

WASHINGTON WORKFORCE ANALYTICS (WWA) – Agency Administrator Designation Form

The agency director or designee must designate an agency administrator to be responsible for approving or denying an employee's request to access to Human Resource and Payroll related data in the WWA Enterprise Data Warehouse (EDW).

AGENCY ADMINISTRATOR

Add Change

Name:

Business Area (Code):

Phone Number:

Email:

Signature:

Date:

Please type your full name in the signature fields. Do not use E-sign features or insert signature images.

I acknowledge I am responsible for authorizing access to WWA, receiving signed Non-disclosure Agreements from employees, and notifying OFM IT when employee access is no longer necessary.

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE

Please type your full name in the signature fields. Do not use E-sign features or insert signature images.

Signature:

Date:

Printed Name:

Email:

E-mail the signed Agency Administrator Designation form to:

OFM Help Desk HereToHelp@ofm.wa.gov

OFM IT USE ONLY

System security changes made by:

Date: