Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

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

Roles:* *(R)*** *Requestor* ***(A)*** *Approver* ***(H)*** *Hire*
*****Approval Levels:*** ***(D)*** *Department* ***(A)*** *Administrative* ***(DH)*** *Department Head* ***(For Approver ONLY)***

*Role	(A)dd (D)elete (R)evise	**Approval Level (For Approver Only)	Emp ID	Employee Name Last, First	Position No.	Job Title	Department ID(s)	
							From	To

Office Use Only

☐ Approved ☐ Denied	Comments:
Appointing Authority or Designee Signature (Print & Sign)	**Date**

HUMAN RESOURCES OFFICER REVIEW

☐ Approved ☐ Denied	Comments:
Human Resources Officer Signature (Print & Sign)	**Date**

DISTRIBUTION: *Preferred Method – EMACS-SecuritySupport@hr.sbcounty.gov*
Secondary Method – EMACS Development Team (0440)
Copy to – HR-Employment (0440)

Keyed By (Employee ID)	Date