UC SANTA CRUZ

GLACIER ADMIN 2
Access Request Form

Section 1: Information

Request Date: Email:

Employee Name: Phone:

Title: ID #:

Supervisor: FAX:

Division:

Section 2: Action Requested

Establish as New User   Modify User Access   Revoke User Access

Section 3: Access is requested for Admin2

Admin 2 is the second highest level of access to **GLACIER.** Admin 2 access is granted to Grade H or higher.
An **Admin 2** may:
- Add New Individual Record
- Responsible for adding and monitoring the test individuals for trainee purposes in GLACIER
- Responsibility of Admin 2 to alert the Payroll Office Admin 1 of any changes in their payroll coordination for Admin 3 access
- Responsible for Reviewing Glacier Reports monthly and for contacting the Foreign National Individual to update information in GLACIER
- Review / Update Individual / Entity Records
- Create / View / Print Records
- Resend Individual Access Information

    Completed the ITS Computer Security Training

    Completed the Admin Guide (Power Point Presentation)

Section 4: Authorization

My signature on this application constitutes my receipt of and intention to comply with university policies governing the use of thisaccount. As a PeopleSoft user, I have read and signed the access to information statement. I also understand that I amresponsible for the accuracy of the data entered into GLACIER. I will not disclose my private claim in any matter.   **Required:** **Admin 2 must sign below**

Applicant Signature: Unit Head Signature:

Date: Date:

Upload and submit through DocuSign to the email: fadsfar@ucsc.edu   **OR**   glacierhelp@ucsc.edu

Form Questions: glacierhelp@ucsc.edu   Revised: 10/27/2020
Technical & Accessibility Assistance: finaff-tech@ucsc.edu   Page 1 of 1