

	Agency Security Approver <ul style="list-style-type: none">• Reviews and approves access requested• Submits HRIS Security Request form to ADOA HRIS Security team		Agency Security Reviewer (opt) <ul style="list-style-type: none">• Receives user reports• Audits agency user access• If no Security Reviewer, duties are assumed by the Security Approver
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HRIS SECURITY APPROVER / REVIEWER DESIGNATION FORM

Please print, sign, and send the completed form to the HRIS Service Desk at hrisservicedesk@azdoa.gov or interoffice to HRIS Security 100 N. 15th Ave, Suite 401 Phoenix, AZ 85007

AGENCY: _____

AGENCY DIRECTOR (or DELEGATE) NAME: _____

AGENCY DIRECTOR (or DELEGATE) SIGNATURE: _____

EIN: _____ DATE: ___/___/_____

_____ I have confirmed the Approver/Reviewer listed below has read and understands
Initials the Roles and Responsibilities that are outlined in the HRIS Security Policy.

SECURITY APPROVER **OR** REVIEWER ADD, REMOVE, **OR** UPDATE
INFORMATION **CIRCLE ONE** **CIRCLE ONE**

NAME: _____

TITLE: _____

EIN: _____ DATE: ___/___/_____

E-MAIL: _____ PHONE #: (____) - _____

_____ I have read and understand the Roles and Responsibilities that are outlined in the
Initials HRIS Security Policy.