

**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)

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

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

**A.1 Request related to User Account and Role**

<input type="checkbox"/> Grant User access as <input type="text"/> <i>(specify role):</i>	<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)**

<b>Name</b>		<b>Grade</b>	
<b>Signature</b>		<b>Date</b>	

**PART B: To be filled in by MCSAR EAS UNIT**

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

**PART C: To be filled in by MCSAR IT UNIT**

<b>EAS Username</b>		<b>Role assigned</b>	
<b>New Password</b>		<b>Password Reset</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Physical posting(s) added</b>		<b>Access to physical posting(s) removed</b>	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	

<b>Any Remarks:</b>			
<b>Name:</b>		<b>Grade:</b>	
<b>Signature:</b>		<b>Date:</b>	

**Note:** Duly filled in form should be sent either by : email on eas@govmu.org  
 or by: fax on 211 5047