

MCCS PEOPLESOFT (HRMS) ACCESS REQUEST FORM

PLEASE ENSURE ALL FIELDS ARE COMPLETED AND ACCURATE. Completion of this form provides an HR representative minimally required information needed to create a profile for an embedded employee's (EE) Timekeeper, Time Approver, Rater or Reviewer under the MCCS PeopleSoft Human Resources Management System (HRMS). Completion provides the requester access to an EE Performance Appraisal and/or Timesheets.

Deliver this form to 2F NAF HRO, Bldg. 5966, Camp Foster or email your encrypted form to the POC listed below:

Employee Relations EmployeeRelationsSupport@okinawa.usmc-mccs.org

Last Name:	
First Name:	
Middle Name:	
SSN:	
Date of Birth:	
Gender:	
Rank:	
Unit:	
Mailing Address:	
Work Phone:	
Work Email:	
Rotation Date:	
	<small>*Accounts to be deactivated based on the date indicated above. Please notify the POCs for any changes.</small>
Purpose:	
	<small>*Choose from the following: TIMEKEEPER, TIME APPROVER, PERFORMANCE APPRAISAL RATER, PERFORMANCE APPRAISAL REVIEWER</small>
MCCS Embedded Employee(s) Name:	
Name of the person whom you will be replacing (if applicable):	

*Information requested above may be handwritten. Please write legibly.

SIGNATURE _____ DATE _____

COMMANDING OFFICER'S SIGNATURE _____