

Brandeis University - PeopleSoft Administrative Systems

New User Security Request - Financials

User Name _____ **Date** _____

Title _____ **Phone** _____

Brandeis UNET ID _____ **Staff** **Student**

Description of PeopleSoft Entry Duties:

Please give a description of the duties this person will be performing in PeopleSoft. Indicate whether this person will be viewing data only or if they will be updating data.

The PeopleSoft System is used for the official business of Brandeis University. I understand that as a PeopleSoft User I share in the responsibility of safeguarding the confidentiality of all current and past employees and students. I understand that access to the system is granted only with supervisory and administrative approval. I also understand that any misuse of confidential information may be grounds for disciplinary action up to and including termination and for students could mean termination of student employment and referral to the Student Judicial System.

By signing below I accept responsibility for work done using my account, and for maintaining the confidentiality of the data.

Signature Date

I approve this application for an account for the above named applicant. I further agree to notify Human Resources and Payroll when this person either leaves the department or has a change in duties requiring a change to their PeopleSoft security.

Supervisor Signature Date

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***** This page for administrative use only *****

Financials Access:

Can this person's financial system security be cloned from an existing User ID?

If so list name of user: _____

If this person cannot be cloned, list the roles to which this user should be attached.

Financials Security Approval Mailstop Date

Budget Security Approval Mailstop Date

EPM: Preparer Reviewer Analyst Coordinator

*** IT Use Only**

Security Request Received: _____
Date

Financials Security Completed by Date

EPM Security Completed by Date

User Notified of Login/Password: Financials: _____
Date

EPM: _____
Date