

HIRETOUCH ACCESS REQUEST FORM

Instructions: Complete this form in order to establish or request changes to your access to HireTouch. Once complete, please email form to astignan@kennesaw.edu

New Change Delete Reason for change/delete: _____

EMPLOYEE INFORMATION:

Employee Name: _____ KSU Number: _____

Employee's Home Department: _____ Net ID: _____

REQUESTING DEPARTMENT INFORMATION:

Supervisor _____ Date: _____

Department Manager: _____ Date: _____

Human Resources: _____ Date: _____

PERMISSION INFORMATION: (Mark an 'X' to indicate the role being requested)

Role:

- | | |
|---|--|
| <input type="checkbox"/> Department Admin | <input type="checkbox"/> Management Approver |
| <input type="checkbox"/> Hiring Manager | <input type="checkbox"/> Committee Chair |
| <input type="checkbox"/> Budget/Grants | <input type="checkbox"/> Committee Member |

ESS Department Use Only:

Access Granted By (ESS Use Only)	Date Access Granted:
Access Removed By (ESS Use Only)	Date Access Removed: