

ePAR Custom Group Request Form

Utilize this form to request access for ePAR custom groups. Place a checkmark in the box below to indicate which custom group access is being requested. Form should accompany a UWG Business & Finance Security Request Form and be signed by employee and supervisor. Return form to the Center for Business Excellence, Row Hall 317.

Employee Name: Last, First, MI	ADP Employee ID:
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Indicate Below	Custom Group	Definition
	HR Employee Services	Individuals who can complete HR Employee Services approval.
	HR Classification	Individuals who can complete HR Classifications approval.
	HR Leave of Absence	Individuals who can complete Leave of Absence approval.
	Unit/College Budget Manager	Budget Manager for each College or Unit.
	Unit Administrator/Dean	Dean or Administrator for each College or Unit.
	Financial Aid	Individuals who can complete the Financial Aid approval.
	ORSP	Individuals who can complete ORSP approval.
	Division Budget Manager	Budget Manager for each Division.
	Division Manager	President/VP for each Division.
	Budget Services Level 1	Individuals who can complete Budget Services approval.
	Budget Services Level 2	Limited secondary approval for Budget Services.
	Payroll Services Level 1	Individual who can complete Payroll Services approval.
	Payroll Services Level 2	Secondary approval for Payroll Services.
	Career Services	Individuals who can complete Career Services approval.

Employee Signature:	Date:
Supervisor Signature:	Date:

Center for Business Excellence Use Only	
Access Entered By:	Date: