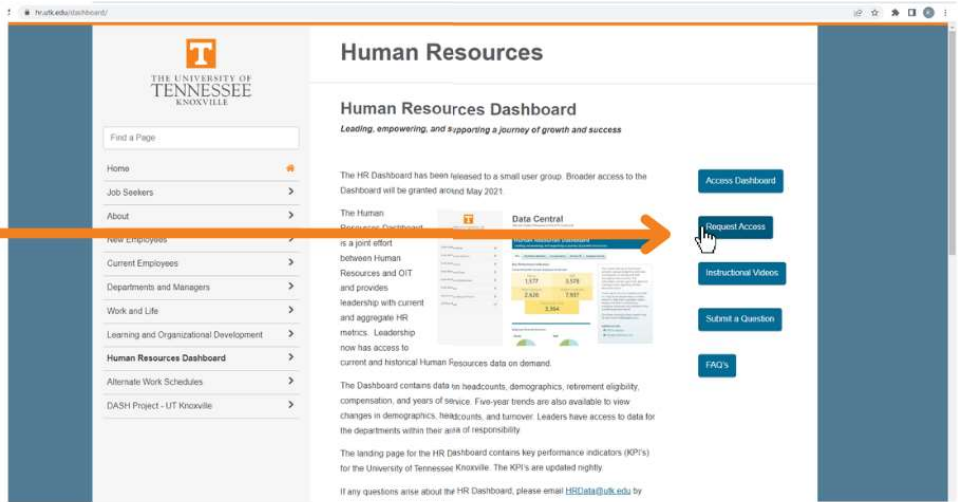


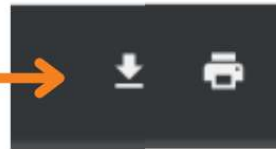
Requesting HR Dashboard Access:

Go to:
<https://hr.utk.edu/dashboard/>

Click "Request Access" on the Right-hand side of the webpage.



Use the download or print button to edit the form either with Adobe or a Pen.



Type or write your information here:

Tell us what college/division and departments you work with or need information for.

Sign yourself and obtain your dean or department head's signature.

Scan or Save to Computer and attach to an email to hrdata@utk.edu.

Request for SAS Administrative Access

Please complete this form to request access to SAS administrative reports. Once completed, sign it and gather the required approval. Send the completed and signed form to Human Resources via email to HRData@utk.edu.

Name: _____ (Last First Middle Suffix) Request Date: _____

NetID: _____ Email: _____ Phone: _____

UT Position/Job Title: _____

College: _____ Dept: _____

Available SAS Applications for Administrative Reporting

Human Resources Dashboard

To be provided adequate access to secured reports, please enter the colleges and departments for which you are authorized to access related data.

Administrative Data Requested		Office Use Only	
College Financial Code Example: College of Arts & Sciences, 70110	Department Financial Code Example: Chemistry, 70110024	College	Department

Check this box if the requester requires developer level access.

Please provide an explanation of how the requester intends to use SAS and the related data. Access is granted based on an acceptable explanation and the requester's job function or role within the University.

Signature: _____ Date: _____

Approval Required by a Dean, Director, or Department Head

Approved by: _____ Title: _____
 Please Print Please Print

Signature: _____ Date: _____

Last updated 06/07/2021