PRODUCTION APPLICATION ROLE AUTHORIZATION
APPLICATION NAME: Job and Employee Management System (JEMS)
(PVL, Rate/Title Change, Hire, and Job Change)

System information and form instructions: https://hr.wisc.edu/hr-professionals/systems/jems/

1. User and Position-Related Information

Select User Type   **Logon Information**

☐ New user   NetID: _____   Employee ID #: _____

☐ Current/previous user   3-Character Logon (if exists): _____

Last Name: _____   First Name: _____

Title: _____

Department: _____   UDDS: _____

Email Address: _____

2. Authorizations

List the **UDDS(s)** for which the user should be able to access JEMS transactions (ex: A, A02, A0201, A020110). Select an **Action** and **Access Level** for all requested systems. Indicate if the user should **Receive Emails** from the requested systems for the user's authorized UDDS(s).

UDDS(s)	JEMS System	Access Action		Access Level					Receive Emails	
				View Only	Sub-Dept	Dept	Division	Campus		
	PVL	Add ☐	Remove ☐	☐	☐	☐	☐	☐	Yes ☐	No ☐
	Rate/Title Change	Add ☐	Remove ☐	☐	☐	☐	☐	☐	Yes ☐	No ☐
	Hire	Add ☐	Remove ☐	☐	☐	☐	☐	☐	Yes ☐	No ☐
	Job Change	Add ☐	Remove ☐	☐	☐	☐	☐	☐	Yes ☐	No ☐

Additional Request Notes:

3. Legal Agreement

Violation of this agreement may result in disciplinary action or legal action or both.

Your use of University computing resources is restricted to authorized University of Wisconsin business. You will be held responsible for a security breach traceable to you or your assigned logon identification initials. You will be held liable for any willful misuse or deliberate system damage traceable to you or your logon identification initials. It is your responsibility to comply with the provisions of the Federal-Family Education Rights and Privacy Acts (FERPA), the University of Wisconsin-Madison Policy on Student Records, and the UW-Madison Policy on Faculty and Staff Racial/Ethnic Heritage Data (governed by Wisconsin Public Records Law and by state and federal law) to protect the confidentiality of personally identifiable information.

4. Approvals

I have read and agree to the above terms.

User Signature: _____   **Date:** _____

I have reviewed this request and confirm that the requested access is necessary and appropriate for the listed user and position.

Supervisor Name (Print): _____   **Date:** _____

Supervisor Signature: _____

Col/Schl/Div JEMS Custodian Name (Print): _____   **Date:** _____

Col/Schl/Div JEMS Custodian Signature: _____

OHR JEMS Data Custodian Signature: _____   **Date:** _____