**Work Force Management (WFM) Access Specification Form**

**NOTICE:** The applicant’s manager must sign the document. Please do not write on this document only signatures in pen and ink are allowed.

**Personal Information**

|  |  |
| --- | --- |
| Name and Surname: |  |
| Domain Username |  |
| E-mail address |  |
| Ticket Number |  |
| **Branch Code** |  |

Which functions do you need to perform on WFM?

|  |
| --- |
| **Branch Administrator**  Branch Administrators can schedule, complete attendance, and manage contracts on sites and areas. |
| **Branch Viewer**  Branch viewers can view the schedules and attendance sheets. |
| **Management Reports**  Branch managers can view the schedules and attendance sheets and reporting on the site’s guards. |

**USER**\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER**  **SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ **DATE**  \_\_\_\_