



# Channel Islands Online RGS Request Form (RGSR)

CALIFORNIA STATE UNIVERSITY

**The RGSR form is used to request:**

Ability to enter requisitions on behalf of a business unit  
Ability to approve requisitions on behalf of a business unit

**The RGSR form is not used to request:**

Peoplesoft user account creations, modifications or deletions

## Guidelines

**Step 1.** User/Supervisor

- Complete all form fields.
- Do not attempt to complete this form unless the user has an Employee ID.

**Step 2.** Supervisor

- Verify all form fields are complete and complete form fields if necessary.
- Ensure that a CMS Access and Compliance form is on file with Human Resources. If one is not on file with HR obtain the form from <http://www.csuci.edu/cicms>.
- Ensure that a Peoplesoft Access Request Form has been submitted on behalf of the user requesting access to CI Financials.
- Print, sign, and date.

**Step 3.** Supervisor

- Send via Interoffice mail the completed form with all signatures to Fiscal Services in Lindero Hall.

**Processing overview:**

Prerequisite: Access to Peoplesoft Financials

1. Form is completed by user & supervisor.
2. Supervisor verifies delegation of authority exists for any approval requested.
3. Supervisor signs form and sends form to Finance.
4. Finance receives form.
5. User attends Finance Online RGS training.
6. Finance performs work based on RGSR form.



**Please submit signed completed forms to Finance, in Lindero Hall**

**Step 1. User Information** -- Appropriate Supervisor, please verify this section.

Department : \_\_\_\_\_

## Date: