

INSTRUCTIONS

APPLICANT INFORMATION

For the individual applying for access, type or print the name, position, department, campus address, e-mail address, telephone number, fax number and employee ID number in the spaces provided.

ACCESS LEVEL

Request

Please indicate if this is a request to add a person, to change a person's current access, or to cancel existing access (for a person that transferred, separated, etc.).

Level

Check the appropriate coding access level. Program Administrator access will be granted only to those within OSU Human Resources.

E-Verify Training

Before access may be granted, the applicant must have completed E-Verify training. Please attach training results.

APPROVAL BY KEY USER

Before HRS access will be granted, the individual requesting access must read the E-Verify Memorandum of Understanding as provided to the Key User. Additionally, s/he must read, sign, and date the **E-VERIFY Agreement** indicating s/he will comply with the procedures stated in the Agreement and the request must be approved by the Key User and E-Verify Program Administrator. If the Key User is unavailable, the request must be approved the appropriate Dean or Vice President.

QUESTIONS?

If you have questions, please contact HR Administrator at x5161.