

Carbondale Campus End User Instructions

FORM – Request New User Access Form

Use: To request access to the Administrative Information System (AIS) for new users who do not have an AIS ID.

Access: Access the form via <http://eforms.siu.edu/siuforms/info/acs0500.html>

Instructions: Complete the form using the following instructions.

Employee Information Section:

- Effective Date Date Responsibilities are to be effective.
- Name of Employee* Employee's last name, first name, and middle name.
- Employee ID Number Employee's ID Number assigned by Human Resources.
- Department* Employee's academic department or administrative unit.
- Mail Code* Mail code.
- Phone #* Telephone number.
- E-Mail* Electronic mail address.
- Form Prepared by Last name, first name, phone number and E-mail address of preparer for contact purposes.

REQUEST FOR NEW USER ACCESS

SOUTHERN ILLINOIS UNIVERSITY

Assigned by Accounting Services

AIS User ID: _____ Responsibility Request Number: _____

Effective Date: 27 Jul 2007

PARTRIDGE	SANDRA	FAYE	3579
NAME: Last	First	Middle	Employee ID Number
ACCOUNTING SERVICES	6812	618-536-2616	sandyp4@siu.edu
Department	Mail Code	Phone Number	E-Mail Address
Form prepared by: COOK	LOREN	618-536-2614	lcook@siu.edu
Last Name	First Name	Phone Number	E-Mail Address

Enter Current Date responsibilities are to become effective. DD Mmm YYYY.

Enter Name of employee and ID Number.

Enter Department Name.

Enter Phone Number and Email.

Enter Preparer's Name.

Enter Departmental Mailcode.

Enter Phone Number and Email.

Responsibility Section: Check all responsibilities being requested for the new user:

Fiscal Officer or Delegate *This is for Fiscal Officers and Delegates only. Performs General Ledger inquiries, submits requests for General Ledger Fiscal Officer Reports and contains access to payables where restricted inquiry on invoices and payments are obtained.*

List Budget Purpose Numbers and corresponding Unit Values to which this employee will have fiscal officer responsibility.

General Ledger-Unit Inquiry Only

Performs General Ledger Inquiries, submits requests for General Ledger Fiscal Officer Reports. This access is for those who are not Delegates or Fiscal Officers. Insert requested Unit Value for access.

Fixed Assets Managerial Inquiry

Run inventory reports and look up equipment. Indicate requested Unit Value for access.

Preparer Purchase Requisitions

Enters on-line purchase requisitions for a specific department.

Departmental Receiver

Enters receipt of merchandise/services shipped/delivered directly to the department by the vendor.

Department Buyer

Enters scheduled releases against planned purchase orders. (Only for Blanket & Scheduled Releases.)

Internal Billing Technician

Prepares SIU Internal Billing Form in Production. Also, has an Inquiry and Reporting capability.

List Budget Purpose(s) for Department Buyer Approvals of Scheduled Releases. (Leave blank if not authorized to approve.)

SIU HRMS FO Entry

Bi-Weekly time entry for designated time keepers.

SIU HRMS Other:

SIUC HRMS Acad Data Specialist	Academic Affairs staff to view employees & maintain tenure special information.
SIUC HRMS Department View	View of assignments, assignment costing, phone and addresses.
SIUC HRMS Grad Data Spec	Graduate School-update and maintain graduate assistant information.
SIUC HRMS Internal Audit View Only	Internal Auditor's Access.
SIUC HRMS NRA Spec	View of people and assignments. Maintains Non Resident Alien special information.
SIUC HRMS PSO View Only	View of Plant & Service Operations staff only-(People, assignments and paid time off.

Request Access

(Indicate if Fiscal Officer or Delegate)
 General Ledger-Unit Inquiry Only
 Unit Value _____ (Non-Delegate Access)
 Fixed Assets Managerial Inquiry

Budget Purpose and Unit

Budget Purpose	Unit	Budget Purpose	Unit

Attach list if additional space is required for Budget Purpose and Unit Numbers.

Purchase Requisitions

Prepare Purchase Requisitions
 Department Receiver
 Department Buyer
 Internal Billing Technician

HRMS Responsibilities

SIU HRMS FO Entry
 SIU HRMS Other: _____

Callouts:

- Click for F.O. or delegate access to GL Inquiry.
- Click for GL Inquiry for Non-Delegates.
- List Budget Purpose and Unit values to which this employee will need access.
- Click for Fixed Asset inquiry.
- Click for online purchase requisition.
- Click for access to enter merchandise on services delivered.
- Click for access to enter scheduled releases against planned Purchase orders.
- Click to Internal Billing in Production.
- Click to access Bi-Weekly time entry.
- Click to access other HRMS responsibilities. (See explanation in the "Responsibility Section" on this form.)

Central Units Only:

This section is for central units to request responsibilities for New Users in their department. Check the box of the employing department and list responsibilities being requested.

Check the User's
employing department.

Central Units Only:		List responsibilities:
Accounting Services	<input type="checkbox"/>	_____
Accounts Payable	<input type="checkbox"/>	_____
Purchasing	<input type="checkbox"/>	_____
H.R./P.O./F.A.O.	<input type="checkbox"/>	_____
Budget	<input type="checkbox"/>	_____

List
Responsibilities
needed.

SP-0300C
12/05

**SUBMIT COMPLETED FORM TO ACCOUNTING SERVICES, MC 6812
(REGARDLESS OF RESPONSIBILITIES REQUESTED)**

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Clear Form

Print Form

Administrative Information System Access Agreement

Read agreement before signing.

Required Signatures:

New User Original Signature Signature of New User.

Date Date New User signed.

Unit Officer Name Name of Unit Officer.

Unit Officer Phone # Telephone Number.

Unit Officer Original Signature Signature of Unit Officer.

Date Date Unit Officer signed.

Fiscal Officer Name Name of Fiscal Officer

Phone # Telephone Number.

Fiscal Officer Original Signature Signature of Fiscal Officer

Date Date Fiscal Officer signed.

System Administration Use Only: Leave blank.

Responsibilities Approved and Assigned Leave blank.

User's Signature.

Required Signatures:			
New User Original Signature: 		Date: _____	
Unit Officer Name: _____		Phone No.: _____	
Unit Officer Original Signature: 		Date: _____	
Fiscal Officer Name: _____		Phone No.: _____	
Fiscal Officer Original Signature: 		Date: _____	

Fiscal Officer's Signature.

System Administration Use Only:			
	<u>Resp. No.</u>	<u>Add</u>	
SIU GL Unit Inquiry _____	_____	<input type="checkbox"/>	
SIU Unit Payables Inquiry _____	_____	<input type="checkbox"/>	Other _____ <input type="checkbox"/>
FA Inquiry & Reporting _____	_____	<input type="checkbox"/>	Other _____ <input type="checkbox"/>
Purchasing Requestor _____	_____	<input type="checkbox"/>	Other _____ <input type="checkbox"/>
Departmental Buyer _____	_____	<input type="checkbox"/>	Other _____ <input type="checkbox"/>
Departmental Receiver _____	_____	<input type="checkbox"/>	Purchasing Hierarchy _____ <input type="checkbox"/> (Position Number)
Entered Below Position Number _____			
			Buyer Table <input type="checkbox"/>
			Approval Groups <input type="checkbox"/>
Approval Groups Names:			
Purchasing Requisition Approval Group _____			
Dept Buyer Approval Group (if approving releases) _____			

LEAVE BLANK.

Responsibilities Approved and Assigned:		
	<u>Name</u>	<u>Date</u>
Accounting Services		
Purchasing		
HRMS		

LEAVE BLANK.

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12/05
SUBMIT COMPLETED FORM TO ACCOUNTING SERVICES, MC 6812
(REGARDLESS OF RESPONSIBILITIES REQUESTED)
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Clear Form
Print Form

Special Note:

- The Request for AIS access will be routed through the appropriate Central Units before assigning the responsibilities.
- The employee will be notified once AIS access and responsibilities are established. Training is required for some responsibilities before the employee is granted access.

Routing: Send form to Sandy Partridge, Accounting Services MC 6812.