California State Polytechnic University, Pomona **PeopleSoft Finance System**

User Access Request Form

For Requesting, Changing, or Removing Access to PeopleSoft Finance System

Email Address (Bronco Name): Department: Department: Department:	Action Requested:	☐ New Us	er Change Acco	ess
Effective Date of Action: Check Access Requested (check all that apply):	Last Name:	First Nan	ne:	Department:
Check Access Requested (check all that apply): Campus Community Central Processing Trial Balance Report Vendor/Voucher Inquiry HR Only - Salary Advance Clone new account after: Accounts Payable Processing Clone new account after: Accounting Support Accounting Management Melp Deak Metop Tools Admin Web Tools Support Miscellancous Clone new account after: Accounting Management PeopleSoft User Access Administrator Succounting Services (121-East-2143). Counting Miscellancous Clone new accounting Management PeopleSoft User Access Administrators Use Only Clone of the file peak Clone Administra	Bronco ID (Numeric):	E-mail A	ddress (Bronco Name):	Phone Extension:
Campus Community	Effective Date of Action:	Working	Title:	
Campus Community	Check Access Reques	 ted (check all that app	ly):	
Vendor/Voucher Inquiry	Campus Community	Centr		Technical
Purchasing Processing Query Receiving Receiving Receiving Receiving Receiving Receiving Receiving Receiving Query Reporting Reporting Reporting Network Drive Access (\\flies.) win.esupomona.edu\apps\\(\frac{1}{2}\) win.e	Vendor/Voucher In HR Only – Salary A	Quiry	Accounts Payable Processing Asset Management Budget General Accounting Journal Entry Purchasing Management Purchasing Processing	□ DBA □ Help Desk □ PeopleSoft Admin □ Security Admin
Reporting Network Drive Access (\\files.) win.esupomona.edu\apps\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		□ F		Miscellaneous
win.esupomona.edu\apps\iit_pslocal (SA) win.esupomona.edu\apps\iit_p				
Access to the financial information is authorized to campus officials and employees who have legitimate interest or need in such access. The unauthorized use, modification, deletion, or distribution of the information in the PeopleSoft Financials System is prohibited. An employee will be subject to disciplinary action if he or she violates this policy. hereby certify that I have read and understand the Statement of Information Access. In addition, I understand that my of D and password are to be kept confidential, and that if I share this information, my ID will be revoked and I will be subjection. Requested by: Date: Date:				win.csupomona.edu\apps\iit_ps (T:\)
Access to the financial information is authorized to campus officials and employees who have legitimate interest or need in such access. The unauthorized use, modification, deletion, or distribution of the information in the PeopleSoft Financials System is prohibited. An employee will be subject to disciplinary action if he or she violates this policy. hereby certify that I have read and understand the Statement of Information Access. In addition, I understand that my of D and password are to be kept confidential, and that if I share this information, my ID will be revoked and I will be subjisciplinary action. Requested by: Date:	Other (Please desc	eribe):		
D and password are to be kept confidential, and that if I share this information, my ID will be revoked and I will be subjiction is ciplinary action. Requested by: Date:	access. The unauthoriz	ed use, modification, dele	etion, or distribution of the inf	formation in the PeopleSoft Financials System is
Approved by: Signature	O and password are to b			
Approved by: Signature	Requested by:	-		Date:
Signature		Signature	Print Name	
lease return this completed form to Annie Zhao (x3191) (awzhao@cpp.edu) in University Accounting Services (121-East-2143). lease allow five working days for this request to be processed. For PeopleSoft User Access Administrators Use Only Functional Administrator Signature: Date:	Approved by:	Signature	Print Name	Date:
For PeopleSoft User Access Administrators Use Only Functional Administrator Signature: Date:		Vice President / Dean / Ad	ministrator / Manager	
Functional Administrator Signature: Date:				iversity Accounting Services (121-East-2143).
Security Administrator Signature.		For PeopleS	oft User Access Administra	ators Use Only
Security Administrator Signature: Date:	Functional Administra	ator Signature:	Date:	
	Security Administrato	r Signature:		Date: