

# UGA Office of Human Resources

## UGAJobs User Request Form

Clear Form

Employee Full Name\*

Employee MyID\*

Employee Email\*

Employee OneUSG Connect Job Title\*

Chief HR/FA Liaison's full Name\*

Chief HR/FA Liaison's Email\*

### Requested User Type\*

**Instructions:** Indicate a check mark next to the user groups requested. *(Please see list of all User Type Definitions on next page)*

**\*\*Please note:** Individuals may request only one user group OR may be assigned to more, depending on their role within the approval process for actions\*\* Unless specified, User Types are for all Sections (i.e.: Staff, Faculty, Affiliate, Grad/Research/Student/Temp, etc.)

Applicant Manager

Executive Authority\*

Senior Administrator (Faculty)

Approver

Search Committee Member

Unit Head\* (Faculty)

Authorizer \*

Initiator

Faculty Affairs Liaison\* (Faculty)

Certified HR Practitioner\*

Reviewer (Read Only Access)

\* Requires Approval/Signature of Dean/VP of the unit OR advanced training within a specific timeframe. **For Faculty User Type, this form must be sent to UGA Faculty Affairs for Approval after receiving Dean/VP Signature**

Department(s)\*

Please include the number and name of the HR department(s)- i.e. Central HR Benefits (H1000688)

Additional Comments:

Chief HR Liaison/  
FA Liason Signature

\*Dean/VP Signature

Please send signed and completed form to UGA Office of Human Resources at [hrweb@uga.edu](mailto:hrweb@uga.edu)