

PeopleSoft Password Request Form Fire/Rescue Employees

This section to be completed

- by Area Coordinator for existing employees
- by HR for new hires at initial hire

Employee Name : _____

Employee ID # : _____

User ID (existing employees) : _____
(Example: jsmith0002)

Area # : _____

Area Coordinator /HR Signature : _____

Printed Name : _____

Phone Number: : _____

Date of Request : _____

This section to be completed by Payroll Department

Date Request Received at System Office : _____

Date Request Sent to IT : _____

Date Password Sent to Area Coordinator : _____

Request Received by IT Department : _____

User ID assigned: _____

Password assigned: _____

Fax Request to 859-256-3120 – ATTENTION Todd Moeller