



The University of Western Australia  
Human Resources

## Application for Access to Human Resources Systems

Please note that **before** you can have access to Concept you require access to the Administrative Computing System. If you don't already have an account on the Admin Computing System (eg. *Student Records, Financial Records*), you need to apply by contacting the ACS Help Desk on 2822.

### 1. Details of Person Requiring Access:

<b>Name:</b>			
<b>Job Title:</b>			
<b>School/Faculty:</b>			
<b>Section:</b>		<b>Telephone:</b>	
<b>Duration of Access</b>			

### 2. Type of Access: (*Tick as required*)

Concept HRM System

Web Reports

Processing via the web (*Timesheet entry, allowance entry, casual contract extension*)

data entry only

\*update to Concept

*\*Please note that granting access to update Concept via the web authorises the staff member to make payments to all staff within the School/Faculty. Accordingly all payments must be made in accordance with the current General and Academic Staff Agreements.*

### 3. Access To: (*Tick one*)

Total University (*Access to the personnel data for the total University is restricted to certain members of Central Administration*)

Faculty: \_\_\_\_\_

School/Centre: \_\_\_\_\_

or

Use the same access as: \_\_\_\_\_

(name)

### 4. Completed by Executive Dean/Head of School:

I confirm that the above member of staff is entitled to access the personnel-related data for this institution/faculty/school, in order to complete his/her official duties.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Conditions of Access

Access to The University of Western Australia's administrative computing systems will only be granted to people who agree to comply with the following conditions of access:

- Requests for information regarding employees (other than from the employee concerned, the Executive Dean or Head of Department/Centre), must be referred to Human Resources.
- Terminals or PCs used to access the administrative computer systems must be in a secure location.
- Information gained from the use of the University's administrative computer systems is **CONFIDENTIAL** and is **ONLY** to be used for official University business.
- Any hardcopy of the information from any of the University's administrative computer systems must be treated as **CONFIDENTIAL** and must not be left lying around and must be disposed of in a secure manner.
- Information must not be displayed on an unattended screen.
- Terminals are to be logged out if they are to be left unattended for an extended period (*eg. Lunchtime, meetings etc.*)
- Any user who will be absent for longer than one month must notify the ACS Security Officer (ext. 2021) to arrange for their account to be suspended during the period of their absence.
- A request to withdraw access must be submitted when an operator is leaving the University, changing to another area or moving jobs.
- Access is **NOT TRANSFERRABLE**. A user must not transfer their password(s) to any other person. This includes casual and Leave Relief staff.
- Passwords must not be easily guessed or written down.

## 5. Completed by Applicant:

I, \_\_\_\_\_ have read the 'Conditions of Access' (above) and agree to abide by these.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Forward completed form to Administrative Computing Services

Human Resources' Use Only							
Username:	<input type="text"/>	Staff No:	<input type="text"/>				
Group:	<input type="text"/>	Oracle	<input type="checkbox"/>	Concept	<input type="checkbox"/>	Grant Level:	<input type="text"/>
Data Access:	<input type="checkbox"/> General	<input type="checkbox"/> Clevel	<input type="checkbox"/> Range	Post No:	<input type="text"/>		
<input type="checkbox"/> Security File	<input type="text"/>						
<input type="checkbox"/> Web reports							
<input type="checkbox"/> Web processing							
Verified:	<input type="text"/>	Date:	<input type="text"/>				
Authorised:	<input type="text"/>	Date:	<input type="text"/>				

ACS Use Only					
Username:	<input type="text"/>	VMS:	<input type="checkbox"/>	NT:	<input type="checkbox"/>
Verified:	<input type="text"/>	Date:	<input type="text"/>		