University System of Georgia
Creating A More Educated Georgia

Employee Name:		Employee ID:	
Department/Group:		Job Title:	
Location:		Date Requested:	
Type of Request: (New/Change/Termination)		Email Address:	
Supervisor Name:		Supervisor Signature:	
Supervisor Phone:		Employee Phone:	
Security Administrator:		Security Administrator Signature:	
Employee Signature:		Date:	

Will Employee Have Approval Access (Y/N):	
If Yes: What Module(s? *(i.e. Expenses, ePro, Purchasing, Voucher, Journal, etc)*	**List Departments/Projects/Categories Responsible for:** *(i.e. Dept 1234567, Project ABC, IT Approval for ePro, etc. see appendix for full listing)*

Expenses Access Required?	
List Any Delegates that can enter expense transactions for this user:	List Additional Expenses Access Here: *(i.e. AP Auditor, Workflow Administrator, Expenses Administrator, Cash Advance Access, etc. See appendix for more information.)*

ePro/Purchasing Access Required?

List Access Needed Here:

(i.e. Purchasing Approver, Buyer, Requester, ePro Admin, etc. See appendix for more information.)

Asset Management Access Required?

List Access Needed Here:

(i.e. AM Manager, Am Analyst, AM Reports and Inquiry, etc. See appendix for more information.)

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General Ledger/Commitment Control Access Required?

List Access Needed Here:

(i.e. GL Budget Entry, GL Supervisor, GL Approval, etc. See appendix for more information.)

Accounts Payable Access Required?

List Access Needed Here:

(i.e. AP Supervisor, AP Clerk, Paycycle Processing, etc. See appendix for more information.)

Budget Prep Access Required?

List Access Needed Here:

(i.e. Budget Prep Processing, Inquiry and Reports, etc. See appendix for more information.)

Accounts Receivable Access Required?

List Access Needed Here:

(i.e. AR Processing, AR Inquiry and Reports, etc. See appendix for more information.)

Common Remitter/ADP Recon Access Required?

List Access Needed Here:

(i.e. CR User, ADP Recon, etc. See appendix for more information.)

Other Access Required?

List Access Needed Here:

(i.e. Query Access, Reporting Access, Local Security Administration, Tree Manager etc. See appendix for more information.)