



**HUMAN RESOURCES  
APPLICATION FOR ACCESS TO HUMAN RESOURCES SYSTEMS – M350**

Please note: **BEFORE** applying for Alesco you require Central administration network access obtained via your local IT support:  
<http://www.is.uwa.edu.au/it-help/local-support>

**SECTION 1 - DETAILS OF APPLICANT**

- New Access     Update of Access (if moving to a new position)     Additional Access (within the same position)

Surname  Given Names

Job Title  Staff Number

School/Faculty  Phone

**SECTION 2 - SELECT APPLICATION(S)** User guide location: [www.hr.uwa.edu.au/hr](http://www.hr.uwa.edu.au/hr)

- Web Alesco/Discoverer\*     Use same access as

\* Discoverer is an intuitive ad-hoc query, reporting, analysis, and Web-publishing tool that summarises Alesco data.  
\* Note: Alesco Access requires a computer connected to the university network, or the university VPN (uniconnect.uwa.edu.au)

- Web reports (previously known as HR Departmental Reports) - **Please select one of the following**
- Level 1 Approver
  - Level 2 Approver - if acting in role please enter end date  (dd/mm/yy)
    - Default role (used for escalation process)
  - Reader

- Processing via the web – Data Entry Only (Casual Timesheet entry & Contract Extension, Allowance entry)
- Upload to Alesco\*
- \* Upload to Alesco authorises the applicant to make payments to all staff within the School/Faculty. All payments must be in accordance with current General and Academic Staff Agreements.

**SECTION 3 - SECURITY ACCESS**

**\*\* REQUIRED FIELDS**

\*\* Business unit(s)

\*\* Access expiry  e.g. 31-Dec-2010 or Ongoing

- Total University (Access is restricted to certain members of Central Administration)

**SECTION 4 - COMPLETED BY DEAN/HEAD OF SCHOOL**

I confirm the above applicant is entitled to access personnel-related data for the above BU(s) to complete his/her official duties.

Name  Title

Signature  Date (dd/mm/yy)

**SECTION 5 - COMPLETED BY APPLICANT**

I,  agree to abide by the 'Conditions of Access' stated on the ITS application form and that requests for information regarding employees (other than from the employee concerned, the Dean or Head of School/Centre), must be referred to Human Resources.

Signature  Date (dd/mm/yy)

**HR USE ONLY**

Username <input type="text"/>	Group <input type="text"/>	Grant Level <input type="text"/>
Position No <input type="text"/>	Menu <input type="text"/>	Domain <input type="text"/>
<input type="checkbox"/> Security File	<input type="checkbox"/> Web Reports	Data Access: <input type="checkbox"/> General <input type="checkbox"/> C level <input type="checkbox"/> Range
<input type="checkbox"/> User informed?	<input type="checkbox"/> Web Processing	<input type="text"/>
Date Completed <input type="text"/>	Verified <input type="text"/>	Date <input type="text"/>
Incident No INC <input type="text"/>	Authorised <input type="text"/>	Date <input type="text"/>