OPERATOR AUTHORIZATION REQUEST

Los Angeles County Office of Education

Email: Helpdesk@lacoe.edu - Attention: PeopleSoft, RAD, and HRS Security Queue
Website: www.lacoe.edu/hrs_security

Requestor Information

- Request must be signed by authorized security coordinator.
- Neither the primary security coordinator nor the alternate security coordinator can sign his/her own security request. Approval from a higher-level supervisor is required.

DATE OF REQUEST	BUSINESS UNIT NO. (FIVE DIGITS)	BUSINESS UNIT NAME		
CONTACT PERSON	TITLE	EMAIL	TELEPHONE	EXT.
REQUEST APPROVED BY		SECURITY COORDINATOR TITLE	SECURITY COORDINATOR SIGNATURE	

SECURITY DISCLAIMER: By authorizing access, school districts, community colleges, and other local educational agencies (LEAs) in the Los Angeles County acknowledge the operator will be able to view employee confidential information. As such, school districts, community colleges, and other LEAs agree not to hold the Los Angeles County Office of Education responsible for any loss, damage, or legal liability resulting from the misuse of this information.

Operator Information

Complete one form per employee.

EMPLOYEE NAME	TITLE	EID
EMAIL	TELEPHONE	EXT.

COMMENTS

I. HRS Security Access (Human Resource System)

HRS OPERATOR ID*

☐ New Operator ☐ Existing Operator ☐ Delete Operator ☐ Deactivate Operator ☐ Reactivate Operator

Complete Section A or Section B. Do NOT complete both sections.

Section A.

HRS Access Should Match	OPERATOR ID	NAME

Section B.

Type "A" to give access; "C" to change access; or "R" to remove access in the column to the left of the Function number and description. If there is no change in access for a Function, leave it blank. When adding or changing access, only complete Column 1 or Column 2; not both.

Add/Change/Remove	Function No. and Description	Column 1 Transaction Pattern ID	Column 2 Specify Screens or Add A Comment (This column is used to establish new transaction patterns or add comments. For access to all district-level screens, type "ALL DISTRICT-LEVEL SCREENS" in this column.)
	01 - Personnel (Update)		
	02 - Time Input		
	03 - Pay Adjustments		
	04 - Personnel (Inquiry)		
	06 - Payroll (Inquiry/Error Correction)		
	07 - Payroll (Online History Inquiry)		
	10 - Position Control		
	11 - District Maintenance		
	14 - Retirement - Inquiry		_Earnings History Inquiry Screen (012) only._
	16 - Table Inquiry		
	17 - Inquiry (Tax Deposits)		

RAD DISCLAIMER - It is important that report users carefully review and validate the data on the reports for accuracy and suitability before placing reliance on the data. By downloading or utilizing report data files for any reporting purpose, school districts, community college districts, and LEAs take full responsibility for validating and ensuring the data contained in the file is accurate. If after research and analysis of the data, the report user finds any discrepancies, it is the school district's, community college's, and LEAs' responsibility to adjust the information contained in the data file to agree with their accounts. LACOE is not responsible for inaccurate data submitted for any reporting purpose.

II. RAD Security Access (Report Access and Distribution)

RAD USER NAME*

☐ New Operator ☐ Existing Operator ☐ Delete Operator ☐ Deactivate Operator ☐ Reactivate Operator

Type "A" to give access or "R" to remove access.

No.	Add/Remove	Feature Name	No.	Add/Remove	Feature Name
Section A. For districts or agencies using HRS, select all that apply.					
1		Assignment Monitoring File Transfer	5		TSA Reports ⬥
2		Credential Reports ⬥	6		HRS Personnel Reports ⬥
3		HRS Payroll Reports ⬥	7		HRS Business Objects Ad Hoc Reports
4		Government Compensation Data			

⬥ Click here to view a listing of reports.

No.	Add/Remove	Feature Name	No.	Add/Remove	Feature Name
Section B. For districts or agencies using HRS, select all that apply. In addition, a contract or an authorization form is required. Click on the icon (🗎) to get the form.					
1		HRS Employee Data (emp.exe) Download ⬥	3		HRS Sick Leave Balance Upload 🗎
2		HRS Labor Data Download ⬥			

⬥ EDB Data Download and Labor Data Download contracts for third-party vendors. To access these features in RAD, send an email to sfsSecurity@lacoe.edu and request the Data Processing Services Contract for Labor Distribution, Fringe Employer Contribution, and Employee Database Information. IMPORTANT: These files are not used to upload to PC Products.

No.	Add/Remove	Feature Name	No.	Add/Remove	Feature Name
Section C. For non-central districts or agencies, select all that apply.					
1		Credentials Ad Hoc File Transfer	3		Credential Data Expansion Download File
2		Retirement File Upload			

For SFS-Retirement: ☐ Text File-Charter Schools ☐ Text File-Districts ☐ Excel File

III. COS Security Access (Credential Operating System)

☐ Allow Access ☐ Delete Access   COS OPERATOR ID *