



UHCL FINANCE SYSTEM ACCESS FORM

Employee Name: <input style="width:90%" type="text"/>	Employee ID: <input style="width:90%" type="text"/>
(Last Name,First Name MI)	
Job Title: <input style="width:90%" type="text"/>	Department Name: <input style="width:90%" type="text"/>
Building Name: <input style="width:90%" type="text"/>	Room Number: <input style="width:90%" type="text"/>
Email Address: <input style="width:90%" type="text"/>	Phone Number: <input style="width:90%" type="text"/>
Employee Signature: _____	

PeopleSoft Finance Access/Training Needed:

Financial Access:	Add	Change	Delete	Approval Role	Source	List Add'l Sources	Training Completion Date
Introduction to PS Finance	<input type="checkbox"/>						_____
Create Budget Journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
Create Journal Entries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
Create Vouchers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
Create Requisitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
Reports & Queries	<input type="checkbox"/>						_____
Pcard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				_____
Buyer	<input type="checkbox"/>		<input type="checkbox"/>	Procurement Department: PCard Administrator Approval			_____
Maintain Chartfield1 Values	<input type="checkbox"/>		<input type="checkbox"/>				_____

Special Instructions:

Signatures:

Supervisor: _____	Date: _____
Division Business Administrator: _____	Date: _____
Campus Security: _____	Date: _____
PS Finance Distribution List: _____	HRMS Training Update: _____
	Emailed: _____