**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-Complex[ ] Budget 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-Complex[ ] Budget 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-Complex[x] Budget 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |