

# Lucas County Oracle Cloud HCM Access Request Form

## Lucas County Information Services

1 Govt. Center, Suite 400 Toledo, OH 43604

Phone: 419-213-4037

### Applicant Responsibilities (Your signature below indicates acceptance of these responsibilities)

Access is restricted to Lucas County employees performing the official duties of their position. I will comply with the Lucas County Internet use policy. I will safeguard my user ID and password, I will not share with anyone. Sharing of this information will result in revocation of your access. All public records requests must follow Lucas County public records request policy.

### Instructions

2. If you need access to an agency other than your own - enter that agency's name in the space provided. Secure approval signature from the other agency director.
3. Obtain Manager/Director approval. A user account will not be created or modified without the Manager/Director signature.
4. Email the completed form to lcishelpdesk@co.lucas.oh.us. Please allow up to one week for the changes to take effect. Expedited requests will be handled on a case-by-case basis.

### Section 1: User Information

Model This User After:			
First Name:	MI:	Last Name:	
Agency Name:	Address:		
Phone:	Email:		
Notes:			

Section 2: Agency Roles	Other Agency Access	Add	Remove		Add	Remove		Add	Remove	
Time & Labor - Agency Payroll				Manager			Run Reports			Run Payroll Reports
Human Resource				Specialist/Recruiting Manager			Run Reports			
Budget				Specialist			Run Reports			
Hiring				Manager Review						

Specialized Roles (may require additional authorization)		Add	Remove		Add	Remove		Add	Remove
Human Resource - County wide		+	-	Specialist/Recruiting Manager	+	-	Run Reports		
Payroll Dept. - County wide		+	-	Administrator, Manager and HR	+	-	Run Reports		
Time and Labor - County wide		+	-	Administrator, Manager	+	-	Run Reports		
Benefits Dept. - County wide		+	-	Administrator, Manager and HR	+	-	Run Reports		
OMB - County wide		+	-	Specialist HCM	+	-	Run Reports		
		+	-	Risk Management	+	-	Worker's Comp/ Unemployment	+	- FMLA

LCIS Roles		Add	Remove		Add	Remove	
IT Security		+	-	Manager			
Technical		+	-	Functional User Roles	+	-	Seeded Roles
Technical		+	-	HCM Bulk-Load Security Data			

### Section 3: Acknowledgement & Signature

Employee Signature & Date:	Date:
As the manager/director of this employee, I authorize the access indicated above and I understand that any changes to this access will require additional written approval. Access requested is based on the official duties of their position.	
Manager/Director/ Name Printed:	Phone:
Manager/Director Signature & Date:	Date:
Note: Employees that request access to another agency's documents/data within Oracle are required to obtain appropriate signatures from the other agency's Director.	
Other Agency Manager/Director Name Printed:	Phone:
Other Agency Manager/Director Signature & Date:	Date: