



**Providence Health Care – Staffing Services Department
ESP v7.0 User Identification Request/Change Form**

PART A: USER PROFILE INFORMATION

Effective Date: _____

(Please check one)

Personal Account: ___ Generic Unit Account: ___

Applicant's Name: _____ Department: _____

Applicant's Title or Occupation: _____ Local: _____

Applicant's Network Username (How do you sign on to Windows?) _____

Applicant's Employee ID number (for Personal account) _____

Contact (Supervisor/Manager): _____ Local: _____

PART B: USER ACCESS INFORMATION

Please indicate what duties user will be responsible for in ESP. This will help determine the level of access required.

(Please check all that apply)

Printing Unit Schedules/Flowsheets/Employee Schedules: ___ Other Reports: ___

FOR SCHEDULERS ONLY Updating Availability: _____

Employee Assignments: ___ Timekeeping: ___ Providing schedule relief for department: ___

Please provide the list of units and timecard groups (if applicable that user will require)

Department Name	Timecard Group (Timekeepers and Leaders only)

Is the Applicant going to be replacing an existing ESP User? If so, please provide the following information:

Name of Employee: _____ Inactivate User? Yes _____ No _____

PART C: GENERAL INFORMATION

- ❖ Please fax completed for to Nisha Rahiman or Lynda Hill at 604-806-9174
- ❖ Users will be set up within one week of receiving the new user application form.
- ❖ Users @ PHC or VC are to contact the Help Desk to gain access to PHC ESP Production v7.0 through the VCH-PHC Applications desktop folder if they do not yet have it.
- ❖ Users @ FHA and PHSA are to contact the Help Desk at their HA to request PHC ESP Production v7.0 icon.
- ❖ Any information accessed through ESP should be treated with confidentiality especially employee phone numbers, schedules, etc.

Application Signature: _____ Date: _____

Manager/Leader Signature: _____ Date: _____
(Required to complete application)

ESP Administrator Use only -- in People Editor _____, in ESP _____, in email _____, notified _____