



Financials Access Form for PeopleSoft (PS), ePro, and OwlPay access

1. INSTRUCTIONS

- A. Complete the entire form and provide Employee, Department Head, and Supervisor signatures.**
B. Scan signed form, save as a PDF file, and send form to one of the following via email for internal processing:
 i. **ONLY ePro and OwlPay Requesters and Approvers requesting access** send form via email to: pssecurity@kennesaw.edu
 ii. **All users requesting additional/other PeopleSoft or OwlPay Admin access** send form via email to: peoplesoftaccess@kennesaw.edu
C. The Security Administrator will notify the employee via email once access or changes to setup is ready.
D. New Users requesting OwlPay access must complete a Buckley Form. Click on the following link to access the Buckley Form:
http://uits.kennesaw.edu/banner/docs/buckley_form.pdf

2. EMPLOYEE INFORMATION

Last Name:	First Name:	Middle Initial:	
Position Title:	Department:		
Employee Email Address:	Employee Office Building Name:	Building #:	Office/Room#:
Employee Phone Number:	Employee KSU ID:		

3. SUPERVISOR INFORMATION

Supervisor's Name:	Supervisor's Title:
Supervisor's Phone Number:	Supervisor's Email:

4. ACCESS OR CHANGE DESCRIPTION

- A. Submitting this form replaces all previous request forms and this request should include all PS, ePro, and OwlPay setup requirements for this user.**
B. Use the drop-down choices provided below to complete this form.

<p>C. Select one type of request for this user:</p> <p>D. Select all roles that apply below (most users only need to select the first two items):</p> <p>i. ePro Roles (ePro Users also select an OwlPay role below)</p> <p>ii. OwlPay Roles (Approver/Requesters also select PS ePro Role above)</p> <p>iii. OwlPay Admin User Roles (Approver/Requesters also select PS ePro Role above)</p> <p>iv. PSFIN; Reporting & Compliance; Accounting; Bursar's Staff; HR; Distribution; Internal Audit Only</p> <p>v. PS Roles for Budget, Grants, Procurement, and Business/Technical Analyst Staff Only</p> <p>vi. PS Roles for Business Managers/Business Operations Professionals Only</p>	<p>E. Provide any other/additional information about the setup/roles for this user:</p>
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5. ePro 2nd Department Approvers Approval Workflow Setup

- A. List all the department numbers to include in this user's setup for ePro approval workflow (typically for Business Managers):**

6. ALL ePro USERS ADDITIONAL INFORMATION REQUIRED

- A. List at minimum your default requester; list all other requesters in your department if you want to see and/or receive on their requests too.**
B. Provide Last Name, First Name and Middle Initial for each ePro Requester listed.

7. ALL ePro REQUESTERS ADDITIONAL INFORMATION REQUIRED

- A. Provide Default Accounting Settings (Requesters can always select a different account/SpeedChart for purchases when necessary).**
B. Please check online at the hyperlink below to identify your Default Account Settings for purchases.

<http://www.kennesaw.edu/budget/speedkeys.html>

Default SpeedChart #:	Default Fund #:	Default Department #:	Default Program #:	Default Class#:	Default Project ID#
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8. EMPLOYEE INFORMATION

Last Name:	First Name:	Middle Initial:
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9. ACKNOWLEDGEMENT OF PROFESSIONAL CONFIDENTIALITY AND RESPONSIBILITY

This following statement and agreement is required for any Kennesaw State University employee having access to the **PeopleSoft Financials system, related modules, and reporting databases** via computer at Kennesaw State University.

As an employee of Kennesaw State University, I am aware that the employee and financial (accounting, purchasing, asset management) records are confidential and I agree to keep them confidential. This statement is not intended to interfere with the normal operations of my duties as an employee of Kennesaw State University nor with the operation of the Georgia Open Records Laws. I understand that although certain records may be obtained under the Open Records Laws, I must still hold the records confidential. All Open Records Laws Requests must be in writing and should be forwarded immediately to the Division of Legal Affairs or to the President's Office prior to any response from a KSU employee.

By my signature, I acknowledge and agree that I am aware of the regulations set out above, violations of which may result in disciplinary actions up to and including dismissal from the University and/or employment.

10. REQUIRED APPROVAL SIGNATURES FROM EMPLOYEE'S DEPARTMENT

Employee Signature (required):	Date:	Employee Name(required):
Supervisor Signature (required):	Date:	Supervisor's Name(required):
Department Head Signature (required; note "same" if same as Supervisor):	Date:	Department Head Name (required; note "same" if same as Supervisor):

11. INTERNAL PROCESSING REVIEW & REQUIRED APPROVAL SIGNATURES

A. The Approvers below may note revisions to this request on the form as they review, approve, and sign and accurately document actual setup.

B. KSU PeopleSoft Security Administrators are required to maintain and provide electronic copies of this request for audit purposes.

Finance & Accounting Signature (Not required for ePro or OwlPay Requester/Approver Only Setups; required for all other setups):	Date:	Finance & Accounting Primary Approver: Julie Peterson	Secondary Approver (in Primary Approver's absence): Jaimie Ward
Budget & Planning Signature (required for budget maintenance setups):	Date:	Budget & Planning Primary Approver: Rai Sookram	Secondary Approver (in Primary Approver's absence): PRINT NAME:
PS Security Administrator Signature: (required):	Date:	PS Security Administrator Primary Approver: Rosalind King	Secondary Approver (in Primary Approver's absence): PRINT NAME: