|  |  |  |  |
| --- | --- | --- | --- |
| 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, Voucher, Journal, etc)* | List Departments/Projects/Categories Responsible for:*(i.e. Dept 1234567, Project ABC, IT Approval for ePro, etc. see 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, etc. See appendix for more information.)*** |
| ePro/Purchasing Access Required? |
| List Access Needed Here:***(i.e. Purchasing Approver, Buyer, Requester, ePro Admin, etc. See appendix for more information.)***  |
| **Asset Management Access Required?** |
| List Access Needed Here:***(i.e. AM Manager, Am Analyst, AM Reports and Inquiry, etc. See appendix for more information.)*** |
| **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 Clerk, 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 Recon Access Required?** |
| List Access Needed Here:***(i.e. CR User, ADP Recon, etc. See appendix for more information.)*** |
| **Other Access Required?** |
| List Access Needed Here:***(i.e. Query Access, Reporting Access, Local Security Administration, Tree Manager etc. See appendix for more information.)*** |