



# OFFICE OF THE UNIVERSITY CONTROLLER

## Instructions | HRMS Access Request Form for HRMS Payroll

1. Open the online form: [https://hr.iu.edu/hrms/support/f\\_approve.shtml](https://hr.iu.edu/hrms/support/f_approve.shtml)
2. Select “Add a new user”
3. Select the appropriate role.
  - For payroll processors select “Payroll Voucher Processor”.
  - For Fiscal Approvers or View Only access select “Fiscal Approver / Payroll View w/ IUIE reports”
4. Enter the employee’s information in the form.
5. Complete the Department ID, Department Campus, and Department Head fields.
6. In the HRMS web client section, select “IU Payroll”
7. Specify the department(s) the employee needs access to in the following field. For example, for access to Biology on the Bloomington campus, enter BL-BI.
8. Enter your email address in the “Submitter Email” field.
9. In the additional comments field, enter a brief description of the employee’s responsibilities. For example, “Employee is a new payroll processor the Biology department,” or “Employee is a Fiscal Approver for the Biology department.”
10. Submit the form. UCO Payroll will contact you with any questions regarding your request.