

MENU REQUEST AND AUTHORIZATION FORM
For Campus Users

Return to: Human Resources
Sherman Hall 105

Check one: ___ Faculty
 ___ Administration
 ___ Staff

Name: _____

WIU ID: _____

Department: ___

			Prog#	Level
___	EMPS	Employee Status Display (Provides same information as EMPD But excludes employee birth year and detailed leave information.)	0 display all options 6 GA only A display all with VP restriction	
___	PERD	Personnel Information Display	0 display current contract only 1 display current & future contracts 2 display current & future cts show ss#	

(Restricted access Must provide written justification for need.)

- 1 Payroll
- 2 CS
- 3 AP
- 6 GA