UML ACCESS REQUEST FORM EXAMPLES

This document is intended to supplement the Access Request Form Job Aid, in providing some, not all, of the most common examples of how to complete the Access Request.

Includes instructions and related links for the most common inquiries, and oversights.

IMPORTANT:

The budget office is not responsible for access related to HRDirect.

Completing the Budget & SUMMIT Access Request form will not provide you access to enter/approve timesheets or enter/approve ePAFs, Contact payroll@uml.edu

Access request form link https://www.uml.edu/empac/Financial-Access-Login/

Form workflow: Requestor -> Supervisor or Department Manager -> Budget Office -> IT -> Returned to requestor marked "Completed".

Please use the EMPLOYEE ID on this form - A frequent mistake is using an Employees Student ID, the <u>form will not be processed</u> if it does not include <u>a valid EMPL ID</u> (begins with 1 not 0, can be found on the paystub or timesheet).

Status of an Access Request Form - *CONTACT the I.T. Department IF YOU NEED TO INQUIRE ON THE STATUS OF YOUR FORM* <u>https://www.uml.edu/it/contact.aspx</u>, the Budget Office does not have this information.

Finance Production Login Link - <u>https://www.uml.edu/empac/</u> - This is where Expense Reports are entered, BuyWays/Summit.

UPST Job Aids - <u>https://www.umassp.edu/upst/upst-resources</u> - Once your form is completed you can go here to learn how to enter Expense Reports or reallocate a Procard expense.

UPST Training Sessions - <u>https://www.umassp.edu/upst/training-information-sessions</u> - Sign up for a training session if you are not finding the above Job Aids helpful.

Additional resources are available in the "Information for Admins" folder in OneDrive.uml.edu, this is not a public folder, contact: <u>Budget_Office@uml.edu</u> to <u>request</u> <u>access</u> or contact an admin within your department. Noting, access to this folder will <u>NOT</u> be granted to a student employee or to TA/RA's. Table of Contents:

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A. Expense Reports/Travel Reimbursements: For themselves

Example:

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If the user only needs access to enter Expense Reports/Travel Reimbursements for themselves,

<u>Default roles include</u> Expense Report Self-Service Access and Procard Reallocation, but there are more steps to be a Procard reallocator – see also 6. Procard Reallocation Info.docx.

For most users, the Default PeopleSoft & Summit roles will be sufficient.

Access Request Information:	
Access Needed For Name: EMPL ID:	Employee Email:
Type of Request: Please Select One	Do Not Use Student Email Address
New Access Request	Modification to existing access
Job Type: Please Select One Position Level Within UML	
Vice Chancellor – LEXE	Q Faculty Start-Up Project Team Member Only
Associate Vice Chancellor / Dean – LDIV	PI – Individual Dept. ID's
O Dean Administrator – LDIV	Add to ORA FIN Reports
O Department Administrator - LDEP	Other: (I.e. RA/TA)
Director / Chair - I DEP	Attachment Ontion for additional details and/or
Replacing Current Chair:	instructions.
- Correction	ing sequested
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Dept: ID:	Attachment Option for additional details, and/or
Required: Contact Budget-Office@UMLEDU when form is completed	instructions.
(Employee will require CFLAST ID and FS_EX Approver Role).	
PeopleSoft / Summit Department Security: Please Select One (Level of a	access being assigned)
*Executive Level, Division Level or Department Level user	Specific Individual Department ID's:
C Executive Level: LEXExxxxx	List of specific Financial Departments user should have view acce
Division Level: LDIVxxxxx	1
Department Level: LDEPxxxxxx	2
No Department Security Required / No Change in Department Security	n
Other: Specify	Attachment Option for additional details, and/or
	instructions.
BuyWay Roles: Please Select One (Role to be assigned) A Requisitioner can	not be an Approver, the only exception is the PI Role.
Shopper: Creates shopping charts and submits to Requisitioner for	<u>Requisitioner</u> : Approves shopping charts up to \$2,500 and
processing (Shopper Role cannot be mixed with Procard/BankCard user	submits cart for Departmental Approval. (Requisitioner Role
or Requisitioner Roles)	cannot be mixed with the Shapper Role)
Approver: Approves Requisitions & Invoice for Dept. ID's	Other Roles Request: (i.e. Supplier Invite, Invoice Approver, Contra
1	nequestor, etc).
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BankCard (Procard) Roles:	PI Role: Requisition & Invoice Approver for Dept. ID's
 BankCard User (Not needed if Employee has Requisition Role) 	1
O BankCard Approver with Edit (Not needed if Employee has	2
Reugisitioner Approver Role)	3
BankCard Approver without Edit (Not needed if Employee	Attachment Option for additional details, and/or
nos requisition Approver)	instructions.
No Change in BuyWays Security / No Change in Roles	Others
Request Mode By:	Manager / Supervisor Approval:

B. BuyWays Shopper Role

Example:

If the user only needs access to BuyWays as a Shopper.

Access Request Information:	
Access Needed For Name: EMPLID	Employee Email:
Type of Request: Please Select One	Do Not Use Student Email Address
New Access Request	Modification to existing access
Job Type: Please Select One Position Level Within UML	
Vice Chancellor – LEXE	Saculty Start-Up Project Team Member Only
Associate Vice Chancellor / Dean – LDIV	PI – Individual Dept. ID's
🚫 Dean Administrator – LDIV	Add to ORA FIN Reports
Department Administrator - LDEP	Other: (I.e. RA/TA)
Director / Chair - LDEP	Attachment Option for additional details, and/or
Replacing Current Chair:	instructions.
PeopleSoft / Summit Default Roles: Please Select One (Type of access I	being requested)
Default Roles (PeopleSoft / Summit Inquiry & Reporting)	Other Roles (If Known):
No Roles Needed / No Change in Roles	The second s
Expense Approver (Other: FS_EX_Approver):	Attachment Option for additional details, and/or
Dept: ID:	instructions.
Required: Contact Budget-Office@UMLEDU when form is completed	
Employee will require CFLAST ID and FS_EX Approver Role). PeopleSoft / Summit Department Security: Please Select One (Level of	of arrass heing assigned)
*Executive Level, Division Level or Department Level user	Specific Individual Department ID's:
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	3
No Department Security Required / No Change in Department Security	
Other: Specify	Attachment Option for additional details, and/or
	instructions.
BuyWay Roles: Please Select One (Role to be assigned) A Requisitioner of	annot be an Approver, the only exception is the PI Role.
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processing (Shopper Noie cannot be mixed with Procara/BankCard Use	connot be mixed with the Shooner Role
Approver: Approves Requisitions & Invoice for Dept. ID's	Other Boles Bequest: I a Suppler Inter
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BackCard Approver without Edit (Not product if Employed	3
has Requisition Approver)	Attachment Option for additional details, and/or
No Change in BuyWays Security / No Change in Roles	- Antonio -
Request Made By:	Manager / Supervisor Approval:

C. BuyWays Requisitioner Role - Faculty Start-Up

Example:

If the user is a faculty member with Faculty Start-Up funding.

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New Access Request	() Modification to existing access
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Vice Chancellor – LEXE	Placuity start-up Project Team Member Univ
Associate Vice Chancellor / Dean – LDIV	VI-Individual dept. ID's
Dean Administrator - LDIV	C Others (In Addited
Department Administrator - LUEP	Other: (i.e. RAVIA)
Director / Chair - LDEP	Attachment Option for additional details, and/or
Replacing Current Chair:	instructions
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Default Roles (PeopleSoft / Summit Inquiry & Reporting)	Other Roles (If Known):
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Expense Approver (Other: FS_EX_Approver):	Attachment Option for additional details, and/or
Dept: ID:	instructions.
Required: Contact Budget-Office@UML.LOU when form is completed (Employee will require CFLAST ID and PS_EX Approver Role).	
PeopleSoft / Summit Department Security: Please Select One (Level of a	ccess being assigned)
*Executive Level, Division Level or Department Level user	Specific Individual Department ID's:
Executive Level: LEXExxxxxx	List of specific Financial Departments user should have view accu
Division Level: LDIVxxxxxx	1
Department Level- I DEParary	2
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) Other: Specify	Attachment Option for additional details, and/or
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or Requisitioner Roles)	control ter mixed with the Shapper Role)
Approver: Approves Requisitions & Invoice for Dept. ID's	O Other Roles Request: (i.e. Supplier Invite, Invoice Approver, Contro
1	Requestor, etc).
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Bankcard (Procard) Roles:	Pri kole: Requisition & Invoice Approver for Dept. ID's
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Bankcard Approver without Edit (Not needed if Employee	Attachment Option for additional details, and/or
has Requisition Approvery	instructions.
No Change in BuyWays Security / No Change in Roles	
Request Made By:	Manager / Supervisor Approval:

D. Access to Specific Department ID:

Example:

If the user already has the Default Roles and needs Department Security to individual Department ID's (example Plastics Engineering Dept ID).

Access Request Information:	
Access Needed For Name: EM	IPL ID: Employee Email:
Type of Request: Please Select One	Do Not Use Student Email Address
New Access Request	Modification to existing access
Job Type: Please Select One Position Level Within UML	
Vice Chancellor – LEXE	Faculty Start-Up Project Team Member Only
Associate Vice Chancellor / Dean – LDIV	PI – Individual Dept. ID's
🖰 Dean Administrator – LDIV	Add to ORA FIN Reports
Department Administrator - LDEP	Other: (I.e. RA/TA)
Director / Chair – LDEP	Attachment Option for additional details, and/or
Replacing Current Chair:	instructions.
PeopleSoft / Summit Default Roles: Please Select One (Type of a	ccess being requested)
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(Employee will require CFLAST ID and FS_EX Approver Role).	rteu
PeopleSoft / Summit Department Security: Please Select One (L	evel of access being assigned?
*Executive Level, Division Level or Department Level user	Specific Individual Department ID's:
Executive Level: LEXExxxxxx	List of specific Financial Departments user should have view acce
Division Level: LDIVxxxxxx	1 1610600000
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Department Level. LDEPARAAA	3
No Department Security Required / No Change in Department Sec	curity
Other: Specify	Attachment Option for additional details, and/or
BuyWay Roles: Please Select One (Role to be assigned) A Requisitio	oner cannot be an Approver, the only exception is the PI Role.
Shopper: Creates shopping charts and submits to Requisitio	ner for O Requisitioner: Approves shopping charts up to \$2,500 and
processing (Shopper Role cannot be mixed with Procard/BankCar	rd user submits cart for Departmental Approval. (Requisitioner Role
or Requisitioner Roles)	cannot be mixed with the Shopper Role)
Approver: Approves Requisitions & Invoice for Dept. ID's	Other Roles Request: (i.e. Supplier Invite, Invoice Approver, Contrac
1	Requestor, etc).
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BankCard (Procard) Boles:	PI Role: Requisition & Invoice Approver for Dept. ID's
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has Requisition Approver)	Attachment Option for additional details, and/or
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wo change in Buyways Security / No change in Roles	Managar / Supervisor Approval
nequest move by.	munuger / Supervisor Approval:

E. Access to entire Department Node:

If the user already has the Default Roles and needs access to an entire Department Node (example: Access to all Plastics Engineering, Node <u>LDEP</u>, or all the College Engineering, Node <u>LDIV</u>) See the 2 examples below.

Example:

Department Node Level Access

Access Request Information:	
Access Needed For Name: EMPL ID:	Employee Email:
Type of Request: Please Select One	Do Not Use Student Email Address
New Access Request	Modification to existing access
Iob Type: Please Select One Position Level Within UML	
Vice Chancellor – LEXE	Faculty Start-Up Project Team Member Only
Associate Vice Chancellor / Dean – LDIV	PI – Individual Dept. ID's
🕤 Dean Administrator – LDIV	Add to ORA FIN Reports
Department Administrator - LDEP	Other: (I.e. RA/TA)
Director / Chair – LDEP	Attachment Option for additional details, and/or
Replacing Current Chair:	instructions.
PeopleSoft / Summit Default Roles: Please Select One (Type of access bei	ing requested)
Default Roles (PeopleSoft / Summit Inquiry & Reporting)	Other Roles (If Known):
) No Roles Needed / No Change in Roles	
) Expense Approver (Other: FS_EX_Approver):	Attachment Option for additional details, and/or
Dept: ID:	instructions.
Required: Contact Budget-Office@UMLEDU when form is completed [Employee will require CELAST ID and SS_EX Approver Bole]	
PeopleSoft / Summit Department Security: Please Select One (Level of a	ccess being assigned)
Executive Level, Division Level or Department Level user	O Specific Individual Department ID's:
Executive Level: LEXExxxxx	List of specific Financial Departments user should have view acc
Division Level: I DIVyyyyyy	1
Department Level: I DEPryyyyy I DED601006	2
No Department Level. LDEP 001000	3
No Department Security Required / No Change in Department Security	
Other: Specify	Attachment Option for additional details, and/or instructions.
BuyWay Roles: Please Select One (Role to be assigned) A Requisitioner can	not be an Approver, the only exception is the PI Role.
<u>Shopper</u> : Creates shopping charts and submits to Requisitioner for	<u>Requisitioner</u> : Approves shopping charts up to \$2,500 and
processing (Shopper Role cannot be mixed with Procord/BankCard user	submits cart for Departmental Approval. (Requisitioner Rol
or Requisitioner Roles)	cannot be mixed with the Shapper Role)
Approver: Approves Requisitions & Invoice for Dept. ID's	Other Roles Request: (i.e. Supplier Invite, Invoice Approver, Control
1	Requestor, etc).
2	2
3	3
BankCard (Procard) Roles:	PI Role: Requisition & Invoice Approver for Dept. ID's
BankCard User (Not needed if Employee has Requisition Role)	
BankCard Approver with Edit (Not needed if Employee has	2
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has Requisition Approver)	Attachment Option for additional details, and/or
) No Change in BuyWays Security / No Change in Roles	instructions.
Request Made Ry	Manager / Supervisor Approval:

F. Expense Report:

Approval Example:

If the user needs Access to approve Expense Reports for specific Department IDs, the full list of Department IDs should be sent to Budget_Office@uml.edu after the form has been marked completed

Access Request Information:	
Access Needed For Name: EMPL	ID: Employee Email:
Type of Request: Please Select One	Do Not Use Student Email Address
New Access Request	Modification to existing access
Job Type: Please Select One Position Level Within UML	
Vice Chancellor – LEXE	Faculty Start-Up Project Team Member Only
Associate Vice Chancellor / Dean – LDIV	PI – Individual Dept. ID's
🖰 Dean Administrator – LDIV	Add to ORA FIN Reports
Department Administrator - LDEP	Other: (I.e. RA/TA)
Director (Chain 1959	Attack much Online for additional data its and for
Director / Chair – LDEP	Attachment Option for additional details, and/or
Replacing Current Chair:	instructions.
PeopleSoft / Summit Default Roles: Please Select One (Type of acce	iss being requested)
Default Roles (PeopleSoft / Summit Inquiry & Reporting)	Other Roles (If Known):
No Roles Needed / No Change in Roles	
Expense Approver (Other: FS EX Approver):	Attachment Option for additional details, and/or
Dept: ID: 1600630100	instructions.
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(Employee will require CFLAST ID and FS_EX Approver Role).	
PeopleSoft / Summit Department Security: Please Select One (Leve	el of access being assigned)
*Executive Level, Division Level or Department Level user	Specific Individual Department ID's:
Executive Level: LEXExxxxxx	List of specific Financial Departments user should have view acc
Division Level: LDIVxxxxx	1
Department Level: I DEProyrox	2
No Department Security Required / No Change in Department Securi	ity
Other: Specify	Attachment Option for additional details and/or
	instructions.
BuyWay Roles: Please Select One (Role to be assigned) A Requisitione	er cannot be an Approver, the only exception is the PI Role.
Shopper: Creates shopping charts and submits to Requisitione	r for <u>Requisitioner</u> : Approves shopping charts up to \$2,500 an
processing (Shopper Role cannot be mixed with Procord/BankCord u	user submits cart for Departmental Approval. (Requisitioner Rol
or Requisitioner Roles)	cannot be mixed with the Shopper Role)
Approver: Approves Requisitions & Invoice for Dept. ID's	Other Roles Request: (i.e. Supplier Invite, Invoice Approver, Contro
1	Requestor, etc).
2	1
5	3
BankCard (Procard) Roles:	PI Role: Requisition & Invoice Approver for Dept. ID's
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O BankCard Approver with Edit (Not needed if Employee h	has 2.
Reugisitioner Approver Role)	3.
O BankCard Approver without Edit (Not needed if Empli	oyee
has Requisition Approver)	Attachment Option for additional details, and/or
	instructions.
No Change in BuyWays Security / No Change in Roles	Optimul
Request move by.	wanager / Supervisor Approval:

G. New Access needing Procard Reallocator Role

Example:

If the user is new and does not have any access to PeopleSoft Finance, and they will also be a Procard Reallocator, the Reallocator Role is <u>included</u> in the Default Roles, however, the user <u>will also need</u> Read/Write Department ID Security (also see the OneDrive Information for Admins folder/ 6. Procard Reallocation).

Access Request Information:	
Access Needed For Name: E	MPLID: Employee Email:
Type of Request: Please Select One	Do Not Use Student Email Address
New Access Request	Modification to existing access
Job Type: Please Select One Position Level Within UML	
Vice Chancellor – LEXE	Faculty Start-Up Project Team Member Only
Associate Vice Chancellor / Dean – LDIV	PI – Individual Dept. ID's
🖰 Dean Administrator – LDIV	Add to ORA FIN Reports
Department Administrator - LDEP	Pther: (I.e. RA/TA) read/write procard reallocation
Director / Chair – LDEP	Attachment Option for additional details, and/or
Replacing Current Chair:	instructions.
PeopleSoft / Summit Default Roles: Plasse Select One (Type of	access being requested)
Default Roles (PeopleSoft / Summit Inquiry & Reporting)	Other Roles (If Known):
No Roles Needed / No Change in Roles	
Expense Approver (<u>Other:</u> FS_EX_Approver):	Attachment Option for additional details, and/or
Dept: ID:	instructions.
Required: Contact Budget-Office@UMLEDU when form is comp	ileted
(Employee will require CFLAST ID and FS_EX Approver Role).	
PeopleSoft / Summit Department Security. Please select One	(Level of access being assigned)
Executive Level, Division Level or Department Level user	Ust of specific Eigensial Department user should have view asso
Executive Level: LEXEXXXXXX	t 1610500000
Division Level: LDIVXXXXX	2
Department Level: LDEPxxxxxx	3
No Department Security Required / No Change in Department Security	ecurity
Other: Specify	Attachment Option for additional details, and/or
	instructions.
BuyWay Roles: Please Select One (Role to be assigned) A Requisit	tioner cannot be an Approver, the only exception is the PI Role.
Shopper: Creates shopping charts and submits to Requisiti	ioner for O Requisitioner: Approves shopping charts up to \$2,500 and
processing (Shapper Role cannot be mixed with Procard/BankCo	ard user submits cart for Departmental Approval. (Requisitioner Role
or Requisitioner Roles)	cannot be mixed with the Shopper Role)
Approver: Approves Requisitions & Invoice for Dept. ID's	Other Roles Request: (i.e. Supplier Invite, Invoice Approver, Contrac
1	Requestor, etc).
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has Requisition Approver I	Attachment Option for additional details, and/or
nus negasitan ngptoverj	instructions.
) No Change in BuyWays Security / No Change in Roles	0.5-4
Request Made By:	Manager / Supervisor Approval:

H. Procard Reallocate by Department ID:

Example:

If the user already has the Default Roles but needs Read/Write Access to certain Department IDs to reallocate Procard expenses (also see the OneDrive Information for Admins folder/ 6. Procard Reallocation).

Access Needed For Name	Employee Empile
Access Needed For Name:	Employee Email:
Type of Request: Please Select One	Do Not Use Student Email Address
) New Access Request	O woomcation to existing access
Job Type: Please Select One Position Level Within UML	
Vice Chancellor – LEXE	Faculty Start-Up Project Team Member Only
Associate Vice Chancellor / Dean – LDIV	PI – Individual Dept. ID's
Dean Administrator – LDIV	L Add to ORA FIN Reports
Department Administrator - LDEP	O ther: (<i>i.e. RAVTA</i>) read/write procard reallocation
Director / Chair - IDEP	Attachment Ontion for additional details and/or
Benlacina Current Chair	instructions
Replacing current chun.	instructions.
PeopleSoft / Summit Default Roles: Please Select One (Type of access be	eing requested)
Default Roles (PeopleSoft / Summit Inquiry & Reporting)	Other Roles (If Known):
No Roles Needed / No Change in Roles	
) Expense Approver (Other: FS_EX_Approver):	Attachment Option for additional details, and/or
Dept: ID:	instructions.
Required: Contact Budget-Office@UMLEDU when form is completed	
(Employee will require CFLAST ID and FS_EX Approver Role).	
PeopleSoft / Summit Department Security: Please Select One (Level of	ccess oeing assigned)
Executive Level: LEXExxxxxx Division Level: LDIVxxxxxx	List of specific Financial Departments user should have view acc 1 <u>L720400196</u> 2
Department Level: LDEPxxxxxx	3
No Department Security Required / No Change in Department Security	
) Other: Specify	Attachment Option for additional details, and/or
	instructions.
BuyWay Roles: Please Select One (Role to be assigned) A Requisitioner car	nnot be an Approver, the only exception is the PI Role.
<u>Shopper</u> : Creates shopping charts and submits to Requisitioner for processing (Shopper Role cannot be mixed with Procard/BankCard user or Requisitioner Roles)	 <u>Requisitioner</u>: Approves snopping charts up to \$2,500 an submits cart for Departmental Approval. (<i>Requisitioner Rol</i> cannot be mixed with the Shopper Role)
Approver: Approves Requisitions & Invoice for Dept. ID's	Other Roles Request: (i.e. Supplier Invite, Invoice Approver, Contro
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BankCard (Procard) Poler:	DI Role: Requisition & Invoice Approver for Dept. ID's
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BankCard Approver with Edit (Not needed if Employee has	2
Revalsitioner Approver Rolel	3
O BankCard Approver without Edit (Not needed if Employee	· ↓
has Requisition Approver)	Attachment Option for additional details, and/or
	instructions.
) No Change in BuyWays Security / No Change in Roles	Quinter and Contract
Request Allada Du	Manager / Supervisor Approval:

I. Procard Reallocate by <u>Node Level:</u>

Example:

If the user already has the Default Roles but needs Read/Write Access to a Node Level to reallocate Procard expenses (also see the OneDrive Information for Admins folder/ 6. Procard Reallocation).

Access Request Information:	
Access Needed For Name: EMPLID	Employee Email:
Type of Request: Please Select One	Do Not Use Student Email Address
New Access Request	Modification to existing access
Job Type: Please Select One Position Level Within UML	
Vice Chancellor – LEXE	Faculty Start-Up Project Team Member Only
Associate Vice Chancellor / Dean – LDIV	PI – Individual Dept. ID's
🕤 Dean Administrator – LDIV	Add to ORA FIN Reports
Department Administrator - LDEP	Opther: (I.e. RA/TA) read/write procard reallocation
Director / Chair – LDEP	Attachment Option for additional details, and/or
Replacing Current Chair:	Instructions.
PeopleSoft / Summit Default Roles: Please Select One (Type of access being	g requested)
Default Roles (PeopleSoft / Summit Inquiry & Reporting)	Other Roles (If Known):
) No Roles Needed / No Change in Roles	
Expense Approver (Other: FS EX Approver):	Attachment Option for additional details, and/or
Dept: ID:	instructions.
Required: Contact Budget-Office@UMLEDU when form is completed	
(Employee will require CFLAST ID and FS_EX Approver Role).	
PeopleSoft / Summit Department Security: Please Select One (Level of acc	ess being assigned)
*Executive Level, Division Level or Department Level user	O Specific Individual Department ID's:
Executive Level: LEXExxxxxx	List of specific Financial Departments user should have view acces
Division Level: LDIVxxxxx	1
Department Level: LDEPxxxxxx LDEP100305	2
) No Department Security Required / No Change in Department Security	·
Other: Specify	Attachment Ontion for additional details and/or
) other specify	instructions.
BuyWay Roles: Please Select One (Role to be assigned) A Requisitioner canno	t be an Approver, the only exception is the PI Role.
Shopper: Creates shopping charts and submits to Requisitioner for	<u>Requisitioner</u> : Approves shopping charts up to \$2,500 and
processing (Shopper Role cannot be mixed with Procard/BankCard user	submits cart for Departmental Approval. (Requisitioner Role
or Requisitioner Roles)	cannot be mixed with the Shopper Role)
<u>Approver</u> : Approves Requisitions & Invoice for Dept. ID's	Other Roles Request: (i.e. Supplier Invite, Invoice Approver, Contract
1	Requestor, etc).
2	2
<i></i>	3.
BankCard (Procard) Roles:	PI Role: Requisition & Invoice Approver for Dept. ID's
O BankCard User (Not needed if Employee has Requisition Role)	1
O BankCard Approver with Edit (Not needed if Employee has	2.
Reugisitioner Approver Role)	3
O BankCard Approver without Edit (Not needed if Employee	
has Requisition Approver)	Attachment Option for additional details, and/or
No Change in BundMarr Security / No Change in Boles	instructions.
/ No change in buyways security / No change in Roles	Managan / Superviser Approval
Acquest induc by:	Wanager / Supervisor Approval: