

Employee Name: Last, First, MI	Date Submitted:	Employ ID (7 digits from ADP):
Position Title:		Home Campus and Dept #:

**Action**

**Complete for appropriate action.**

New Request     
  Change of Access     
  Change of Information     
  Termination/Deletion

**Employee Information**

Employee Email address: \_\_\_\_\_ Employee Phone Number: \_\_\_\_\_

Employee Bldg & Office Number: \_\_\_\_\_ Employee Fax Number: \_\_\_\_\_

Have you registered in Travel Only Self Service?   Y   N    If No, Please register because Peoplesoft and T&E module use the same User Id and password.  
**You cannot be set up in PS without it.**

If yes, What is your user Id? \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

<b>Will Employee have Approval Access (Y/N) preferably for supervisory positions:</b>  <input type="checkbox"/> <b>Yes</b> If Yes, mark as applicable: <input type="checkbox"/> Expense Report Approval <input type="checkbox"/> Cash Advance Approval <input type="checkbox"/> ePro Approval  <input type="checkbox"/> <b>No</b>	<b>The Employee needs access to:</b>  <input type="checkbox"/> Requestor/CAT Requestor (ePRO)* <input type="checkbox"/> Budget Overview/KK Inquiry (KK) <input type="checkbox"/> Budget Progress Report Access (KK) <input type="checkbox"/> Cash Advance Entry (Traveler)  *Includes access to PO Inquiry, AP Inquiry and EP Inquiry.
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**Additional Information regarding Approvers:**  
 eProcurement (ePRO) Module routes to the Budget Manager, as established in the PeopleSoft Department Table. Changes to Budget Mangers needs to be updated with the Budget Office. If the employee is going to be a non-budget manager approver, the ePRO requestor will need to add the approver into the workflow.

Expense Module routes reports based on an APPROVER Assignment table based on Department number - one approver per department number. Expense Reports can be sent to other approvers, as needed

**Budget Information - ePro/Expense**

	Department Name	Department Number	Department Manager (Required)*	If this is updating Exp Approver Assignments, please mark Y/N.
Default				<input type="checkbox"/> Y <input type="checkbox"/> N
1				<input type="checkbox"/> Y <input type="checkbox"/> N
2				<input type="checkbox"/> Y <input type="checkbox"/> N

**\*Attn Budget Manager:**  
 Authorize the above employee the ability to approve items in ePro/Expenses for the above department budgets by signing/initialling by your name in the Department Manger field. Access will not be provided until Budget Manager has approved the request

**Authorize Expense Users**

**Attn Travelers:**  
 The Travel Only Self Service module allows travelers to authorize another employee to enter expense reports on the travelers behalf. Would you like to authorize another employee to enter your expense information into the system for you?   Y   N

If Yes,  
 I authorize \_\_\_\_\_ (PeopleSoft username: \_\_\_\_\_) to enter travel expense reports into the Travel Only Self Service module on my behalf. I understand that I am responsible for entries made into the system on my behalf.

Signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Security Info Only:**

<b>Default Chartstring:</b> Fund: _____ Department: _____ Program: _____ Class: _____ Project/Grant: _____	<b>Additional Roles/Notes:</b> <input type="checkbox"/> PO Inquiry <input type="checkbox"/> AP Inquiry <input type="checkbox"/> EP Inquiry <input type="checkbox"/> GL Inquiry <input type="checkbox"/> KK Inquiry
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PS Fin Security Officer Name: <b>Pamela Roberts Lockerman</b>	PS Fin Security Officer Phone Number: <b>478-934-3024</b>
PS Fin Security Officer Signature	Date: