

Request for Privileges Web Application

Adding/ Deleting Approvers

The following are authorized to request changes to Approvers

West Lafayette Campus

Areas with Business Managers – Business Manager

Areas without Business Managers – Director or Department Head

Regional Campuses

Calumet Campus – Sue Miller or Jan Hanchar

Fort Wayne Campus – Kirk Tolliver

North Central Campus – Sue Miller or Jan Hanchar

From the HR Data Team request form

<https://sharepoint.purdue.edu/sites/treasurer/vphr/hrdata/requests/Lists/Requests/Item/newifs.aspx>

Choose PUID/R4P issues in Request Type

In the Description field please provide the following

- Approve or Delete
- Approver Name
- Approver Career Account
- Org Unit Number
- Org Unit Name