Notification of Change of Roles or Email Address

# Notification of Change of Roles or Email Address

|  |  |
| --- | --- |
| School Name |  |
| School Customer Number |  |

Please confirm the user’s change of role or email address below. Please send the form back to portalteam@epm.co.uk.

If you need a new user form, please complete the **Application for New or Cancelled User Form,** and ensure that they have understood the **HR Portal Terms and Conditions.**

|  |  |
| --- | --- |
| Username |  |
| Current Email Address |  |
| New Email Address (if this is required) |  |
| Job Title |  |
| Portal Role: (Please tick access required. If the user has permission to view all, modify all and Authorise Payroll, please tick “Full Permissions” |
| View HR | Modify HR | View Payroll | Modify Payroll | View Absence | Modify Absence | View Survey | Modify Survey | Authorise Payroll | Full Permissions |
|  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Date: |  |
| Headteacher Authorisation Signature: |  |