PiMs Access Form

What access do I need? Click Here for a quick explanation

Who can I talk to about what access I need?
You can contact your local HR Business Partnering Teams

Do not open this form in your browser
Please download and open in Adobe Acrobat and allow up to 5 work days for this request to be completed

Personal Details

Full Name: zID: Email:

Status: Please Select End Date: School/Dept/Unit:

Reason: *[Please specify any additional access requirements, such as HR Teams or any cross-departmental access.]*

☐ I have read the **UNSW Terms and Conditions** of Access and agree to comply with them. Send To Manager

Model Access

☐ Model Access Full Name: zID:

PiMs Standard Access Options

General Inquiry & Reporting

Approver: HRD Security

☐ Job Data Inquiry ☐ School Administrator ☐ School Manager FTR ☐ Report Role TRIM
☐ Job & Pers Data Inquiry ☐ POW Appl Inquiry ☐ Report Role Scholarships

Business Administration

Approver: HRD Security

☐ TL Faculty Division Admin ☐ Query Viewer ☐ DVCA Update Staff Quals
☐ CTP Administrator ☐ POW Appl Editor ☐ GRS Update staff Quals

Safety & Risk

Approver: UNSW Safety and Wellbeing

☐ OH&S Administrator ☐ Worker Compensation

HR Training

Approver: UNSW Training

☐ Training Administrator ☐ TRN SCAR Administrator ☐ Training Reporter
☐ Training Course Creator ☐ TRN SCAR Creator

COI Disclosure of Interests

Approver: Disclosures Team

☐ COI View Only ☐ COI View Only - Non-HRBP ☐ COI Administrator

Central HR/Salaries Staff

Approver: HRD Security

☐ Payroll Support ☐ Payroll Manager ☐ Data Management Group ☐ Position Detail Entry
☐ Payroll Officer ☐ UNSW Canberra HR ☐ EEO Administrator ☐ Citizenship Visa Admin
☐ Senior Payroll Officer ☐ Super Administrator ☐ HR Client Services

HR Teams Setup in PiMs (HRD Security to Action) - This is for HR Client Services access

Business School Science Medicine Canberra
Art, Design & Architecture Engineering Law Divisions

System Support Specialist Roles

Approver: HRD Security

IT Services
☐ IT Service Op Analyst
☐ Service Desk Scrty Analyst

Query Design & Reporting
☐ Reporting Manager
☐ Designer Private

HR System only
☐ Delegations
☐ Administrator Security

Manager's Approval - To be completed by Approver only

Manager's Name: Manager's zID:

Phone Number: I Approve This Access

Manager's Approval* ☐

I agree that the above applicant requires the requested **PiMs security access** in order to carry out their duties and will acknowledge the responsibility to ensure they are aware of the required *Terms and Conditions*

You will receive an email with a request number upon the successful submission of this form.
If you do not receive a request number within 24 hours of a successful submission, please call the IT Service Centre.