Requesting CHRS Recruiting Access

Table of Contents

Introduction

This guide will detail the process of requesting elevated access to CHRS Recruiting. This process is conducted using the HR Access Request Form (ARF). When a user fills out the HR ARF Form to request more access, the form is first routed to their immediate supervisor for approval, then to the requestor for approval, then to HRIE for verification and approval, and lastly to IT to make the necessary adjustments in PeopleSoft. Sometimes the user may first require training before access is granted (depending on the level of access they are requesting). The changes IT makes in PeopleSoft are moved to a nightly file, which is eventually migrated from PeopleSoft to CHRS Recruiting overnight. A users' access will be updated once this process is complete. Please note, it may take up to a week to change a user's access.

Navigating to the HR Access Request Form

The HR Access Request form can only be properly completed from a campus-connected computer using Safari or Internet Explorer. Please use the following steps to access this form.

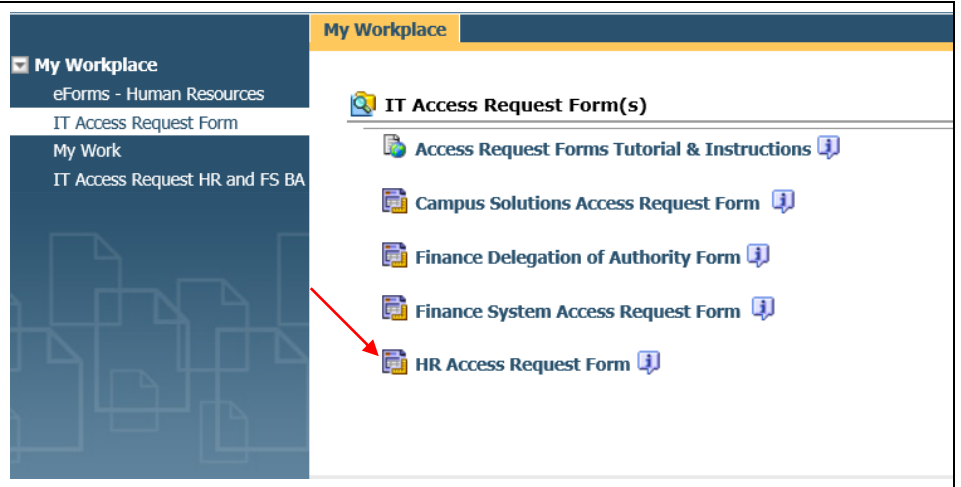|	
1. Titan Online Open either Safari or Internet Explorer from a campus-connected computer and log into Titan Online.	
2. eContent In the "eContent" section of Titan Online, select "My Workplace." The "eContent" section can be found on the left-hand side of Titan Online when scrolling down.	

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3. Select the HR Access Request Form

Select "IT Access Request Forms" from the "My Workplace" Menu, and then select "HR Access Request Form."

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<td>

My Workplace

▼ My Workplace
   eForms - Human Resources
   IT Access Request Form
   My Work
   IT Access Request HR and FS BA

🔍 **IT Access Request Form(s)**

📄 **Access Request Forms Tutorial & Instructions** ℹ️

📋 **Campus Solutions Access Request Form** ℹ️

📋 **Finance Delegation of Authority Form** ℹ️

📋 **Finance System Access Request Form** ℹ️

📋 **HR Access Request Form** ℹ️

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Complete the HR Access Request Form

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1. The HR Access Request Form

The HR Access Request Form will pop-up in a new window.

Please note that if an incompatible browser is used, or an off-campus computer is used to access this form, the "Launch" button will not populate above the form.

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📄 PDF/Print | 🔀 Launch | 🚪 Close

Comment: [   ]

| Employee Information | Signatures |

CALIFORNIA STATE UNIVERSITY FULLERTON
California State University, Fullerton
Human Resources Access Request Form

Employee Information

Employee ID: (CWID) [   ]   Campus E-mail: _____

First Name: [   ]   Last Name: [   ]

Department Name: [   ]   Department ID: _____

Title: [   ]   Campus Extension: _____

Division: [   ]   Appropriate Administrator: _____

☐ Permanent ☐ Temporary If Temporary, List Appointment End Date: _____

☐ Faculty ☐ Staff ☐ Management ☐ Student ☐ Other

Account Action Request (check all that apply)   ○ New User ○ Existing User ○ Change Department

Types of access: ○ Distributed User   ○ Central User

Human Resources Distributed Roles

Add	Remove		Add	Remove	
☐	☐	Student Appointment Processing	☐	☐	Employee Funding and Dept Position Rosters
☐	☐	Receives Confirmation Tickets via Email	☐	☐	LCD Reports (Labor Expense, Salary Expenditures & Projections and Salary Expenditures History Page)
☐	☐	Student Time Reporting	☐	☐	Funding Department Roster
☐	☐	Student Job Roster	☐	☐	Absence Management Timekeeper
☐	☐	PTF Appointments/Contract Processing	☐	☐	Emergency Contact Roster for Managers (*Managers Only)
☐	☐	PTF Approval		☐	Others:
☐	☐	Recruiting			
☐	☐	Staff/MPP Roster			
☐	☐	CWID Search			
☐	☐	Faculty Roster			

DeptID(s) or nodes to which user is requesting access   [Select]

[   ]

