HRMS Professional Access Request

The HRMS Role Request form is required only when role(s) need to be updated on positions in HRMS. Changes are referenced by checking boxes located in the add/remove columns. It is the agency's responsibility to review roles on positions prior to sending this form. To review roles on positions in HRMS:

- Enter transaction PO13D and enter 8-digit HRMS position number in position field
- In Time Period box click the "Today" radio button
- Under Infotype Name highlight "Relationships"
- Click Overview (mountain icon) to review roles currently assigned to position

This form must be submitted by an agency HRMS Security Requestor or Security Authorizer and sent to HereToHelp@ofm.wa.gov. More information on security processes and access to HRMS can be found on HRMS Support Hub.

If no role changes are needed to a position and the only need is to have the employee's user account setup to access HRMS this form is not needed. Please send email to HereToHelp@ofm.wa.gov requesting the account be updated and provide the below information:

- Employee name and 8-digit personnel number
- HRMS 8-digit position number
- Single sign-on (SSO) agencies provide the employee's SNC or non-SSO agencies request a password

What is SNC?

SNC provides single sign-on (SSO) access to HRMS without having the employee enter a User ID or password. The SNC is the agency domain and employee's network logon ID (Example: dshs\johnd).

How to find SNC:

- Go to Global Address Book and search for employee name
- Right click on name and select properties
- Find Logon Alias field and this is the employee's network logon ID
- If you do not know your agency domain please contact your agency IT staff

HRMS Access Information

Agency Name: Start Date:

Position Number (HRMS 8-digit):   End Date (use 12/31/9999 if permanent):

Name (First & Last):   8 Digit Personnel Number:

Notify Employee:

No   Yes

If Yes, provide Work Email: SNC (SSO Agencies only):

Comment:

*Important: It is agency responsibility to ensure HRMS professional users are registered for **[Gov Delivery](#)***

Approvals – Agency Use Only

Requested By: Date:

Approved By: Date:

Decentralized Roles – For role details, review the Decentralized Role Definition

To add or remove Centralized Roles - Please contact [OFM HRMS Security](#)

Agency Data Profile Role(s) – Required role on each position

List the 4-digit Business Area(s) to be added (Example: 1050):

List the 4-digit Business Area(s) to be removed (Example: 1050):

Decentralized Roles	Add	Remove
Benefits Processor (Payroll)		
Financial Reporting Processor		
Garnishment Administrator		
Grievance Administrator		
Grievance Inquirer		
Leave Correction Processor		
Organization Management Inquirer		
Organization Management Processor		
Payroll Analyst		
Payroll Inquirer		
Payroll Processor		
Payroll Supervisor		
Employee Inquirer (statewide access)		
Personnel Administration Inquirer		
Personnel Administration Processor		
Personnel Administration Supervisor		
Security Reporting		
Tax Reporter		
Time & Attendance Inquirer		
Time & Attendance Processor		
*requires T&A Processor role * Online Leave Request Administrator		
Time & Attendance Supervisor		

Ticket Number:

Completed By: Date: