

**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* Users having access in HRMIS should mention user names used in HRMIS
 3* Usernames to be filled-in for Disable/Change of Access only
 4* Organisation should be same as in HRMIS (for e.g of M/Education Zone 1, Organisation should read as MOE Zone 1)
 5* Filling in of Part A.2 "List of physical posting(s)" is mandatory

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

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

A.1 Request related to User Account and Role

<input type="checkbox"/> Grant User access as <i>(specify role):</i> <input type="text"/>	<input type="checkbox"/> Deactivate User <i>(Specify reason)</i>
<input type="checkbox"/> Reset Password	<input type="checkbox"/> Reactivate User <i>(Specify reason)</i>

A.2 Request related to access to employees under physical posting(s)

<i>List of physical posting(s)</i>		<i>Action to be taken</i>	
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 MPSAIR EAS UNIT

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

PART C: To be filled in by MPSAIR 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:	

Note: Duly filled in form should be sent either by : email on eas@govmu.org
 or by: fax on 212 4160