Human Resources Core/Central Roles

Add	Remove		Add	Remove		Add	Remove	
☐	☐	FAR Mgmt	☐	☐	LCD Funding	☐	☐	Payroll Counter
☐	☐	FAR Staff	☐	☐	LCD Payroll	☐	☐	Payroll AM SME
☐	☐	Benefits	☐	☐	LCD Budget	☐	☐	Payroll Staff
☐	☐	Compensation	☐	☐	Payroll SME	☐	☐	Position Mgmt
☐	☐	Diversity/Equity		☐	Others:	☐	☐	Recruiting
☐	☐	Employment						
☐	☐	Labor Relations						
☐	☐	Risk Mgmt						
☐	☐	LCD Finance Basic						

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2. Employee Information Enter your CWID in the Employee ID field to populate the top portion of this form.	**CALIFORNIA STATE UNIVERSITY** **FULLERTON** California State University, Fullerton Human Resources Access Request Form **Employee Information** Employee ID: (CWID) ⬜ Campus E-mail: _____ First Name: _____ Last Name: _____ Department Name: _____ Department ID: _____ Title: _____ Campus Extension: _____ Division: _____ Appropriate Administrator: _____ ☐ Permanent ☐ Temporary If Temporary, List Appointment End Date: _____ ☐ Faculty ☐ Staff ☐ Management ☐ Student ☐ Other _____
3. Account Action Request and Type of Access A. Select all appropriate Account Action Request options B. Select "Distributed User" for "Types of Access"	**Account Action Request (check all that apply)** ◯ New User ◯ Existing User ◯ Change Department Types of access: ◯ Distributed User ◯ Central User

4.	**Human Resources Distributed Roles Section** In the Human Resources Distributed Roles section select the "Add" checkbox in the "Recruiting" row	**Human Resources Distributed Roles** Add Remove Add Remove ☐ Student Appointment Processing ☐ Employee Funding and Dept Position Rosters ☐ Receives Confirmation Tickets via Email ☐ LCD Reports (Labor Expense, Salary Expenditures & Projections and Salary Expenditures History Page) ☐ Student Time Reporting ☐ Funding Department Roster ☐ Student Job Roster ☐ Absence Management Timekeeper ☐ PTF Appointments/Contract Processing ☐ Emergency Contact Roster for Managers (*Managers Only) ☐ PTF Approval ☐ Others: ☑ ☐ Recruiting ☐ Staff/MPP Roster ☐ CWID Search ☐ Faculty Roster DeptID(s) or nodes to which user is requesting access [Select]
5.	**Department ID's** CHRS Recruiting is driven by Dept. ID's. To ensure that you have the access needed, please add all Dept. ID's in which you would need to create/review jobs and candidates. A. Click on "Select" and a pop-up will allow you to select all appropriate Dept. ID's., then select "OK" to add them to your form.	DeptID(s) or nodes to which user is requesting access [Select] <table><tr><td></td><td>**Department ID**</td><td>**Department Name**</td></tr><tr><td>☐</td><td>10035</td><td>Total Wellness</td></tr><tr><td>☐</td><td>10062</td><td>Compensation Services</td></tr><tr><td>☐</td><td>10089</td><td>Diversity and Equity</td></tr><tr><td>☐</td><td>10102</td><td>Labor Relations</td></tr><tr><td>☐</td><td>10103</td><td>Engagement and Learning</td></tr><tr><td>☐</td><td>10104</td><td>Academic Talent Management</td></tr><tr><td>☐</td><td>10131</td><td>Vice President of HR</td></tr><tr><td>☐</td><td>10137</td><td>Human Resource Services</td></tr><tr><td>☐</td><td>10182</td><td>Payroll Services</td></tr><tr><td>☐</td><td>10201</td><td>Risk Management</td></tr><tr><td>☐</td><td>10332</td><td>CSUF Risk Pool</td></tr><tr><td>☐</td><td>10355</td><td>Organizational Development</td></tr><tr><td>☐</td><td>10396</td><td>Talent Acquisition and Recruit</td></tr><tr><td>☐</td><td>10438</td><td>CSURMA 0101-General Acd Instr</td></tr><tr><td>☐</td><td>10439</td><td>CSURMA 0201-Inst & Rsrch Cntrs</td></tr><tr><td>☐</td><td>10440</td><td>CSURMA 0301-Community Srvc</td></tr><tr><td>☐</td><td>10441</td><td>CSURMA 0406 Academic Admin</td></tr><tr><td>☐</td><td>10442</td><td>CSURMA 0501-Stu Srvc Admn Prog</td></tr><tr><td>☐</td><td>10443</td><td>CSURMA 0707-Security & Safety</td></tr></table> [OK] [Close]

6. Submit the HR Access Request Form When the form is complete, please select "Launch" at the top of the browser window. This will kick off the approval workflow for your HR Access Request Form.	 PDF/Print Launch Close Comment:

HR Access Request Form Approval Process

The HR Access Request form will now be routed for approval. The workflow of approvals is as follows:

1. Immediate Supervisor
2. Employee requesting the access
3. HRIE
4. Information Technology (including training, if applicable)

The user may first require training before access is granted (depending on the level of access they are requesting). The changes IT makes in PeopleSoft are then moved to a nightly file, which is eventually migrated from PeopleSoft to CHRS Recruiting overnight. A users' access will be updated once this process is complete. It may take up to a week to change a user's access.