

# 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									
1. Complete sections 1 and 2 and sign where indicated in section 3. 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 <a href="mailto:lcishelpdesk@co.lucas.oh.us">lcishelpdesk@co.lucas.oh.us</a> . 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									
Notes:									
First Name:			MI:			Last Name:			
Agency Name:			Address:						
Phone:			Email:						
Model This User After (Enter existing users name that this user should be modeled after):						If modeling after an existing user - DO NOT complete Section 2			
Section 2: Agency Roles		Other Agency Access		Add		Remove		(check action desired)	
Time & Labor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Human Resource		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specialist	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Learning		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specialist	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Performance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	
Recruiting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruiter & Administrator	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Onboarding		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Hiring		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Budget		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specialist	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Specialized Roles (may require additional authorization)		Add		Remove		Add		Remove	
Human Resource - County wide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specialist	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Payroll Dept. - County wide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator, Manager and HR	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Time and Labor - County wide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator, Manager	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Benefits Dept. - County wide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator, Manager and HR	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Learning Specialist - County wide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specialist	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Performance - County wide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	
HR Help Desk		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
Knowledge/reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager & Author Service	<input type="checkbox"/>	<input type="checkbox"/>	
OMB - County wide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specialist HCM	<input type="checkbox"/>	<input type="checkbox"/>	Run Reports
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	Worker's Comp/ Unemployment
								<input type="checkbox"/>	FMLA
LCIS Roles		Add		Remove		Add		Remove	
IT Security		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Application		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	Developer
HCM Application		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Consultant
HR Help Desk		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrator, Manager and Agent	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge/reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager, Analyst, Author HCM, Search HCM and Search Service	<input type="checkbox"/>	<input type="checkbox"/>	
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:			