

Security Request Form

Employee Name:		Employee ID:	
Department/Group:		Job Title:	
Location:		Date Requested	
Type of Request: (New/Change/Termination)		Email Address:	
Supervisor Name:		Supervisor Signature:	
Supervisor Phone:		Employee Phone:	
Security Administrator:		Security Administrator Signature:	
Employee Signature:		Date:	
Will Employee Have Approval Access (Y/N):			
If Yes: What Module(s)? (i.e. Expenses, ePro, Purchasing, Journal, etc)		List Departments/Projects/Categories Responsible for (i.e. Dept 1234567, Project ABC, IT Approval for ePro, etc. appendix for full listing)	
Expenses Access Required?			
List Any Delegates that can enter expense transactions for this user:		List Additional Expenses Access Here: (i.e. AP Auditor, Workflow Administrator, Expenses Administrator, Cash Advance Access, see see appendix for more information.)	
ePro/Purchasing Access Required?			

List Access Needed Here:

(i.e. Purchasing Approver, Buy Requester, ePro Admin)

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General Ledger/Commitment Control Access Required?
List Access Needed Here: (i.e. GL Budget Entry, GL Supervisor, GL Approval, etc. See appendix for more information).
Accounts Payable Access Required?
List Access Needed Here: (i.e. AP Supervisor, AP Clearing, Paycycle Processing, etc. See appendix for more information).
Budget Prep Access Required?
List Access Needed Here: (i.e. Budget Prep Processing, Inquiry and Reports, etc. See appendix for more information).
Accounts Receivable Access Required?
List Access Needed Here: (i.e. AR Processing, AR Inquiry and Reports, etc. See appendix for more information).
Common Remitter/ADP Reco Access Required?
List Access Needed Here: (i.e. CR User, ADP Reco, etc. See appendix for more information).
Other Access Required?
List Access Needed Here: (i.e. Query Access, Reporting Access, Local Security Administration, Tree Management, etc. See appendix for more information).