

Delegated HR-ER User Request Form

This form must be used to request delegated HR-ER access.

Delegated access will be granted to PA's to Heads of Service and above without approval being required. Requests below Head of Service will be subject to the following approval process:

- If you have 20 or more direct reports your request must be approved by HR before access will be granted
- If you have less than 20 direct reports, your request must be approved by your Head of Service and by HR.

If approval is rejected in either of the above scenarios, you will be notified and provided with the reason for this.

Notes:

- Access will not be granted until both the manager requesting a delegated user, and the user, have signed and returned a HR Confidentiality Agreement. Breaches of the Agreement will result in disciplinary action being taken
- If you are a manager that has more than one assignment and different direct reports for each one, you are delegating access to all of your employee personal files
- If the manager or delegated user change job role, it is the responsibility of the manager making this request to ensure that the delegated user's access is either ended or amended by emailing hrrsystems@warwickshire.gov.uk.

Manager's Details:

Name of Manager Requesting Delegated Access:	Click here to enter text.
Email Address of Manager:	Click here to enter text.
Position:	Click here to enter text.
HRMS Employee Number:	Click here to enter text.
Group:	Choose an item.
Service:	Click here to enter text.
Number of Direct Reports (this is the number of employees reporting directly to you and NOT the total number of employees within your supervisor hierarchy):	Click here to enter text.

Delegated User's Details:

Name of User Manager is Delegating to:	Click here to enter text.
Email Address of User:	Click here to enter text.
Position:	Click here to enter text.
HRMS Employee Number:	Click here to enter text.
Network ID:	Click here to enter text.
Group:	Choose an item.
Service:	Click here to enter text.
If the Delegated User works in Children and Families, do they require delegated access to the confidential Safeguarding 1:1 folder:	Choose an item.
PC Contract Number:	Click here to enter text.
Contact Phone Number:	Click here to enter text.

If the manager requiring delegated entry is below Head of Service level, please outline the reason for the request

Click here to enter text.

Manager's Declaration:

I confirm that I am the manager responsible for this Service and the information provided above is accurate and complete. I understand that it is a disciplinary offence to knowingly give false information and I must notify HR if I no longer need the delegated user named above to act on my behalf and will request access be revoked.

I understand that I am authorising my delegated user to access the personal files for all of my direct reports and their subordinates. I confirm that I will review their delegated users on a regular basis to prevent any breaches of unauthorised access to employee records:

Job Title:	Click here to enter text.
Contact Tel. No:	Click here to enter text.
Date:	Click here to enter text.

Warwickshire County Council

Head of Service Approval (only required if the manager has less than 20 direct reports):

Name of Head of Service:	Click here to enter text.
Job Title:	Click here to enter text.
Contact Tel. No:	Click here to enter text.
Date:	Click here to enter text.

Please return the completed form to: hrrsystems@warwickshire.gov.uk

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HR Systems Team (manager has 20 or more direct reports):	
Name: Click here to enter text.	Position: Click here to enter text.
Date: Click here to enter text.	

HR Leadership Team (manager has less than 20 direct reports):	
Name: Click here to enter text.	Position: Click here to enter text.
Date: Click here to enter text.	