

**Request for group authorization in the TCmanager**



Applicant	Authorization role	Manager of the applicant
Salutation _____ Personnel number _____ Surname _____ First name _____ Cost Center _____ E-mail address _____	HR Manager <sup>1</sup> Training Supporter <sup>2</sup> Booking Contact <sup>3</sup>	Salutation _____ Surname _____ First name _____ Cost Center _____ E-mail address _____
The employee is informed about the fact that I get access to his/her training records and his / her right of objection.		
Type of request		
Initial Application (I have no rights yet)  limitet to: _____	Amandment (delete all old rights and replace them with new ones)	Extension request (already existing rights are supplemented by these)
Request for deletion (delete all / the assignment of employees to the direct manager is not affected)		
Authorizations are to be approved on the basis of:		
Cost Center(s) <sup>4</sup> with all employees: _____ _____ _____ _____ _____ _____ _____ _____	Limitations: Individual employees of the cost centers for whom no authorizations are to be granted. _____ _____ _____ _____ _____ _____	
Individual employees: _____ _____ _____ _____ _____ _____ _____ _____		
Employees of the following managers: _____ _____ _____ _____ _____ _____	Limitations: Individual employees of managers for whom no authorizations are to be granted. _____ _____ _____ _____	
Further comments:		
_____ _____		
Signatures		
Date, Signature of the applicant _____		Date, Signature of the manager _____
Date, Signature of the reviewer _____		Date, Signature of the 2nd reviewer _____

<sup>1</sup> HR Manager consulting the departments (employees & managers) in determining training needs

<sup>2</sup> Training Supporter The training supporter assists the manager with the evaluation/planning of trainings and is authorized to get access to the employees training record.

<sup>3</sup> Booking contact Conducts the booking for other employees (e.g. employees without access to a computer).

<sup>4</sup> Cost Center(s) contains the corresponding Dräger company number (legal entity) followed by a dot and the cost center (Example: 109.3200)