User’s Name:       User’s EMPL ID:

Department:       Job Title:

By signing below I confirm that I have completed the online Compliance CenterUser’s Training and that I understand that my responsibilities include:

* Initiating accurate hiring packets in LOUIE;
* Verifying the identity of new employees by requiring the employee to present original documents of acceptable identification according to the I-9 acceptable identification list and accurately recording those documents as requested in the Compliance Center;
* Submitting personal information provided by employees in this process strictly confidential;
* Assisting employees as necessary with the hiring process;
* Contacting Human Resources for assistance when necessary.

Further, I agree to not share my Compliance Center login information (User Name and Password) with anyone.

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Employee’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Supervisor’s Signature Date

ATTACH THIS FORM TO YOUR EPASS.

Using the PeopleSoft ePASS, submit your request for the security access role, NAU\_HR TALX Dept Manager to be added to your security. The attachment of this form is required as part of your security request.