

UHS Finance System Access Form For Security and Operation

Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Empl ID/POI ID:	<input type="text"/>	Job Title:	<input type="text"/>		
Campus Phone:	<input type="text"/>	UH Mail Code:	<input type="text"/>		
College/Division:	<input type="text"/>	E-Mail address:	<input type="text"/>		
Department:	<input type="text"/>	Department ID:	<input type="text"/>		

Special Action: Terminate Access remove all access Transfer to another Department remove all access

Add Remove

- Finance Systems Configuration and Security Administrator (UH Only)**
 Peoplesoft Administrator - Full access to Finance modules

- UH (00730) and UHS (00783) Security Coordinator**
 User preferences view/update user preferences, User security profiles update, Access to add/delete security roles for finance users, view access to all finance permission lists, view access to all finance security roles, access to add/delete budget override for finance users, add non-employee traveler to Concur Travel System, access to maintain UH certifying signature list, Add/Update PO Buyer, Add/Update PO requester.

- UHC (00759) CampusSecurity Coordinator**
 User preferences view/update user preferences, User security profiles update, Access to add/delete security roles for finance users, view access to all finance permission lists, view access to all finance security roles, access to add/delete budget override for finance users.

- UHD (00784) Campus Security Coordinator**
 User preferences view/update user preferences, User security profiles update, Access to add/delete security roles for finance users, view access to all finance permission lists, view access to all finance security roles, access to add/delete budget override for finance users.

- UHV (00765) Campus Security Coordinator**
 User preferences view/update user preferences, User security profiles update, Access to add/delete security roles for finance users, view access to all finance permission lists, view access to all finance security roles, access to add/delete budget override for finance users.

- Finance Operations staff (UH Only)**
 Access to Finance Service Account FSBATRUN (FSBATRUN Service Account has access to all batch processing AP, PO, Budget, GL, GM, AM pages; Business Unit GL, AP, PO, BI and AR Open Accounting Period Update; add/update Allocations, add/update to GL Journal generate templates and processes).

- Finance technical desktop support staff (UH only)**
 View only access to Finance AP, GL, PO, AM and Budget modules.

- Finance Asset Custodian (UH only)**

Signatures

Individual: _____ Date _____

Supervisor: _____ Date _____

Director, Financial Systems: _____ Date _____