

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



You can sign this form electronically!

Download PDF to get started. Click here to learn how to sign electronically.

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