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|  **AiM Access Request From**  |
| **EMPLOYEE INFORMATION:** |
| **Name**: Click or tap here to enter text. | **Phone/E-mail:** Click here to enter text. |
| **PID #:** Click here to enter text. | **ONYEN:** Click here to enter text. |
| **Home Dept. #:** Click here to enter text. | **Home Dept. Name**: Click here to enter text. |
| **Manager Name/Title:** Click here to enter text. | **Manager Phone/E-mail:** Click here to enter text. |
| **Position Classification:** Click here to enter text. | **Mobile Download** [ ]  |
| **AiM Campus User Roles (Select those needed)** |
|  | **Role** | **Description** |
| Grant [ ]  Revoke[ ]  | ACCOUNTING | Allows user to perform functions handled by the cost accounting department |
| Grant [ ]  Revoke[ ]  | ADMIN SUPPORT | Allows user to perform administrative functions associated with work orders and time cards |
| Grant [ ]  Revoke[ ]  | ASSET EDITS | Allows user to add and maintain asset records |
| Grant [ ]  Revoke[ ]  | CLOSE PROJECT WO | Allows user to view, e-mail and print work orders and work order phase information |
| Grant [ ]  Revoke[ ]  | CLOSE/REOPEN WO | Allows user to:-Run queries on status updates for work orders and work order phases-Setup new work order phase status |
| Grant [ ]  Revoke[ ]  | CUST REQ-HS | Allows user to enter, modify Customer requests |
| Grant [ ]  Revoke[ ]  | CUST REQ-OWRR | Allows user to enter, modify Customer requests |
| Grant [ ]  Revoke[ ]  | CUST REQ-WM | Allows user to enter, modify Customer requests |
| Grant [ ]  Revoke[ ]  | DESIGNER | Allows user to setup work orders and projects and manage time and attendance records |
| Grant [ ]  Revoke[ ]  | INQUIRY | Allows user inquiry access to all work areas  |
| Grant [ ]  Revoke[ ]  | INQUIRY-MVC | Allows user inquiry access to MVC work orders |
| Grant [ ]  Revoke[ ]  | INVENTORY ADJUSTMENT | Allows user to enter and adjust inventory records |
| Grant [ ]  Revoke[ ]  | INVENTORY CLASS/COMMODITY UPDATE | Allows user to setup and edit inventory classifications |
| Grant [ ]  Revoke[ ]  | INVENTORY PART EDIT | Allows user to setup inventory parts and warehouse bin locations |
| Grant [ ]  Revoke[ ]  | INVENTORY SALES | Allows user to manage inventory counter releases, returns and pick tickets |
| Grant [ ]  Revoke[ ]  | INVPHYSCOUNT ITS | Allows user to generate, edit or delete physical counts and print or E-mail physical counts |
| Grant [ ]  Revoke[ ]  | MATERIALS MGMT  | Allows user to request materials, manage inventory replenishment and purchasing functions |
| Grant [ ]  Revoke[ ]  | MOBILE WORK Management | Using mobile devices, allows user to work with:-Time & Attendance-Daily Assignments-Work Orders  |
| Grant [ ]  Revoke[ ]  | MR EDIT  | Allows user to view and create material request |
| Grant [ ]  Revoke[ ]  | MVCOMPLAINT | Allows user to create a work order reporting misuse of motorized vehicles |
| Grant [ ]  Revoke[ ]   | PM | Allows user to create:-Work orders-Preventive maintenance requests-Asset profiles-Time and attendance records  |
| Grant [ ]  Revoke[ ]  | PROPERTY EDIT | Allows user to view property records and create and view property locations |
| Grant [ ]  Revoke[ ]  | PURCHASING | Allows user to view and create:-Material requisitions-Purchase orders-Purchase disbursements-P-Card transactions-Receive materials |
| Grant [ ]  Revoke[ ]  | RECEIVING | Allows user to create and view purchasing transactions |
| Grant [ ]  Revoke[ ]  | RECORD LOCKS  | Allows user to manage locked records |
| Grant [ ]  Revoke[ ]  | SCE HR | Allows user to create and edit positions and employees Personnel and Position Master |
| Grant [ ]  Revoke[ ]  | SCHEDULER | Allows user to schedule work orders and projects |
| Grant [ ]  Revoke[ ]  | SHOP STOCK APPROVAL | Allows user view and approve shop stock adjustments Allows user to create, edit and delete labor rates |
| Grant [ ]  Revoke[ ]  | SHOP SUP | Allows user to view and create:-Work orders-Work order phases-Work order status-Time and attendance records |
| Grant [ ]  Revoke[ ]  | SYSADMIN | Allows user to administer user access and system settings |
| Grant [ ]  Revoke[ ]  | TIMECARD APPROVAL | Allows user to view employee profiles, enter, approve and adjust timecards |
| Grant [ ]  Revoke[ ]  | TIMECARD ENTRY | Allows user to view and enter time and attendance records |
| Grant [ ]  Revoke[ ]  | UTILITY STORE | Allows user to view and create counter releases and returns |
| Grant [ ]  Revoke[ ]  | WAREHOUSE-FS | Allows user to view and create:-Counter releases and returns-Warehouse transfers |
| Grant [ ]  Revoke[ ]  | WO EDIT | Allows user to view and create:-Work orders-Work order phases-Work order status-Work order cost analysis |
| Grant [ ]  Revoke[ ]  | WO LIMITED | Allows users to search for work orders and print related reports |
| Grant [ ]  Revoke[ ]  | WO/TC EDIT | Allows user to view, create and work with:-Work orders and work order phases-Work order status and cost analysis-Time and attendance records |
| Grant [ ]  Revoke[ ]  | WORK RECEPTION | Allows user to view and create:-Work orders-Time and attendance records-Projects |
| **Justification for Access** |  |  |
| Click or tap here to enter text. |
| **Authorization signifies the employee has a business need for the requested access** |
| **Department Head/Manager/Supervisor:**Click here to enter text. | **Title:**Click here to enter text. |
| Signature:  | Date: |
| **For Access Request Coordinator use only** |
| **Entered By:** Click here to enter text. | **Date Entered:** Click here to enter text. |