



PiMs Access Form

What access do I need? [Click Here](#) for a quick explanation

Who can I talk to about what access I need?

You can contact your local [HR Business Partnering Teams](#)

Do not open this form in your browser

Please download and open in Adobe Acrobat and allow up to 5 work days for this request to be completed

Personal Details

Full Name: Employment

zID:

Email:

Status:

End Date:

School/Dept/Unit:

Reason:

I have read the [UNSW Terms and Conditions](#) of Access and agree to comply with them.

Model Access

Model Access Full Name:

zID:

PiMs Standard Access Options

General Inquiry & Reporting

Approver: [HRD Security](#)

Job Data Inquiry

School Administrator

School Manager FTR

Report Role TRIM

Job & Pers Data Inquiry

POW Appl Inquiry

Report Role Scholarships

Business Administration

Approver: [HRD Security](#)

myUNSW CTP Administrator

Query Viewer

DVCA Update Staff Quals

TL Faculty-Division

CTP Administrator

POW Appl Editor

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Admin

Safety & Risk

Approver: [UNSW Safety and Wellbeing](#)

OH&S Administrator

Worker Compensation

HR Training

Approver: [UNSW Training](#)

Training Administrator

TRN SCAR Administrator

Training Reporter

Training Course Creator

TRN SCAR Creator

COI Disclosure of Interests

Approver: [Div of Planning & Assurance](#)

COI View Only

COI View Only - Non-HRBP

COI Administrator

Central HR/Salaries Staff

Approver: [HRD Security](#)

Payroll Support

Payroll T æ æ ^!

Data Management Group

Position Detail Entry

Payroll Officer

UNSW Canberra HR

EEO Administrator

Citizenship Visa Admin

Senior Payroll Officer

Super Administrator

HR Client Services

HR Teams Setup in PiMs (HRD Security to Action) - This is for HR Client Services access

Business School

Science

Medicine

Canberra

Art, Design & Architecture

Engineering

Law

Divisions

System Support Specialist Roles

Approver: [HRD Security](#)

IT Services

Query Design & Reporting

HR System only

IT Service Op Analyst

Reporting Manager

Delegations

Service Desk Scrty Analyst

Designer Private

Administrator Security

Manager's Approval - To be completed by Approver only

Manager's Name:

Manager's zID:

Phone Number:

Manager's Approval*

I agree that the above applicant requires the requested **PiMs security access** in order to carry out their duties and will acknowledge the responsibility to ensure they are aware of the required [Terms and Conditions](#)

You will receive an email with a request number upon the successful submission of this form.

If you do not receive a request number within 24 hours of a successful submission, please call the IT Service Centre.

Document Version 4.0 Date: 01/12/2023