

PeopleHub Access Request Form

Complete, sign and send this form to systems@tandemhr.com.

User Roles

Employee Name	Employee Email	New Hire Entry	Section 2 of Form I-9	Employee Changes	Timesheet Entry (no n-Kronos users only)	Payroll Approval	Employee Pay Rates	Reporting	Custom*

Custom

Please note any specific instructions regarding user access (i.e. access to specific cost centers)

Company Name: _____ Primary Client Contact: _____

Signature: _____ Date: _____

User Roles Defined

User Role*	Definition
New Hire Entry	Ability to enter a new hire's information to launch electronic onboarding.
Section 2 of Form I-9	Receives notification when employee completes electronic onboarding prompting user to verify employee's documentation and complete Section 2 of Form I-9.
Employee Changes	Ability to enter a new hire, termination, rehire, pay rate change, position change, status change, cost center change, tax change, direct deposit change.
Timesheet Entry (if not utilizing Kronos for tracking time)	Ability to submit hours on a per pay period basis.
Payroll Approval	Access to view payroll reporting (payroll detail, invoice, gross-to-net, check journal, payroll register, client allocation) and ability to approve payroll.
Employee Pay Rates	Ability to view pay rates in PeopleHub and communicate with Tandem HR team regarding pay information.
Reporting	Ability to view employee reporting (birthday, census, PTO, termination) and payroll reporting (client allocation, employee voucher, gross-to-net, payroll allocation, retirement contributions).
Custom	As defined by the client in the "custom" field above.

*For a complete list of access for each user role, please contact systems@tandemhr.com.