

*Roles: (R) Requestor (A) Approver (H) Hire

ONLINE PERSONNEL REQUISITION System Application Set-Up Request

The employee(s) listed below will utilize EMACS to perform the Online Personnel Requisition function as a Requestor, **Approver**, or a Recipient of a **Hire** Notification.

Effective Date

(8)-1-1	**Approval					Department ID	
(A)dd (D)elete (R)evise	Level (For Approver Only)	Emp ID	Employee Name Last, First	Position No.	Job Title	From	То
			Office Use Only				
3.0.00	Comments:						
Appointing Authority or Designee Signature (Print & Sign))	Date	
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Jiovea	comments:	110111	THE RESIDENCE OF FROM				
	Hun	nan Resour	ces Officer Signature (P	rint & Sign)		Date	
					Keyed By (Employee ID)	Date	e
	oroved nied Conied Convert No. Preference Seco	(A)dd (D)elete (R)evise (For Approver Only) Droved nied Comments: Oroved Nied Comments:	(A)dd (D)elete (R)evise (For Approver Only) Comments: Comment	(A)dd (D)elete (For Approver Only) Emp ID Employee Name Last, First	(A)dd (D)elete (For Approver (R)evise ((A)db (Polete (R)evise (R)evis	(R)det (Por Approver (R)evise Conty) Employee Name (R)evise Conty D Employee Name (R)evise D D D D D D D D D