Human Resources Access Request

- Data Access Request
  - Only to request HRWEB roles, access to departments/divisions
- ERS Request
  - Only to request access to Emory Recruiting System (iCIMS)
- Student Hire Functions
  - Only to request the function to hire students

Supplemental Pay Request

- Email payroll@emory.edu

Report Request

- HR Reports Request
  - Request Emory University and Emory Healthcare HR data reports

Brainer – Learning Management System
Bullseye – Performance Management System

- Email tmhelp@emory.edu

All Other HR Technology Requests - Troubleshooting Issues

- Email RequestHRTS@emory.edu
  - In the subject line, list the System/Application:
    - Electronic Human Resources Action Form (eHRAF)
    - Emory Recruiting System (iCIMS)
    - Emory Timecard Adjustment System (ETAS)
    - Exempt Leave Tracking (ELT)
    - Exit Checkout Tool
    - FMLA Requests
    - HR Dashboards
    - PeopleSoft - HR (HRWEB, Self Service)
    - Orientation
    - Suggestions and Ideas!
    - Tuition Reimbursement
  - In the body of the email, provide as many details as possible and attach screenshots/images if applicable

*Note – RequestHRTS@emory.edu is an inbound email rule address connected to ServiceNow. Once you have emailed a request, if you need to follow up or need immediate assistance contact the Help Desk at 404-727-7777. Do not follow up by sending additional emails to RequestHRTS@emory.edu as this will create new tickets.*