

REQUEST FOR ACCESS TO THE HRMIS (ALESCO)

This form should be submitted by the supervisor of the person needing access. An electronic copy of the completed form with signatures from both the employee and Head of Cost Centre, should then be emailed to hr-support@une.edu.au.

Each request will be vetted before access is granted. Please enter as much detail as possible with suitable justification for the type of access requested. Note: If the employee does not have an employee number, please contact HR Services and Support hr-services@une.edu.au to establish one before submitting this form.

All staff should be aware of their obligations regarding confidentiality of data. Before signing this form, please review the UNE Code of Conduct, section 17.01.20, [Use, security and confidentiality of information retained by the University](#).

Details of Person Requiring Access:			
Employee Name		Contact Phone	
Department			
Employee No	00	Username	
Email Address			
Signature			

Type of User Access Required:	
Add new user	
<input type="checkbox"/> Select (read/view records only)	<input type="checkbox"/> Edit (make changes to records)
<input type="checkbox"/> Delete existing user	
<input type="checkbox"/> Modify existing (please specify)	

Access to Departments:	
What department/school does this person need access to?	
<input type="checkbox"/> Current staff only	<input type="checkbox"/> All Staff

Justification for Access:	
Why does this person need the access described above? Please give as much detail as possible.	

Head of Cost Centre Approval:			
Name			
Signature		Date	