



- Delegated by the Agency Director
- CAN designate Security Approvers and Reviewers

HRIS SECURITY AUTHORITY DELEGATE 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

By completing this form, the Agency Director hereby transfers administration of Agency HRIS Security Approvers and Reviewers to the "Delegate" listed below.

AGENCY: _____

AGENCY DIRECTOR NAME: _____

AGENCY DIRECTOR SIGNATURE: _____

EIN: _____ DATE: ___/___/___

Initials I have confirmed the Agency HRIS Security Authority Delegate listed below has read and understands the Roles and Responsibilities that are outlined in the HRIS Security Policy.

DESIGNATED DELEGATE

Delegate hereby accepts responsibility for managing agency HRIS Security Approvers and Reviewers from the "Agency Director" listed above.

SECURITY AUTHORITY DELEGATE NAME: _____

SIGNATURE: _____

EIN: _____ DATE: ___/___/___

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

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