

## 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 [aphillip@kennesaw.edu](mailto:aphillip@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: