

# Departmental Request for Access to GSU PPRTS

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Name	Campus ID <small>(as listed on campusdirectory.gsu.edu)</small>	Campus E-mail	Dept Name	Originator	Level 1	Level 2	Level 3	Receive E-mails? Y or N	Attended PPRTS training? Y or N

- **Originator** = could be an administrative assistant/ coordinator or other department personnel who would have in the past initiated the department's hardcopy vacancy forms.
- **Level 1** = could be business manager or other department level administrator/manager who would have in the past reviewed the hardcopy vacancy form; approved it to send to the hiring manager for approval; and might have been the primary contact person.
- **Level 2** = would be hiring manager or other department level manager who in the past would have signed the vacancy form as 'Hiring Official.'
- **Level 3** = would be the HRAC/Unit Coordinator for the division/college who in the past would have signed the vacancy form as the 'Organization Designated Representative.'

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_