

**EAS - HR
ACCESS RIGHTS - CREATION / DISABLING / CHANGE**

Notes:

1* Type of roles (a) HRO-N -> Normal HR Officers; (b) HRNO-S -> Shift Officers; (c) HR Roster -> Officers create Rosters (d) Supervisor -> Supervisors
2* Filling in of Part A.2 "List of physical posting(s)" is mandatory except for Reset Password

PART A - To be filled in by officer from respective Organisation

NID		Ministry	
Surname		Department	
Other Name(s)		Division	
Grade		Section	
Phone No.		Unit	
EAS Username <i>(if applicable)</i>		Work environment	Employees work on shift or roster? Yes/ No

A.1 Request related to User Account and Role

<input type="checkbox"/> Grant User access as <input style="width: 100px;" type="text"/> (specify role): Please See Notes: 1* above <input type="checkbox"/> Reset Password	<input type="checkbox"/> Deactivate User <i>(Specify reason)</i> <input type="checkbox"/> Reactivate User <i>(Specify reason)</i>
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A.2 Request related to access to employees under physical posting(s) (Please See Notes: 2* above)

	List of physical posting(s)	Action to be taken
1		<input type="checkbox"/> Add <input type="checkbox"/> Remove
2		<input type="checkbox"/> Add <input type="checkbox"/> Remove
3		<input type="checkbox"/> Add <input type="checkbox"/> Remove
4		<input type="checkbox"/> Add <input type="checkbox"/> Remove
5		<input type="checkbox"/> Add <input type="checkbox"/> Remove
6		<input type="checkbox"/> Add <input type="checkbox"/> Remove
7		<input type="checkbox"/> Add <input type="checkbox"/> Remove

A.3 APPROVAL BY OFFICER IN CHARGE, HR SECTION (Requesting Organisation)

Name		Grade	
Signature		Date	

PART B: To be filled in by MPSAR EAS UNIT

Verified by		Date	
Signature		Remarks <i>(if applicable)</i>	

PART C: To be filled in by MPSAR IT UNIT

EAS Username		Role assigned	
New Password		Password Reset	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Physical posting(s) added		Access to physical posting(s) removed
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	

Any Remarks:			
Name:		Grade:	
Signature:		Date:	