



FRS/PeopleSoft Finance Security Access Request

Use this form to request access to FRS and PeopleSoft.
This form should be printed and filled out by hand. Please print legibly.

New Terminology:

PeopleSoft	FRS
Department	Account number beginning with a 2 or 3 (i.e. 272xxx, 313xxx, etc.)
Project	Grant (5xxxxx) or Capital (7xxxxx) account

Create New User
 Update Existing User (specify type of change below):

- Departmental Move
- Change in Access
- Remove Access

Legal Name: _____ Net ID: _____

Title: _____

Department: _____

Building: _____ Room: _____ Phone: _____ Fax: _____

CWID: _____ Email Address: _____

*Create New User as Copy of Existing User (Net ID): _____

* This option can be used if the new user requires setup with the exact access characteristics of an existing PeopleSoft User. If this option is used, please provide the Net ID of the copied Access ID and proceed to the Signatures section [Section IV].

I. Acknowledgments – REQUIRED (*Application will not be processed if acknowledgments are not checked*)

Please refer to the following web site: <http://www.montclair.edu/finance/financialsystems/>

I have read Instructions on how to fill out FRS/PeopleSoft Finance Security Access Request form
 I have read the FRS User Responsibility document
 I have access to the FRS Training Manual

II. Roles and Permissions

Check all the roles that are required for access. Please pay careful attention to the role description and other notes to understand the implications of providing access.

Add	Remove	Role
		Inquiry only
Employee Expense Entry		
		Employee Expenses
Requester		
		Requester – Departments (Enter Requisitions for your department)
		Requester – Projects (Enter Requisitions for Grants/Capital Projects)
		P-Card Requester (P-card holder)
Approver (Fiscal Agent)		
		Departmental Approver (Approve Requisitions for your department)
		Projects Approver (Approve Requisitions for Grants/Capital Projects)
		P-Card Approver
		HR Supervisor (Approve time sheets and authorize travel and expense reimbursements)
Special Approvals Academic College/School or the Division _____		
		Dean
		VP/Provost
		Other Special Approvals _____

III. Department and Project (FRS Account) Access

Please use FRS 6-digit numbers (FRS accounts) to identify Departments and Projects.

Department or Project number most frequently used for entering requisitions (required if requesting non-Inquiry access):

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Access requested to additional Departments or Projects:

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IV. Signatures

When this form is complete, it should be signed by the requester, by the requester’s Supervisor, and by each Approver (Fiscal Agent) for accounts you are requesting access. It may be only one, if all accounts are managed by the same Fiscal Agent.

	Name (Please Print)	Signature	Date
Requester			
Supervisor			
Approver (Fiscal Agent)			
Approver (Fiscal Agent)			
Approver (Fiscal Agent)			
Approver (Fiscal Agent)			
Approver (Fiscal Agent)			
Approver (Fiscal Agent)			

V. Submission

**Return to: Marlene Kolesar
855 Valley Road
Suite 202
Fax: 973-655-2134**

E-Mail will be sent to user when access is defined.

To be completed by Financial Systems Office:

PeopleSoft Role(s):

Signature: _____ *Date:* _____

Comments: _____