STATE OF NEW HAMPSHIRE
NH FIRST - TIME MANAGEMENT / HR / PAYROLL
AGENCY SYSTEM ACCESS REQUEST

Effective Date: Nov 15, 2012

Action: ◉ Add User ○ Change User ○ Delete User

I. EMPLOYEE/AGENCY INFORMATION

Agency Name:

First Name: M.I. Last Name:

Email Address: Phone: (603) - extn:

II. SYSTEM ACCESS AUTHORIZED

Process Level-Agency number(s) to which access applies:

TIME MANAGEMENT

☐ **Time Approver** - Select if user has direct reports and needs to approve time and leave requests. Note that additional setup must be completed by agency payroll administrator to assign staff members to approvers.

☐ **Time Proxy** - Assigned to personnel who are part of the core payroll team. This provides the Time Admin / Time Proxy bookmark and is only needed if the user is responsible for making proxy assignments.

☐ **Payroll Administrator -** Assigned to personnel who are part of the core payroll team. This provides the user with the ability to view, change, approve or reject timecards and leave requests for all users in their agency. If permissions must be expanded to multiple agencies or restricted to one division within the agency, please indicate that here:

☐ **Time LBI reports** - In the box below, indicate if access is for the entire agency, for one division or for multiple agencies:

HR / PAYROLL

☐ **Agency HR Administrator:** Full processing access with LBI reporting: online job/position requisitions and postings; candidate applications and certification; new hire processing; benefits enrollment and administration; leave administration; ongoing employee HR record maintenance; employee payroll record maintenance; payroll processing; transfers and terminations.

☐ **Agency HR:** View only with LBI reporting

☐ **Agency HR Recruiter** with LBI reporting: online job/position requisitions and postings; candidate applications and certification;

☐ **Agency Leave Plan (LP) Processing:** Absence management (annual leave, sick leave, float, SSL)

☐ **Agency Benefits Processing:** Benefits employee transactions

☐ **Agency Benefits Inquiry:** View only to employee data

☐ **Agency Payroll Administrator:** Full processing access with LBI reporting: employee payroll record maintenance; payroll processing; leave administration; and benefits administration

☐ **Agency Payroll:** View only with LBI reporting

Continue to Page 2

STATE OF NEW HAMPSHIRE
NH FIRST - TIME MANAGEMENT / HR / PAYROLL
AGENCY SYSTEM ACCESS REQUEST

III. AGENCY APPLICATION AUTHORIZATION - This section must be completed (signed) by the Agency Head, Appointing Authority or individual with Payroll Power of Attorney for Agency.

I _____ (Print Agency Head/Appointing Authority name) hereby authorize the action requested by the above named employee for the NH FIRST system. I have payroll power of attorney form on file with Bureau of accounting

Signature: _____ **Date:** _____

IV. SECURITY CLAUSE - This section must be completed (signed) by the employee.

I _____ (Print employee name) understand and agree to abide by applicable state and federal laws, and by my agency's information and computer usage policies. I agree that I will not share my password with any person outside of NH FIRST Security. I also agree to notify my Agency Administrator if I find that I have access to data/transactions and/or access to reports not authorized on this form.

Signature: _____ **Date:** _____

Click the Print Form button (two-sided is preferred), obtain proper signatures, and forward the original hard copy to: DAS, FDM, NHFIRST Security, 25 Capitol St., Rm. 113, Concord, NH 03301