



Danville Community College

Security Officer Use Only

Form Complete: []
Added SIS/HRMS: []
Modified SIS/HRMS: []
Deleted SIS/HRMS: []
Date _____ Initial. _____

SIS/HRMS ACCESS

ACTION: [] Add [] Modify [] Delete

User Information (All fields required.)

Form with fields: First, MI, Last, Birthday (mm/dd/yyyy), Street, City, State, Postal, Phone, SSNO, EmplID (If known), UserID (If known), Start Date, Division, Office and Room Nbr, Supervisor

Gender: [] Male [] Female

Racial/Ethnic group:

[] White [] Black [] Asian or Asian American [] Hispanic [] American Indian [] Other _____

[] Administrative Faculty [] Classified Staff [] Work Study
[] Faculty [] Full-time
[] Adjunct Faculty [] Part-time

Are you a manager with an employee who submits a time sheet? [] Yes [] No

If yes, what is the name of the department:

Human Resource Department Use ONLY

[] Absence Management Roles [] Benefits Roles
[] Human Resource Roles [] Payroll Roles
[] Time and Labor Roles [] VCCS Customizations

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I occupy a position of special trust at Danville Community College and realize my duties will bring me into contact with valuable information and resources. I understand these resources require special protection and that I am required to uphold the policies and procedures adopted by the college to safeguard the information and resources entrusted to me.

SIS*COPYID*/**HRMS***COPYID* (if known): _____

Duties similar to: _____

Additional duties: _____

Employee:

Signature: _____ Date

Supervisor:

Signature: _____ Date

****Security Officer Use Only***

Data Owners (Signature required for specific user data needs)

Student Financials Data: _____

Continuing Education Data: _____

Financial Aid Data: _____

Admissions & Record Data: _____

HRMS Data: