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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. |