

ADP VIRTUAL EDGE ACCESS FORM

Access in the Virtual Edge system grants you access to confidential, private applicant data. Unauthorized or unlawful disclosure, issuance, abuse, intentional release of, or gaining unauthorized access to any private, controlled or protected information is a violation of the Standards of Conduct Policy 3-300.

Date:

This request is for:

Name:

Job Title:

Employee ID: Phone Number: Email:

Division Name/Number:

Employee Signature:

Division Director or Designee Signature:

Human Resource Site Administrator Use Only

ADP VE User Group

- Hiring Manager Hiring Manager Designee Requisition Approver
 Offer Approver I-9/E-verify Payroll/Admin

Human Resource Site Administrator Signature:

User ID is Employee ID

Accounts with no activity for 180 days will be inactivated. Contact your HR Consultant for access after 180 days.