

PeopleSoft Human Resources Access Request Form

New Account
 Add/Delete Access
 Delete Account
 Name Change (Old Name _____)
 Status Change

USER'S INFORMATION			
Date: <u>EFFECTIVE 6/14/08</u>	Employee ID: <u>603708</u>		
First Name: <u>MARISA</u> Initial: <u>A</u>	Last Name: <u>Libby</u>		
Title: <u>Acting CLK III</u>	Location: <u>SIERRA VISTA</u>		
Phone: <u>520-452-8127</u>	Email: <u>MARISALibby.CTL@CI.SA.MI</u>		
Business Unit: <u>MTISC</u>	Department ID: <u>34562</u>		
Status of Employment:	<input checked="" type="checkbox"/> Full-time/part-time <input type="checkbox"/> Temporary hire* <input type="checkbox"/> Consultant*	* The Customer Support Center (CSC) will contact you monthly regarding the status of the temp/consultant.	
*If temp/consultant leaves prior to CSC contact, you are responsible for informing CSC			
*The Information Technology Use Agreement must accompany this request.			

MODULES	ROLES	DEPT IDs	FSM USE ONLY
<input type="checkbox"/> Benefits Admin.:	<input type="checkbox"/> MT Benefits Manager: This role will allow update/ correction access to all benefits related setup and employee data. It will also have inquire capabilities in HR and Payroll. Correction to all benefits tables. or Same Access As*: _____		
	<input type="checkbox"/> MT Benefits Inquire: For view only. or Same Access As*: _____		
<input checked="" type="checkbox"/> Human Resources:	<input type="checkbox"/> MT HR Manager: For designated Human Resource Managers. Allows query creation and manipulation, as well as table setup. Provides full view and data entry access to all HR and Benefits related panels including correction mode. or Same Access As*: _____		
	<input type="checkbox"/> MT HR Entry: Provides view and data entry access to HR, Benefits and educational panels. Allows correction to all pages. or Same Access As*: _____		
	<input type="checkbox"/> MT HR Entry - No Correction: Allow update of HR and Benefits Administration data. No correction mode. or Same Access As*: _____		
	<input type="checkbox"/> MT HR Representatives: Provides access for HR Representatives to view current, future, and history rows in relevant HR, Payroll and Benefits panels. Also permits data entry access for employee checklist. <input type="checkbox"/> MT HR Representatives-Workflow (E-mail- Notification) or Same Access As*: _____		
	<input type="checkbox"/> MT ePerf (HR Rep): Provides access for the HR Representatives to perform all the eMVP HR Admin Functions such as Create, Transfer, Cancel Performance Documents as well as to view all of the eMVP reports. or Same Access As*: _____		
	<input type="checkbox"/> Others (see the Instructions for the PeopleSoft Access Request Form)		
<input type="checkbox"/> Payroll:	<input type="checkbox"/> MT Payroll Manager: Can change payroll reference tables and run all application jobs. Has correction mode for payroll reference tables. or Same Access As*: _____		
	<input type="checkbox"/> MT Payroll Super User: Similar to payroll user, but can also use Retro processing and mass change. Can run jobs that affect reference tables, such as pay calendar build. or Same Access As*: _____		

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User's INFORMATION:		First Name:	Last Name:	Employee ID:
MODULES	ROLES		DEPT IDs	FSM USE ONLY
	<input type="checkbox"/> MT Payroll: Can run most payroll jobs-not annual or special, but normal weekly payroll. Can display payroll reference. or Same Access As*: _____		_____	_____
	<input type="checkbox"/> MT Payroll View For non-payroll users that need to display payroll reference tables and employee payroll data. or Same Access As*: _____		_____	_____
<input checked="" type="checkbox"/> Time and Labor:	<input type="checkbox"/> Senior Time Manager: Senior time administrator who also serves as a back-up timecard approver. Access to all T&L reports & queries, but cannot enter paper timecards or update approver lists or profiles. or Same Access As*: _____		_____	_____
	<input type="checkbox"/> Time Administrator (Senior): Has the same access as a Time Administrator, plus the ability to enter Paper Labor Adjustments. or Same Access As*: _____		_____	_____
	<input checked="" type="checkbox"/> Time Administrator: Access to all T&L reports & queries, enters paper timecards, updates timecard approvers and profiles, maintains e-WAFs, enters electronic labor adjustments. or Same Access As*: <u>Debra DeArda-Holmes</u>		_____	_____
	<input type="checkbox"/> Time Entry: Enters paper timecards, updates timecard approvers, maintains e-WAFs and has access to w/o cost versions of T&L reports. or Same Access As*: _____		_____	_____
	<input type="checkbox"/> Time Entry2: Enters online timecards, maintains e-WAFs and enters electronic Labor Adjustments. Cannot enter paper timecards. or Same Access As*: _____		_____	_____
	<input type="checkbox"/> Time Review: Prints timecards, maintains e-WAFs and has access to w/o cost versions of T&L reports. or Same Access As*: _____		_____	_____
	<input type="checkbox"/> Special Access (Query): Role for managers and accounting staff. Has access to all T&L reports & queries, and can print timecards. or Same Access As*: _____		_____	_____
	<input type="checkbox"/> ATAC Activity Admin: Specific ATAC access for Data Entry. or Same Access As*: _____		_____	_____
	<input type="checkbox"/> ATAC Reports: Specific ATAC reports for Supervisors. or Same Access As*: _____		_____	_____

*For "Same Access As", enter the PeopleSoft User ID whose access level you wish to duplicate for this request.

4. Supervisor's Information
 Name: Mary Hyder Title: Bus Ops Mgr Serralla Phone: 520-452-8127
 (Please print clearly)

5. PeopleSoft Authorized Personnel's Approval (see PeopleSoft Security Authorized Personnel listing)
 Name: Bonnie Cook Title: SE. VP. BUS. OPS Signature: [Signature] Date: _____
 (Please print clearly)

Submit the completed form via fax to the Customer Support Center at (703) 218-6389.
 Processing the request form takes 2-3 business days to complete.
 Please note that incomplete forms will delay processing and may be returned!

PEOPLESOFT SECURITY ADMINISTRATION USE ONLY

Date Received: _____ Form Complete? Yes No (if no, the form will be returned to requestor)
 Date Completed: _____ Account Information provided to user via E-mail Phone Other (Manager)

PeopleSoft Financials Access Request Form

New Account Add/Delete Access Delete Account Name Change (Old Name _____) Status Change

1. User's Information			
Date:	EFFECTIVE 6/4/08	Employee ID:	603708
First Name:	MARISA	Initial:	A.
Title:	ACCOUNTING CLERK III	Last Name:	LIBBY
Phone:	520-452-8127	Location:	MTISC / SIGRAVISTA A2 34562
Business Unit:	MTISC	Email:	marisa.libby.ctr@dsca.mil
Status of Employment:	<input checked="" type="checkbox"/> Full-time/part-time	Department ID:	34562
	<input type="checkbox"/> Temporary hire*	* The Customer Support Center (CSC) will contact you monthly regarding the status of the temp/consultant.	
	<input type="checkbox"/> Consultant*		

**If temp/consultant leaves prior to CSC contact, you are responsible for informing CSC*

**The Information Technology Use Agreement must accompany this request.*

2. MODULES	ROLES	BUSINESS UNIT	FSM USE ONLY
<input checked="" type="checkbox"/> Accounts Payable:	<input type="checkbox"/> MT AP Corporate: Run pay cycle manager process for system check. <input type="checkbox"/> MT AP Managers: Vendor approval and run voucher and payment posting Processes. <input type="checkbox"/> MT AP Field: Accounts payable voucher entry and vendor maintenance. <input checked="" type="checkbox"/> MT AP Inquiry: Inquire vouchers, payments and Vendor Information. <input type="checkbox"/> MT AP Compliance: Government Classification maintenance for compliance. <input type="checkbox"/> Tax Maintenance: Sales and use tax maintenance <input type="checkbox"/> Same Access As*: <u>CE/AN/De/Ande</u> or <input type="checkbox"/> Others**		
<input type="checkbox"/> Accounts Receivable:	<input type="checkbox"/> AR Assistant Controller: Oversees all of cash management banking/cash collections/contract closeout. <input type="checkbox"/> AR Director: Responsible for all aspects of cash application and collections/customer setup and research. <input type="checkbox"/> AR Clerk I (Cash Application): Post Cash receipts runs reports, adjustments to cash. <input type="checkbox"/> AR Clerk II (Collections): Updates AR reports. Status/conversation research cash applications. <input type="checkbox"/> AR Clerk III (Banking): Set up customer for contract Dept, Corp Cash receipts, Bank reports for AR cash and collections. <input type="checkbox"/> AR Manager (Contract Closeout): Responsible for closeout <input type="checkbox"/> AR Clerk III (Contract Closeout): Entering of final contract research & payment tracking. <input type="checkbox"/> AR Inquiry: Read only access to AR panels. <input type="checkbox"/> Same Access As*: _____ or <input type="checkbox"/> Others**		
<input type="checkbox"/> Asset Mgt:	<input type="checkbox"/> AM Inquiry: Ability to view transactions (Read only)		
<input type="checkbox"/> General Ledger:	<input type="checkbox"/> GL Manager: Develops allocations, queries, and nVision reports. Process and post journal entries. Manage Trees. <input type="checkbox"/> GL Staff/ Field User: Process journal entries, run queries and nVision reports. Uses Review Financial Information Page. <input type="checkbox"/> GL (Field User II): GL Field User with the ability to update GL chartfields <input type="checkbox"/> GL (AP Field/Entry): For AP entry users and field representatives responsible for clearing open items, provides read/write access to the "Open Item Reconciliation" section of the GL module. <input type="checkbox"/> GL (Payroll) For Payroll users to reconcile accrued salaries <input type="checkbox"/> GL Inquiry: Runs queries and nVision reports, uses Review Financial Information Page. <input type="checkbox"/> GL Inquiry II: GL Inquiry with no nVision <input type="checkbox"/> Same Access As*: _____ or <input type="checkbox"/> Others**		

PeopleSoft Financials Access Request Form

User's Information: First Name: <u>MARISA</u> Last Name: <u>Libby</u> Employee ID: <u>603708</u>			
MODULES	ROLES	BUSINESS UNIT	FSM USE ONLY
<input checked="" type="checkbox"/> Expenses:	<input type="checkbox"/> <i>MT Expense Admin</i> : Maintains Expense Supervisors and Expenses Roles <input checked="" type="checkbox"/> <i>MT Expenses AP</i> : Performs AP functions to audit and pay Expense Reports. <input type="checkbox"/> <i>MT Security Group</i> : Workflow role that receives an email for every Travel Auth created for a cleared employee. <input type="checkbox"/> <i>MT Expenses PY</i> : Workflow role that sends an e-mail when an Expense Report with Relocation is fully approved. <input type="checkbox"/> <i>MT Expenses Reviewer</i> : Performs the final review of Expense Reports (Corp AP only) <input checked="" type="checkbox"/> Same Access As*: <u>Belinda De Andrade #606334</u> or <input type="checkbox"/> Others**		
<input type="checkbox"/> Inventory:	<input type="checkbox"/> <i>INV Administrator</i> : Super users with all panel access for inventory and setup. <input type="checkbox"/> Same Access As*: _____ or <input type="checkbox"/> Others**		
<input checked="" type="checkbox"/> Projects/ Contracts/ Billing	<input type="checkbox"/> <i>CA/PC/BI Setup</i> : Maintains contract, project, and billing configurations used to process and report on customer contracts <input type="checkbox"/> <i>CA/PC/BI with no revenue adjustments</i> : Identical to contracts setup excluding revenue adjustments. <input type="checkbox"/> <i>CA/PC/BI with no billing history adjustments</i> : Identical to contracts setup excluding the billing history adjustments. <input type="checkbox"/> <i>CA/PC/BI with Rapid Billing Adjustments</i> : Ability to enter Rapid Billing Adjustments in projects <input type="checkbox"/> <i>CA/PC/BI Reports</i> : Generates monthly contract and project status reports. <input checked="" type="checkbox"/> <i>CA/PC/BI Reports & Accruals</i> : Ability to enter accruals in addition to the contracts reports access. <input type="checkbox"/> <i>CA/PC/BI Inquiry</i> : View only <input checked="" type="checkbox"/> Same Access As*: <u>Belinda De Andrade #606334</u> or <input type="checkbox"/> Others**		

*For "Same Access As", enter the PeopleSoft User ID whose access level you wish to duplicate for this request.
 **For "Others", see the Instructions for the PeopleSoft Access Request Form.

3. Supervisor's Information
 Name: Mary Hyder Title: Bus. Ops. Mgr. SV Phone: 530-452-8127

4. PeopleSoft Authorized Personnel's Approval (see instructions for designated official of the business area)
 Name: Bonnie Cook Title: SR. V.P. - BusOps Signature: [Signature] Date: _____

Submit the completed form via fax to the Customer Support Center at (703) 218-6389. Processing the request form takes 2-3 business days to complete. Please note that incomplete forms will delay processing and may be returned!

Date Received: _____	PEOPLESOFT SECURITY ADMINISTRATION USE ONLY		
Date Completed: _____	Form Complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (if no, the form will be returned to requestor)
	ID/Password provided to user via	<input type="checkbox"/> E-mail	<input type="checkbox"/> Phone <input type="checkbox"/> Other (Manager)