# **HRIS SECURITY APPROVER / REVIEWER DESIGNATION FORM**

**Note: All fields are REQUIRED.** Use this form to add, update, or remove a HRIS Security Approver or Reviewer/s designation. Approval of this form must be provided by the [Agency Director or HRIS Security Authority Delegate](https://docs.google.com/spreadsheets/d/1FmKPLBbrhZshJw5H87FlWll8-H67jqc8gULtya0DVGA/edit#gid=0). Email approval in lieu of written (ink) signature is acceptable by pasting the email approval at the bottom of this form. Acknowledgement of the HRIS Security policy is required by the requestor. The policy is located on the [ADOA HRIS website](https://hr.az.gov/HRIS-Resources) under ‘Resources’ and in TraCorp under Course ID: HRISSECURITYPOLICY. The Requestor may email the completed form to hrisservicedesk@azdoa.gov.

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|  Section 1: Request Details |
| **Request Type:**  | **Role Requested:**  |
|  | **Add** |  | **Remove** |  | **Update** |  | **Security Approver** |  | **Reviewer** |
|  |
| **Agency Name:** |  |

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| Section 2: Security Approver/Reviewer Information and Acknowledgement  |
| **Name:** |  |
| **Job Title:**  |  | **EIN:** |  |
| **Work Email:**  |  | **Phone:**  |  |
|  | I have read and understand the Roles and Responsibilities of the HRIS Security Approver / Reviewer that are outlined in the HRIS Security Policy.  | **Date**:  |  |
| **Initials** |  |  |
| Section 3: Agency Approver Information and Approval  |

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|  | I have confirmed the Approver/Reviewer has read and understands the Roles and Responsibilities that are outlined in the HRIS Security Policy. |
| **Initials** |  |
| **Approver Name:**  |  |  **Approver EIN:**  |  |
| **Approver Signature:**  |  |  **Date**: |  |
| **Insert email approval screenshot below (only if Ink signature is not provided):** *Recommended verbiage: “This email serves as my consent to (add/update/remove) (employee name) to the role of (role name) for (agency name).*”  |