

**TO BE COMPLETED BY EMPLOYEE**

Last Name	First Name	MI	Employee ID
MDC Email Address	Job Title	Telephone Number	
Campus	Campus Room #	Department ID	Department Name
Operating Unit for Access			

This form is for requesting access to the Absence Mgmt, Commitment Acctg/Position Mgmt, Payroll, and Time and Labor modules in HCM MDConnect. This access is controlled and owned by Business Affairs. The form must be fully completed and approved accordingly. The user listed on this form is expected to adhere to MDC Policies and Procedures governing the use and operations of MDC technology, including but not limited to [College Policy VII-1](#), and College Procedures [7900](#), [7960](#), and [7961](#).

Users must complete Security Awareness Training before access will be granted. (See: [College Procedure 7922](#))

Employee Signature	Date
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**TO BE COMPLETED BY EMPLOYEE'S DEPARTMENT MANAGER**

Please select the appropriate access needed for the employee listed above (see categories on back).

By my signature below, I certify that I have read and understand that it is my responsibility to review with the above-named Employee the access they will be granted, the confidential nature of the information contained in this access, and the consequences of violating confidentiality and/or transferring User ID and Password to another person.

Supervisor Signature	Print Name	Date
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**APPROVAL FOR CAMPUS USERS**

Director of Campus Administration Signature	Print Name	Date
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**APPROVAL FOR DISTRICT USERS**

Provost/Vice Provost/AVP Signature	Print Name	Date
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**BUSINESS AFFAIRS FINANCE SECURITY/COA OFFICE USE ONLY**

Data Steward Signature	Print Name	Date
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**After completing, please email this form with all required signatures to: [FinanceSecurityRequests@mdc.edu](mailto:FinanceSecurityRequests@mdc.edu)**

Once access is granted, an email will be sent to the department manager. Please note that additional access other than self-service will not be granted until Security Awareness Training has been completed and verified.

If you have any questions or need further assistance, please call Finance Security/COA, 305-237-0374.

**Instructions:**

Please select the appropriate roles needed for the employee listed on the previous page by marking the “Add” or “Remove” boxes.

<u>Access</u>		<u>Campus Role</u>	<u>Description</u>
<u>Add</u>	<u>Remove</u>		
<b>Absence Management</b>			
		Absence Benefits Administrator <b>MD_HR_B_ABS_BEN_ADMIN</b>	This role grants access to Sick Leave Pool information needed for HR Benefits department. (Role should only be granted to HR Benefits employees).
		Absence Mgt Administrator <b>MD_HR_B_ABSENCE_MGMT_ADMIN</b>	This role grants access to absence adjustments, employee data, periodic accrual, absence configuration. (user should reside within HR or Payroll)
<b>Commitment Accounting/Position Management</b>			
		Commitment Acct Budget Admin <b>MD_HR_B_CA_BUDGET_ADMIN</b>	This role grants access to administer department budget, department offsets, map account codes to earnings, directions, and taxes. Has ability to run budget reports and process. Access to view only combination code table and Chartfield transaction table.
		Commitment Acct Budget Inq <b>MD_HR_B_CA_BUDGET_INQUIRY</b>	This role grants read only access to all budget tables. No access to run budget processes.
		Commitment Acct Budget Inq Sal <b>MD_HR_B_CA_BUDGET_INQUIRY_SAL</b>	This role grants access to Position Profile users to be able to access Job Data pages (with salary information) in Display only mode.
		Commitment Acct Budget Mgt <b>MD_HR_B_CA_BUDGET_MANAGEMENT</b>	This role grants access to administer department budget, department offsets, map account codes to earnings, directions, and taxes. Has ability to run budget reports and process. access to view only combination code table and Chartfield transaction table.
		Combo Admin <b>MD_HR_B_COMBO_ADMIN</b>	This Role grants Update/Correction access to Combination Code Table.
		Combo Management <b>MD_HR_B_COMBO_MANAGEMENT</b>	This Role grants Update access to Combination Code Table.
		Position Profile User <b>MD_HR_B_POSITION_PROFILE</b>	This role grants access to Position Profile users to be able to access Job Data, Position Data and Commitment Accounting pages in Display only mode
		Position Profile User (Salary) <b>MD_HR_B_POSITION_PROFILE_SAL</b>	This role grants access to Position Profile users to be able to access Job Data, Position Data and Commitment Accounting pages in Display only mode. This role will also have access to salary information from Job Data.
<b>Payroll</b>			
		Payroll COA Configuration <b>MD_HR_B_PAYROLL_COA_CONFIG</b>	This role grants access to Chart of Accounts (COA) to setup screens containing Chartfields.
		Payroll Coordinator <b>MD_HR_B_PAYROLL_COORDINATOR</b>	This role grants access to daily payroll processing
		Payroll Director <b>MD_HR_B_PAYROLL_DIRECTOR</b>	This role grants the highest level of access in payroll with update/correction access to daily payroll processing.
		Payroll Inquiry <b>MD_HR_B_PAYROLL_INQUIRY</b>	This role grants access to view payroll related information to retro benefits/deductions, garnishments, and view paychecks.
		Payroll Specialist <b>MD_HR_B_PAYROLL_SPECIALIST</b>	This role grants access to daily payroll processing with access to retro benefits/deductions.
		Payroll Supervisor <b>MD_HR_B_PAYROLL_SUPERVISOR</b>	This role grants the second highest level of access in payroll with update/correction access to daily payroll processing.
<b>Time &amp; Labor</b>			
		TL Administrator <b>MD_HR_B_TL_ADMINISTRATOR</b>	This role grants access to run reports for all departments assigned, edit the time sheet of any employee for current or prior pay period, perform end-of-period processing functions such as time-admin jobs (including Generating payable time, Interface back
		TL Inquiry <b>MD_HR_B_TL_INQUIRY</b>	This role grants access to display reported time and view time in Manager Self-Service.

Security Administrator Use Only		
FSCM Security Administrator Signature	Print Name	Date
HCM Security Administrator Signature	Print Name	Date