

Requestor: _____ Ext: _____

Request Type:

☐ New ☐ Modify ☐ Delete

Step 1: User Information – Appropriate Supervisor – Please verify this section.

Name (First M. Last) :

Email Address :

Position/Job Function :

PS Employee ID :

Work Phone# :

Department :

Step 2: Appropriate Supervisor – Please complete this section, review with the appropriate Security Lead, print, sign and return form to the T&C Helpdesk for assignment and processing.

PeopleSoft Payroll Dept(s):

CFS Security Role(s) Requested:	CFSCCI_EU_FinInquiry_02	CFSCSU_FS_DWReporting_02	CFSCSU_PT_PeopleSoft_User
	CFSCSU_AP_Inquiry_01	CFSCSU_FS_DWReporting_03	CFSCSU_PT_Process_Monitor
	CFSCSU_AP_ProCard_02	CFSCSU_PO_Inquiry_01	CFSCSU_PT_Query_Viewer
	CFSCSU_FS_DWReporting_01		PAPP_USER

Other Role(s) Requested:

Business Unit Access (Circle business units requested)

Primary Permission List: (Administrative Use Only)

Completed CMS Access and Compliance Form: ☐ Yes ☐ No

Appropriate Supervisor

Signature

Date

Step 3: Authorizations - Please obtain signatures before submitting form to the T&C Helpdesk

The employee identified above is approved and certified to receive the requested PeopleSoft access.

Lacey Lovejoy (Director, Financial Systems)

Signature _____

Date _____

PeopleSoft Security Administrator

Comments:

Print:

Signature _____

Date _____