To request access to the HRMS system read the instructions below and log into Oracle Identity Manager (OIM) using the links below and request your necessary access.

### OIM Link

To log into OIM click on this link and enter your campus login and password: [Log Into OIM](#).

For instructions on using OIM see our self-help [OIM Guides](#).

For assistance with OIM functionality contact the [UIS Service Desk](#) or [Access Management](#).

### REQUEST PROCESS

**Making a Request:**
- In OIM select "Make Request" in the left-hand menu.
- Search for the HRMS roles (entitlements) by searching for **HRMS**.
  - Each role is prefixed by the application and environment:
    - "HRMS" is for the HR production environment.
    - "HRMS QA" is for the HR test environment.
    - "HRMS DEV" is for the HR development environment.
    - The search will recognize whole words only.
- Set the **Sort By** field to **Display Name**.
  - Add each role (entitlement) to the shopping cart.
- When you have selected all the roles (entitlements) you require click on the checkout button in the upper right.
- On the shopping cart page review your selection.
- If you have more than one job or POI status at CU, click the "Select Non-Default Job For Request: link and select the Job or POI status for which this role is being requested. Do this for EACH role being requested.
  - This will determine which of your managers/sponsors will have to approve the request!
- If you have more than one PeopleSoft account you will need to select the target account.
- When all requests have been appropriately updated, submit the request.
- For more detailed instructions, see the full OIM user guide.

### ADDITIONAL INFORMATION

For any additional information that you need to provide to your manager or the security coordinator use the "Justification" box in the upper right corner of the "make request" page.

### APPROVAL WORKFLOW

**The Approval Process:**
- **TRAINING**
  - The system will check that you have completed the training required for the access you requested. If you have not completed the required training, the system will send you an email listing the training you must complete. After completing the training you will need to log back in to the system and self-approve you request for it to be routed to your manager/sponsor for approval.
  - If you completed an in-person course please contact your campus HRMS security coordinator for assistance.
- **MANAGER APPROVAL**
  - The request will be routed to your manager or sponsor (for POIs). You manager will receive an email with a link to the request. They will log into OIM and approve the requests.
  - The manager/sponsor will need to claim each request and then approve each.
- **CAMPUS SECURITY COORDINATOR APPROVAL**
  - After the manager/sponsor approval the request will be routed to your campus HRMS Security Coordinator for final approval.
  - After the HRMS Security Coordinator approves the request the access will automatically be add to your HRMS account.

Checking the status of your request:
- Log into OIM and click on the "Home" link.
- In the "Pending Request" window click on the request ID.
- In the Request Summary tab click on "Approval Details"
HRMS ACCESS REQUEST INSTRUCTIONS

INCOMPATIBLE ACCESS
If you request any of the following role pairs you will be requesting incompatible access because the normal separation-of-duties controls have been compromised:

This section must be completed if the Operator ID has requested any of the following combinations:

* Time Collection Role and Time Entry Approval Role
* Payroll Personnel Liaison Role and Time Entry Approval Role
* Payroll Personnel Liaison Role and the Job Data/Hiring Approval Role
* Payroll Personnel Liaison Role and the One Time Payment Approval Role

If you have both enter and approval authority as outlined above, your access compromises the normal separation-of-duty controls and is internally incompatible. If incompatible access is essential for the department to accomplish its work, the supervisor and/or department manager must

1) Implement compensating controls
2) Provide justification for the requested access
3) Obtain the approval of the Campus HRMS Security Coordinator

The use of compensating controls will be reviewed periodically by the campus HRMS Security Coordinator working with the appropriate Dean, Vice Chancellor and/or Directors office. Incompatible access may be removed if adequate controls are not implemented in a timely manner.

If your request will result in having one of the role combinations above, you will have to complete the [HRMS Compensating Controls form](#).
After submitting your request you will need to attach the completed form to the request following the instructions on the form.

APPROVAL PROFILE REQUESTS
To select Employee Groups for HRMS Funding, Job Data & Position Data Approvals follow these instructions:

- In addition to requesting the required entitlement: **Funding Distributn : Approval** , **Job Data : Approval** , or **Position Data : Approval** , you will also need to request a corresponding employee group for each entitlement.

- For example for "Job Data : Approval," search in OIM for entitlements called HRMS : Job Data" and request all the applicable Employee Groups for your "Job Data - Approval" entitlement.

- Do the same for each of the three entitlements above that you have requested.

- If you request the "Time Entry : Approval" entitlement you will be granted the "Time Collection : All" employee group.

- If you request the "PET Approval : Sponsored Pgms" entitlement you will be granted the "PET Sponsored Programs" employee group.

- If you request the "One Time Pay : Approval" entitlement you will be granted the "OTPAY APPROVAL" employee group.

INCOMPATIBLE ACCESS
If you request any of the following role pairs you will be requesting incompatible access because the normal separation-of-duties controls have been compromised:

This section must be completed if the Operator ID has requested any of the following combinations:

* Time Collection Role and Time Entry Approval Role
* Correction - Campus HR
* Payroll Personnel Liaison Role and Time Entry Approval Role
* Payroll Personnel Liaison Role and the Job Data/Hiring Approval Role
* Payroll Personnel Liaison Role and the One Time Payment Approval Role

If you have both enter and approval authority as outlined above, your access compromises the normal separation-of-duty controls and is internally incompatible. If incompatible access is essential for the department to accomplish its work, the supervisor and/or department manager must

1) Implement compensating controls
2) Provide justification for the requested access
3) Obtain the approval of the Campus HRMS Security Coordinator

The use of compensating controls will be reviewed periodically by the campus HRMS Security Coordinator working with the appropriate Dean, Vice Chancellor and/or Directors office. Incompatible access may be removed if adequate controls are not implemented in a timely manner.

If your request will result in having one of the role combinations above, you will have to complete the [HRMS Compensating Controls form](#).
After submitting your request you will need to attach the completed form to the request following the instructions on the form.

DEPARTMENT ACCESS (ROW LEVEL ACCESS)
You will need to specify the department access you require for your HRMS access. In the Make Request (Catalog) search for the category of department level access that you need:

- Dept Access - All Anschutz
- Dept Access - All Boulder
- Dept Access - All Campuses
- Dept Access - All Denver
- Dept Access - All Springs
- Dept Access - Custom
- Dept Access - My Dept Only

Request the appropriate type of entitlement in OIM and in the shopping cart enter the specific department ID or information in the "Justification" box in the upper right corner of the screen. All Campuses access requires an additional approval by the System Administration HR Security Coordinator.