

Marshall University Request for PeopleAdmin™ User Group Privileges

Below is the user group request form for approving actions in the PeopleAdmin system.

- Table one, input your employment information in the first table.
- Table two, select the group in which you are requesting to be enrolled as an approver.
- Table three, list the orgs to which you will need access and identify them as MU OR MURC.

Name (Print)	
Job Title	
Department/Program	
E-mail Address	

CHECK	Group (one or more)
	Budget
	CFO
	Compliance Officer (MURC Access Only)
	Dean/Director
	Equity
	Executive Affairs
	GA (Graduate Assistant) Dean/Director
	Graduate Office
	Academic Affairs
	Human Resources
	Supervisor
	Vice President

BUDGET ORGANIZATIONS (ORGs) FOR WHICH PRIVILEGES ARE REQUESTED					
ORG NO.	ORG NAME	MU / MURC	ORG NO.	ORG NAME	MU / MURC

If additional orgs are needed, please submit them on a separate sheet.

EMPLOYEE PRINTED NAME			
EMPLOYEE SIGNATURE		DATE SIGNED	
SUPERVISOR PRINTED NAME			
SUPERVISOR SIGNATURE		DATE SIGNED	

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