

DrexelJobs Authorization Request

University ID		Last Name			Home Orgn
User ID		First Name			Orgn Title
		(Office Telephon	e	
ORGN ACCESS					
List the Orgn Codes employee should have access to .					
ORGN ORGN Title		ORGN ORGN Title		ORGN Title	
USER ACCESS					
User Level		User Level Description			
Originator		Ability to create a requisition for an Orgn listed above. Authorized to access all information pertaining to the requisition created, including application, job status, and applicant status.			
☐ Dean/Director		Ability to create/edit/approve/return a requisition for an Orgn listed above. Authorized to access all information pertaining to requisitions within these departments.			
☐ VP/Provost/President/Executive		Ability to create/edit/approve/return a requisition for areas listed above. Authorized to access all information pertaining to requisition process within responsible area.			
Proxy Level 1		Ability to serve as a proxy to create/edit/approve/disapprove for the Originator and Dean/Director for the orgns listed above.			
Proxy Level 2		Ability to serve as a proxy to create/edit/approve/disapprove for the Originator, Dean/Director, and VP/Provost/President/Executive for the orgns listed above.			
Research		Ability to approve positions charged to a research grant.			
40000		•			
APPROVALS					
Department Ad	min —————				Date
VP/Executive					Date

Drexel University requires that all employees authorized to view confidential salary and personnel data be authorized to do so by a senior officer of the University. Requests without the required authorization will be returned to the Department Administrator.

Return completed form to your HR Talent Acquisition Consultant: 3201 Arch St, Ste 430 or 215.895.5813 (fax)