PIMA COUNTY
HUMAN RESOURCES

EIN	Employee Name	Phone #	Department	Unit
Work Email Address:				

Grant new access to the following roles:

☐ DPR ☐ Hiring Manager ☐ Hiring Manager II ☐ eI-9 and E-Verify

☐ Requisition Approver ☐ Offer Approver

Remove access to the following roles:

☐ DPR ☐ Hiring Manager ☐ Hiring Manager II ☐ eI-9 and E-Verify

☐ Requisition Approver ☐ Offer Approver

_____

Signature (Appointing Authority or Designee)

_____

Printed Name (Appointing Authority or Designee) Date

Submit signed document to the Human Resources Department Attn: Recruitment & Selection Team Supervisor

To be completed by VirtualEdge Site Administrator:

Access granted/modified/deleted as requested.

Date: _____ Signature: _____