HIRETOUCH ACCESS REQUEST FORM

Instructions: Complete this form in order to establish or request changes to your access to HireTouch. Once complete, please email form to jforts1@kennesaw.edu

☐ New   ☐ Change   ☐ Delete   Reason for change/delete: _____

EMPLOYEE INFORMATION:

Employee Name: _____ KSU Number: _____

Employee's Home Department: _____ Net ID: _____

REQUESTING DEPARTMENT INFORMATION:

Supervisor _____ Date: _____

Department Manager: _____ Date: _____

Human Resources: _____ Date: _____

PERMISSION INFORMATION: (Mark an 'X' to indicate the role being requested)

Role:
☐ Department Admin   ☐ Management Approver
☐ Hiring Manager   ☐ Committee Chair
☐ Budget/Grants   ☐ Committee Member

ESS Department Use Only:

Access Granted By (ESS Use Only)	Date Access Granted:
Access Removed By (ESS Use Only)	Date Access Removed: