

UK ITS Enterprise Applications- Human Resource Services

Configuration & Development Request Form

Please submit this form to the EA Human Resource Services Team for review, timeline estimation, and fulfillment. *Indicates Required Information.

Requestor Name*

Requestor Email Address*

1. What module or application does this request impact? Please indicate items. *

- Payroll
- Benefits
- Employee Self Service/Manager Self Service
- Direct Bill
- SuccessFactors
- Other

2. Please indicate request specification type: *

- Configuration Change
- Data Interface
- Workflow
- Enhancement/Development

3. Business Purpose of this Request: *

Explain why this change is needed.

4. Business Requirements: *

Describe data elements, validity dates, and other details required for this change.

5. Requested Completion Date: *

6. Interface Specifications (if applicable):

Ex. Data Source, Data Type, Inbound/Outbound File details.

7. Solution Validation: *

Who will validate solution – to be completed by Requestor.

8. Functional Solution:

To be completed by EA HR Team.

9. Processing Requirements:

To be completed by EA HR Team.

10. Please save this form and submit using Service Now IT Service Request. Use the New Service Request option for Enterprise Applications >Human Resources Request and attach this form to the request. If you do not have access to Service Now, please save and email this form to Leigh Baker at leigh.baker@uky.edu.