PeopleSoft Information Access Authorization

Access to PeopleSoft is granted to allow WMU employees to conduct the business of the University. Please print and fill out this form.
Return completed form to Human Resources – hr-hris@wmich.edu or Mail Stop 5217

Last Name	First Name	Bronco Net ID
WMU Email	Department Name	Phone
Dept ID(s)/Associated Cost Centers		Employee ID #

Budget – Questions, contact University Budgets, Phone 387-4275
☐ Pay Earnings Report (BPES)   ☐ Budget Reporting (BD_REPORTING)
☐ Budget Entry Spreadsheet (BES_USER)

Human Resources – Report Access. Questions, contact Human Resources, Phone 387-3620

☐ Management Data Report (HRRUN)   ☐ PeopleSoft Timekeeper Report (must be a timekeeper) (HRRUN)
☐ Report Manager Report Folder Needed (HR_REPORTS)

Human Resources – Workflow Access. Questions, contact Human Resources, Phone 387-3620
☐ INITIATOR (WF_INITIATOR)   **Position #** _____   **Employee ID** _____
☐ APPROVER (WF_APPROVER)
*Position Number is already in the Approval Rule Set: ☐ Yes ☐ No -> If N O, department must submit a 'PSHR Electronic Workflow Approval Rule
Change Request form to add position number to the rule set. Questions regarding approval rule sets should be directed to Angie LaVoy.
Human Resources- Workflow Report Access – Special Request – Department ID for security designation must be listed above.
   ☐ WF Report- wmuhr503-Extract TA/HSA/GRA to CSV ☐ WF Report- wmuhr502-Extract IP form records to CSV

Human Resources – Manager Self Service Access. Questions, contact Human Resources, Phone 387-3620
☐ INITIATOR ☐APPROVER   (WMU_eProfile_Manager_Fluid, WMU_MSS_MANAGERS, WMU_Approvals_Fluid)

Human Resources – Access to specific reports. Questions, contact Human Resources, Phone 387-3620
☐ _____   ☐ _____   ☐ _____   ☐ _____   ☐ _____
☐ Report Manager   ☐ Mirror my report access to (bronco net id) _____

Sharing of this information for any other purpose is prohibited. By signing this request you agree to abide by the policies of the University as outlined in the following links:
https://www.wmich.edu/sites/default/files/attachments/u218/2013/administrative-data-systems-policy.pdf https://wmich.edu/registrar/faculty-staff/data-access

AUTHORIZING SIGNATURES (only where needed):

	Date Signed
Employee	
Supervisor (Required for All Requests)	Date Signed
Department Manager (Required for Management Data Report only)	Date Signed
Deans Office (Required for Budget, Grants, Workflow – Academic depts. only)	Date Signed
*Vice Provost (Academic departments only- Required if position number is not in the approval rule set.)	Date Signed

Office Use Only: ☐ SAR Initiated ☐ I ☐A ☐O SAR Number_____Add to user group email ☐
   ☐ Email to employee re: access being granted_____Completed:_____Date_____
   ☐ Row security updated – NOTES:

Updated 10.29.25