

Labor Cost Distribution System (LCD)
Access Request Form

GENERAL INFORMATION							
Employee Name:				CSUB ID#:			
E-mail Address:				CSUB Phone:			
Department:				Dept. ID#:			
Employee Type:	Faculty	Staff/MPP	Student Worker	Action:	New	Change	Inactivate
Effective Date:	Contact Name:			Phone:			

ACCESS REQUESTED
<p>Division Budget Lead (Analyst/MPP) (grants access to myHR LCD Reports for the selected division)</p> <p>Department Coordinator/Analyst (grants access to myHR LCD Reports for the departments listed below)</p>

SIGNATURES									
Faculty/Staff/MPP: I have read and agreed to the confidentiality agreement Student Workers: I have read, agreed, and attached the confidentiality agreement									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left; border-bottom: 1px solid black;">Print Name</th> <th style="width: 30%; text-align: left; border-bottom: 1px solid black;">Signature</th> <th style="width: 20%; text-align: left; border-bottom: 1px solid black;">Date</th> </tr> </thead> <tbody> <tr> <td style="border-right: 1px solid black; padding: 5px;">Employee:</td> <td style="border-right: 1px solid black; padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">Dean/Director/AVP Approval:</td> <td style="border-right: 1px solid black; padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Print Name	Signature	Date	Employee:			Dean/Director/AVP Approval:		
Print Name	Signature	Date							
Employee:									
Dean/Director/AVP Approval:									

HUMAN RESOURCES						
Route form to HR@csu.edu for verification and approval () CE						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; border-bottom: 1px solid black;">Confidentiality Agreement on file in HR or Student Worker Confidentiality Agreement Attached</td> <td style="width: 15%; text-align: center; border-bottom: 1px solid black;">Yes <input type="radio"/> No <input type="radio"/></td> <td style="width: 50%; border-bottom: 1px solid black;">Verification completed by:</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">Human Resources Approval:</td> <td style="border-right: 1px solid black; padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>	Confidentiality Agreement on file in HR or Student Worker Confidentiality Agreement Attached	Yes <input type="radio"/> No <input type="radio"/>	Verification completed by:	Human Resources Approval:		
Confidentiality Agreement on file in HR or Student Worker Confidentiality Agreement Attached	Yes <input type="radio"/> No <input type="radio"/>	Verification completed by:				
Human Resources Approval:						

ITS - ENTERPRISE APPLICATIONS UNIT (E-Apps 101)		
Route form to ITS-Businessoffice@csu.edu for access to be updated.		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Access Updated By:</td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> </table>	Access Updated By:	
Access Updated By:		