THE UNIVERSITY OF WESTERN AUSTRALIA
Achieving International Excellence

HUMAN RESOURCES
Application for Access to Human Resources Systems – *M350*

Please note: **BEFORE** applying for Alesco you require an **ITS/PHEME** account which can be downloaded from the below URL:
http://www.its.uwa.edu.au/__data/page/129242/Central_Network_Access_Form.pdf

SECTION 1 - DETAILS OF APPLICANT

Surname | First name

Job Title | Staff number

School/Faculty | Phone

SECTION 2 – SELECT APPLICATION(S) → User guide location: http://www.hr.uwa.edu.au/hr

☐ Web Alesco/Discoverer*

* Discoverer is an intuitive ad-hoc query, reporting, analysis, and Web-publishing tool that summarises Alesco data.

☐ Web reports & ☐ Salary sign off*

* By ticking Salary Sign off you'll receive email notifications if Salary Variances are not signed off. Visit the HR website for further information or ask your supervisor.

☐ Processing via the web – Data Entry Only (*Casual Timesheet entry & Contract Extension, Allowance entry)*

☐ Update to Alesco*

* Update 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

Please tick one of the following:

☐ Use same access as | staff name or username

☐ Total University access *(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.

Print name

Signature | Date

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

HR use only

Username | Position#

Security File ☐
Web Reports ☐
Web Processing ☐
User informed? ☐

Group: | Grant level:

Menu: | Domain:

Data Access (please circle): ☐ General **OR** Clevel / Range →

Verified | Date

Authorised | Date

ITS use only

Username | Verified | Date