

CUNYfirst GL User Access Request Form - Production

Please Note: This is a required form to gain access to the PeopleSoft system, and must be requested by the employee's manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.

Security is granted by Business Unit. If you need security access to more than one Business Unit, please specify multiple Business Units.

Business Unit(s):

EMPLOYEE INFORMATION SECTION:

Last Name:	First Name:	
CUNYfirst User ID *:	Job Title:	
Business Unit / Campus:	Dept Name:	
Work Phone:	Ext:	CUNY email address:

CONFIDENTIALITY STATEMENT (Must be signed by the Employee):

I understand that the data obtained from any CUNYfirst system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: _____	Signature Date: _____
In the absence of written signature: Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service. Go to: http://home.cunyfirst.cuny.edu , log in and navigate to, Human Capital Management > Self Service > CF Confidentiality Statement	Confidentiality Agreement Code: _____

Check to Remove ALL access to General Ledger

General Ledger Role Description	Default; Basic; Intermediate; Advanced;	Add	Remove
Campus			
D - Query User			
D - Review Financial Information			
D - Tree Viewer			
B - Journal Entry			
B - General Reports			
I - Journal Approval			
I - Budget Journal Entry			
I - Budget Journal Approval			
I - Open Items			
I - nVision User			
A - Process Budget Journal Entry			
A - Standard Journal Entry			
A - Allocations			
A - Query Designer			
A - nVision Designer	**note: Also requires 2 tier access. Open a helpdesk ticket and have it assigned to the GL Group**		

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General Ledger Role Description	Add	Remove
Central		
C – Central Office General		
C – Close Ledgers		
C – Security Administrator		
C – System Administrator		
C – Set Up Configuration		
C – Set Up Journals		
C – Process Journals		

*Required roles not listed here should be requested in the SPECIAL CONSIDERATIONS section *

FOR EMPLOYEE:

Last Name:

First Name:

Date of Security Activation:

OR: Date of Security Deactivation:

In the absence of written signature: Manager and BPOs may email approval to the appropriate campus party, per your campus' request process.

MANAGERIAL REQUEST:

Business Unit:

Department:

Requesting Manager Last Name:

First Name:

Requesting Manager: Signature:

Date:

MANDATORY APPROVALS:

Central Office Controller/Deputy Last Name:

First Name:

Central Office Controller/Deputy Signature:

Date:

Business Manager Last Name:

First Name:

Business Manager Signature:

Date:

**** note: All requests must be approved by the Central Office Controller/Deputy ****

SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below)
