

APPWORX Access Security Form

Attach this completed form to the Employee Computing Services Form and forward to University Computing Services.

Name: _____ Position: _____ Phone: _____

Department: _____ Supervisor Signature: _____ Date: _____

Add	Delete		Add	Delete	
		<u>Administrative Accounting</u>			<u>Payroll</u>
___	___	AP_CHECKS (Accounts Payable)	___	___	HRUSERS (Payroll)
___	___	AR_USER (Accounts Receivable)	___	___	HR_MANAGER
___	___	HR_FIN_MGR (Financial Manager for Payroll)			
		<u>Budget Office</u>			<u>Purchasing</u>
___	___	BUDGET_USER (Budget Print)	___	___	BID_FORM_PRINT (Buyers)
			___	___	PROD_PURCHASING_MGR (Purchasing Director)
		<u>Financial Aid</u>			<u>Student Employment</u>
___	___	FA_DATALOAD (Data Load)			PROD_FINANCIAL_AID_WORK (Student Empl)
___	___	FINAID_DIRECTOR (Director)	___	___	
___	___	FINAID_PACKAGE (Packaging)			<u>Scholarships & Testing</u>
___	___	FINAID_SAP (SAP)			TESTING (Test score loads)
___	___	FINAID_STAFFORD (Stafford Loans)			
___	___	FINAID_TRACK (Tracking)	___	___	<u>Academic Affairs</u>
		<u>Registrar</u>			FACULTY
___	___	ADMISSIONS (Admissions)	___	___	
___	___	REGISTRAR (Director – all access)			<u>Graduate School</u>
___	___	REGISTRAR_GRADES (Grades processing)			GRAD_SCHOOL
___	___	REGISTRAR_ROSTER (Roster printing)	___	___	
___	___	REGISTRAR_TRANSFER (Transfer processing)			<u>Human Resources</u>
___	___	REGISTRAR_ATHLETES (Athlete processing)			HUMAN_RESOURCES
___	___	REGISTRAR_GRADUATION	___	___	
___	___	REGISTRAR_SCHEDULE			