HR Office use only



Human Resources Division

**CASPER Access Request Form** 

Details							
Emplo	yee bame				Employee No		
Department					Date		
Email address					Phone		
University username				If you are unsure what your username is, call the ITS Service Desk on 8888.			
Request details							
Department name access							
Access requested		🗌 ні	Hire Manager Approver Divisional Approver				
Contract type			All Casual				
		Tutor/Demonstrator Variable Hours Single Payment					
		Student					
Department name access							
Access requested		Hire Manager Approver Divisional Approver					
Contract type		All Casual					
		Tutor/Demonstrator Variable Hours Single Payment					
					Student		
	Declaration: I have read and agree to the terms and conditions of computer usage as detailed in the Information and Communications Technology Regulations 2014. <i>A link to this can be found <u>here.</u></i>						
Applicant signature			Date				
HOD/Authorising Signature			Date				
Note: If you are requesting access across a school or Division, then the Dean or Divisional Head must also sign this form							
Dean/Divisional Head Signature					Date		

Return this application form to Payroll Services (<u>payroll@otago.ac.nz</u>). You will be contacted by email when your access has been set up.

Payroll Office Use:

Casper Admin Ascender Hiring Manager Add User Conditions - Casper Email Sent