

Please use this PDF form when requesting changes to your employee's manager level access to any HR Solutions systems.
E-mail completed forms to ITHelpdesk@HRSolutions.net for processing and confirmation.



Manager Access Form

Add

Remove

Change

Basic Information

Date Requested Effective Date
Client ID Client Name
Requester Approver

User Information

This user is a 3rd party who is not employed by the client and will not be listed in Prism.

Employee / User Name:
Phone Number Email Address

Prism Access

Grant this user Prism access. Details of this access below.

Grant access to the following client(s):

Can this user view pay data? If no, pay info will be redacted from the rights below. Yes No

If this client uses work groups, please define what work group the user should have access to or if a new work group is needed:

Grant access to the following areas in Prism:

Check the appropriate boxes below:

View / Edit	View / Edit
<input type="checkbox"/> Payroll Approval	<input type="checkbox"/> Time & Labor Manager
<input type="checkbox"/> Employee Overview	<input type="checkbox"/> Reports
<input type="checkbox"/> PTO	<input type="checkbox"/> Other
<input type="checkbox"/> NH Entry & Term	

If other, please explain:

Can view the following employees:

Additional Requests / Notes

Time Advantage Access

Grant this user TA access. Details of this access below.

Can view the following employees:

Special Requests / Notes:

Time & Labor Access

Grant this user TL access. Details of this access below.

Can view the following employees:

Can view pay rates?

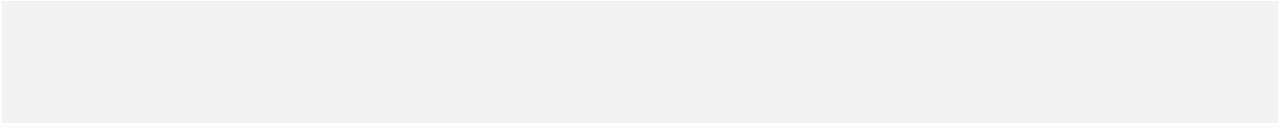
Yes

No

Special Requests / Notes

Additional Notes

Additional Notes & Requests:



Attach any reference emails:

