

# 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
<b>Requisition Entry</b>		

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: