

DrexelMedJobs Authorization Request

University ID	<input type="text"/>	Last Name	<input type="text"/>	Home Orgn	<input type="text"/>
User ID	<input type="text"/>	First Name	<input type="text"/>	Orgn Title	<input type="text"/>
		Office Telephone	<input type="text"/>		

ORGN ACCESS

List the Orgn Codes employee should have access to .

ORGN	ORGN Title	ORGN	ORGN Title

USER ACCESS

User Level	User Level Description
<input type="checkbox"/> Originator	Ability to create a requisition for an Orgn listed above. Authorized to access all information pertaining to the requisition created, including application, job status, and applicant status.
<input type="checkbox"/> Dean/Director	Ability to create/edit/approve/return a requisition for an Orgn listed above. Authorized to access all information pertaining to requisitions within these departments.
<input type="checkbox"/> VP/Provost/President/Executive	Ability to create/edit/approve/return a requisition for areas listed above. Authorized to access all information pertaining to requisition process within responsible area.
<input type="checkbox"/> Proxy Level 1	Ability to serve as a proxy to create/edit/approve/disapprove for the Originator and Dean/Director for the orgns listed above.
<input type="checkbox"/> Proxy Level 2	Ability to serve as a proxy to create/edit/approve/disapprove for the Originator, Dean/Director, and VP/Provost/President/Executive for the orgns listed above.
<input type="checkbox"/> Research	Ability to approve positions charged to a research grant.

APPROVALS

Department Admin	_____	Date	_____
VP/Executive	_____	Date	_____

Drexel University requires that all employees authorized to view confidential salary and personnel data be authorized to do so by a senior officer of the University. Requests without the required authorization will be returned to the Department Administrator.

Return completed form to VP/Executive for signature by E-mailing a completed signed copy to: HRForms@DrexelMed.edu