMS - Applicant Tracking (PageUp Portal) | |
| Hiring Manager | <input type="checkbox"/> <input type="checkbox"/> |
| Recruiter Full Access | <input type="checkbox"/> <input type="checkbox"/> |
| Recruiter No Sourcing | <input type="checkbox"/> <input type="checkbox"/> |
| Panel Member/Employee | <input type="checkbox"/> <input type="checkbox"/> |
| Time, Attendance & Leave (Historical Records) | |
| Agency Inquirer User | <input type="checkbox"/> <input type="checkbox"/> |