

Medical College of Georgia PeopleSoft Security Access Request

User Name:
Department Name:
Department ID:

Title:
Phone:
Novell Login:
(Contact ITSS for New Employees)

Bldg/Rm#:

Email Address:

ADD – New User

Start Date:

Training Required *(List class dates attended)*

Function Requested	Add	Delete
Requisition Entry		

Basic Navigation	Requisition Training	Delivered Rpts Inquires Panel	Sponsored Proj Mgmt

- Delivery Address (Bldg/Rm#):

Ability to Approve Their Own Requisitions

If approval rights are NOT granted, please list the names of people who will approve this user's requisitions:

Review Purchase Orders

Review Accounts Payable

Maintain Department Assets

Review Financial Information (Reports)

Review Grant Funds

Comprehensive Financial Report

List department IDs needed:

Personnel Report

List department IDs needed:

Other (Describe Below)

Describe:

TRANSFER – User to New Department *(New Department Completes this Section)*

Date of Transfer:

Old Department Name:

Old Department ID:

New Department Name:

New Department ID:

Will the functions previously performed by this employee change?

YES

NO

If **YES**, please REMEMBER to go to the Add New User section and check all additions and deletions that apply.

DELETE - User

Termination Date:

Approval for Request

Supervisor's Name:

Phone:

Supervisor's Signature:

Date: