

Department of Technology
PPS Applications: 973 321-1015 Fax: 973 321-0901
ppsapps@paterson.k12.nj.us

Edumet Security Clearance

(Please fill out the form and email it back to PPSAPPS@paterson.k12.nj.us)

| | |
|---|---|
| Requestor (Print Name): | |
| Signature: | |
| Title: | |
| Department or School: | |
| Phone: | |
| Date: | |
| Approved By | |
| Supervisor's Name: | |
| Signature: | |
| Title: | |
| Department or School: | |
| Phone: | |
| Date: | |
| <i>Important: Justification of security clearance or change in status must be included. Please indicate level of security and locations requested.</i> | |
| Edu-Met Software Needed on PC Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| (Use "-" to indicate range "Schools 5-15" use "," as separator "3, 6, 8, etc.") | |
| Location(s) Needed: | |
| <u>Human Resources:</u> Attendance <input type="checkbox"/> Evaluations <input type="checkbox"/> Position Control <input type="checkbox"/> No Access <input type="checkbox"/> View only <input type="checkbox"/> | |
| <u>Payroll:</u> Lookup <input type="checkbox"/> Remote Payroll <input type="checkbox"/> No Access <input type="checkbox"/> View only <input type="checkbox"/> | |
| <u>Accounting:</u> Requisitions <input type="checkbox"/> Budget Build <input type="checkbox"/> No Access <input type="checkbox"/> View only <input type="checkbox"/> | |
| Remove Edu-Met access <input type="checkbox"/> | |
| JUSTIFICATION: _____ _____ | |
| IT Department | APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> |
| Signature: _____ | Date: _____ |
| Comments: | |