**EMPLOYEE INFORMATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** Click here to enter text. | | | **ONYEN:** Click here to enter text. | | |
| **Phone/E-mail:** Click here to enter text. | | | **Action Required:** Grant  Revoke | | |
| **Approval Group:** Acctg. M&L  Budget Mgr.  Fund Admin | | | | | |
| **B/U** | **DEPT ID** | **Departmental Approvers** | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Requisition ePro Software PO Vouchers JE-Basic  JE-ComplexBudget Entry Independent Contractor Source Create | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Requisition ePro Software PO Vouchers JE-Basic  JE-ComplexBudget Entry Independent Contractor Source Create | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Requisition ePro Software PO Vouchers JE-Basic  JE-ComplexBudget Entry Independent Contractor Source Create | | | |
| **B/U** | **Dept ID** | **Departmental Hierarchy and Options** | | | |
| **Level 2 Level 3** | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Requisition | | Click or tap here to enter text. | Click or tap here to enter text. |
| ePro (Vendor Catalog) | | Click or tap here to enter text. | Click or tap here to enter text. |
| Software | | Click or tap here to enter text. | Click or tap here to enter text. |
| Purchase Order | | Click or tap here to enter text. | Click or tap here to enter text. |
| Vouchers | | Click or tap here to enter text. | Click or tap here to enter text. |
| JE Basic | | Click or tap here to enter text. | Click or tap here to enter text. |
| JE Complex | | Click or tap here to enter text. | Click or tap here to enter text. |
| Budget Entry | | Click or tap here to enter text. | Click or tap here to enter text. |
| Independent Contractor | | Click or tap here to enter text. | Click or tap here to enter text. |
| Source Create | | Click or tap here to enter text. | Click or tap here to enter text. |
| **B/U** | **Dept ID** | **Approval Security Administration (Restricted Access)** | | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Parental Hierarchy Departmental Approvers OSR Approval | | | |
| **Comments:** Click here to enter text. | | | | | |
| **Authorization signifies that employee has a business need for the requested access**  Department Head:Click here to enter text. Title: Click here to enter text.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |