

Assign or Remove Role(s) Within GMS

Remove Employee from Role¹ Employee Name: _____ GU ID: _____

Assign a Role (Temporarily) : _____ **End date²:** _____ **Assign a Role (Permanently):** _____ **Effective Date:** _____

Employee Name: _____ GU ID: _____

Supervisory Organization(s) Impacted: _____

Number(s) Name(s)

Employee Signature: _____ Date: _____

I hereby authorize the role assignments and revocations indicated below: (Check all that apply)

APPROVALS REQUIRED BY ROLE (ALL REQUIRE DATA STEWARD APPROVAL BY VP & CHRO):

- Timekeeper³:** Timekeeper's Supervisor, Finance Partner, CFO, HR Partner, VP & CHRO
- Manager³:** Manager's Supervisor, Finance Partner, CFO, HR Partner, VP & CHRO
- HR Contact⁴:** HR Contact's Supervisor, Finance Partner, CFO , HR Partner, VP & CHRO
- Student Employment Reviewer (SER) Hourly Students:** Supervisor of SER, AVP & Dean OSFS, VP & CHRO
- Student Employment Reviewer (SER) Graduate Stipend Students:** Supervisor of SER, Graduate School, VP & CHRO
- Dean's Office Reviewer:** Dean or designee, Academic HR Partner, VP & CHRO
- Finance Partner⁴:** CFO, VP Financial Accounting Systems, HR Partner, VP & CHRO
- HR Partner:** VP & CHRO
- Academic HR Partner:** Senior VP, Executive VP or designee , VP & CHRO
- Campus Finance Officer:** Senior VP, Executive VP or designee, VP Financial Accounting Systems, VP & CHRO
- Centralized Roles (Benefits or Payroll Partner):** Supervisor of Position, AVP & CBP (Benefits), VP & CHRO

Supervisor's Name (Printed) and Signature Date

Finance Partner's Name (Printed) and Signature Date

Dean or their Designee's Name (Printed) and Signature Date

Graduate Dean's Office Administrator's Name (Printed) and Signature Date

HR or Academic HR Partner's Name (Printed) and Signature Date

Campus Finance Officer's Name (Printed) and Signature Date

VP, SVP, EVP or their Designee's Name (Printed) and Signature Date

DATA STEWARD VP and CHRO Name (Printed) and Signature (REQUIRED) Date

DATA STEWARD VP Financial Accounting Systems Name (Printed) and Signature Date

¹If "Remove Employee" is not completed, then assignment will be in addition to the existing employee in the role.

²At this time, the end remove role process is not automated. The department will need to complete another form to remove the access.

³Manager and Timekeeper may not be the same person.

⁴HR Contact and Finance Partner may not be the same person.