

**SECURITY REQUEST FORM  
CPPS and HR Data Warehouse  
PLEASE PRINT**

Please send completed forms to: 303-866-4138
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**Employee Information**

EMPLOYEE NAME _____	DEPT/AGENCY AND ORG ID _____
POSITION / TITLE _____	TOP SECRET ID _____
E-MAIL ADDRESS _____	SPECIAL OPERATOR ID _____
EMPLOYEE WORK PHONE _____	

For training on Colorado Personnel Payroll System (CPPS) payroll processing, please e-mail [CentralPayroll@state.co.us](mailto:CentralPayroll@state.co.us), and for training on CPPS human resources processing and HR Data warehouse, please e-mail [HR.Support@state.co.us](mailto:HR.Support@state.co.us).

**CPPS**

- ACCOUNTING/BUDGET                       BENEFITS                       PAYROLL                       PERSONNEL  
 BENEFITS & PAYROLL                       BENEFITS & PERSONNEL                       BENEFITS&PAYROLL &PERSONNEL\*  
*\*Requests for all three functions requires a written request for an exception to accompany the Security Access Form.  
**Any exceptions are approved and granted by the State Controller.***

Please check one of the following:

- Community College or 4-Year College                       All Other Agencies

Please check one of the following:

- UPDATE (includes inquiry)     INQUIRY ONLY                       **REVOKE ACCESS**

**Human Resources Data Warehouse**

<input type="checkbox"/> STANDARD ACCESS/REPORTS	<input type="checkbox"/> CUSTOM EXTRACTS	<input type="checkbox"/> <b>REVOKE ACCESS</b>
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**Signature Approvals**

Employee's Supervisor _____	Date _____	Work Phone _____
Department Controller _____	Date _____	Work Phone _____
State Controller (required for security profiles not within security guidelines) _____	Date _____	Work Phone _____
Department Human Resources Director _____	Date _____	Work Phone _____

**Office Use Only**

CPPS			
Operator ID		EID	
Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	Query ID	
Update/Delete		Date/Initial	
Statement of Compliance		Multiple ORG's	
Previous access		Exception	

# CPPS ACCESS QUESTIONNAIRE

Employee Name \_\_\_\_\_

*Please answer each question below:*

**Yes    No**

**HR Access:**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Do you process New Hires, Promotions, Terminations and personnel transactions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you update the Job Assignment screens?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you update the Alternate Address screen?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you update Position Control?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you need to update the Disciplinary or Grievance screens?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you need to view the Disciplinary or Grievance screens?                     | <input type="checkbox"/> | <input type="checkbox"/> |

**Payroll Access:**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Do you update the Alternate Address screen?      | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you process address changes?                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you update the Federal and Local Tax screens? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you enter batches (Time and Adjustment)?      | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you update the Direct Deposit screen?         | <input type="checkbox"/> | <input type="checkbox"/> |

**Benefits Access:**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Do you update the IRS Retirement Data screen (401k or 403b)?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you process the Retirement Choice data?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have non-classified employees that are not eligible for classified benefits? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you update the Savings Bond screen?  | <input type="checkbox"/> | <input type="checkbox"/> |

# ***CPPS/HRDW SECURITY ACCESS AUTHORIZATION***

## ***STATEMENT OF COMPLIANCE***

- Employees of the State of Colorado may be granted access to the CPPS/HRDW for official business purposes only. These systems contain both public and confidential information and access shall not be granted to anyone for general perusal of a state agency's personnel/payroll records or reports.
- The release of any information to the public, supplied through automated processes, shall not take place unless the following events have transpired:
  - Written requisition delineating the desired information, records or data must be received by the official custodian.
  - The official custodian must determine if the disclosure of requested information, record, or data is within the law.
- In order to protect the integrity of the systems' data employees granted access are responsible for their use of the system data and reports, including the safeguard of assigned User IDs and passwords.
- User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Sharing user IDs and passwords may result in revocation of system access.
- Separation from the State of Colorado, or moving to a position where system access is not required to perform business functions, will terminate rights to access CPPS and HRDW.

I have read, understand, and will conform to the above statements.

Employee Name (Please print or type) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Employee Signature Date \_\_\_\_\_