RM-AuthPersonnelInstructions Rev. 3/29/2011  REQUEST FOR RECORDS AUTHORIZED PERSONNEL											
	AGENCY NO:	4		EXAMPLES		DATE:					
						MM/DD/YYYY					
							RECORD INFORMATION SERIES				
USER										ITEM	
ACTION			EMPLOYEE INFORMATION			PROGRAM (ownership)		SCHEDULE		ACTION	
					Phone No			Bureau / SAP		Indicate	
Add New, Amend				Address	(Req for NEW	Bureau /		Cost code (or	Records	remove	
Existing, or		Bureau / SAP		(required for NEW User or if	users or if info	SAP cost				or <b>add</b>	
Delete User	Name (Last, First)	cost code	Bureau Name	information changed)	changed)	code	Name	Group)	#	Items	
Add	Sample, Joseph	3020440000	Bureau of Administration	bldg/street, city, PA zip	717-555-1212		Bureau of Administration			add	
										add	
Add	Sample, Jane		Finance Bureau	bldg/street, city, PA zip				G001		add	
Add	Sample, Harry		Bureau of Human Relations	bldg/street, city, PA zip	717-555-1234			0000000000	P79	add	
Amend	Sample, John	3020410000	Finance Bureau			3020410000	Finance Bureau	3020410000	00000066	remove	
'			<u> </u>			<u> </u>			00000096	remove	
			<u> </u>			<u> </u>		G001		add	
	<u> </u>					3020660000	Bureau of Info Technology	G001	G001.009	add	
	Sample, Becky		Bureau of Human Relations								
			he TAB key to advance to next t					ENTERING DI		.=5	
	ENTERING EMPLOYEE INFORMATION: Employee info fields need only be filled in one time (a single row) even if							ENTERING RE			
	multiple items are listed for that same user. Bureau info is where employee is employed. Examples shown under "Sample,							INFORMATIO			
	Joseph" and "Sample, John"							series item #s may be entered for a			
<u> </u> !		<u> </u>	<del> </del>					single Ownership/Schdule row (see			
	<del>                                     </del>	<b></b> '	<del> </del>	<del> </del>				Sample, John items 66 & 96).		*	
!	<del>                                     </del>	<u> </u>	<del> </del>	<del></del>							
<u> </u>		<b></b> '	<del> </del>	<del> </del>				•	tems may also be listed for a single		
<u> </u>	<del>                                     </del>	<b></b> '	<del> </del>	<del> </del>			,	Ownership row (see Sample, John			
	<del> </del>	<del></del> '	<del> </del>	+			•	item G001.009	In all cases the Schedule for P79		
	<del> </del>	<del></del> '	<del></del>	<del></del>		OPF (see Sai				)r P/9	
!	1	·	1				records is 0000000000				