



The University of Georgia

Human Resources

Request for E-Leave Access

A request for e-leave access will allow an employee to enter leave details, process leave adjustments, and view leave. These users will not be able to view or alter actual payroll vouchers.

UserID and password

- ✓ Please complete a separate request for each person needing access to the e-leave system.
- ✓ Each new user should log in using his/her existing UserID. UserIDs are unique for each individual and should not be used by other than the owner of the UserID.
- ✓ **After the user has gained e-leave access, the user should call 706-542-4000 to obtain a temporary UGA IMS/TSO password.** The temporary password should be changed by the user during his/her first logon. (Passwords for existing UserIDs are not affected by the process.)

Individual for whom access is being requested

First Name	M.I. (Please type or print)	Last Name	SSN (Last 4 digits)	Department number for which access is needed
IMS UserID (if already assigned)	Work or daytime phone	Preferred email address		

Check if this user's access should include **viewing rights only** (user cannot make entries or adjustments). Date

Department Head or Other Approval _____

Please send completed request to:
 Employee Records
 Human Resources Building
 215 S. Jackson St.
 Athens, GA 30602

• Data Custodian Use Only •

Data Custodian Approval _____ Date

User ID assigned

Add	PCVCTRCM	N10 Root
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