Miami Dade College

Business Affairs
Finance/Payroll Security Access Request Form

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 Finance and Payroll systems of 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

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

APPROVAL FOR CAMPUS USERS

Director of Campus Administration Signature	Print Name	Date

APPROVAL FOR DISTRICT USERS

Provost/Vice Provost/AVP Signature	Print Name	Date

BUSINESS AFFAIRS FINANCE SECURITY/COA OFFICE USE ONLY

Data Steward Signature	Print Name	Date

After completing, please email this form with all required signatures to: 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.

Revised: 8/4/2016

Instructions:

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

Access		Campus Role	Description
Add	**Remove**		
		Asset Management Disposal Dept Preparer MD_FS_AM_PREPARER_COLLEGEWIDE	This role grants access to create and submit disposal worksheets (survey requests) to retire assets in Asset Management.
		Purchasing Requisition Requestor MD_FS_PO_REQUESTER	Users with this role can request Purchasing requisitions. (Requesters will also get access to create GL and KK for their departments.)
		GL Journal Creator College-wide MD_FS_GL_CREATOR_COLLEGEWIDE	Users with this role can create GL Journal entries online and review journal exceptions.
		KK Creator College-wide MD_FS_KK_CREATOR_COLLEGEWIDE	Users with this role can create Budget Journal entries online and review budget exceptions.
		Budget Managers MD_FS_B_APPROVER	Users with this role are department budget managers who can review and approve the following transactions: GL Journals, Budget (KK) Journals, Vouchers, and Requisitions. A Chart of Accounts Modification form is also required to change a department budget manager. **https://www.mdc.edu/businessaffairs/FMs.asp**
		GL/KK Approver Operating Unit MD_FS_GL_APPR_ADMIN_COLLEGEWIDE MD_FS_KK_APPR_ADMIN_COLLEGEWIDE	This is a special role, granted to Directors of Administration, VP's and some other Administrators. This role allows you to review and approve journals. This role is restricted and requires the Data Steward approval.
		KK Creator Operating Unit MD_FS_KK_CREAT_ADM_CW	This is a special role, granted to Directors of Administration, VP's and some other Administrators. This role allows you to create and approve budget transfers and bypass workflow. This role is restricted and requires the Data Steward approval.
		Purchasing Card Reconciler MD_FS_PO_PCARD_RECONCILER	This role allow for data entry access for P-Card reconciling. This role is granted to the P-Card holder and their data entry person. **(P-Card Administrator and Training required.)**
		Finance Inquiry MD_FS_B_INQUIRY	Users with this role are Financial users, who need to view financial transactions in Asset Management, Accounts Payable, GL Journals, KK Journals (budget transfers) and Purchasing/Vendor information.
		Grants Inquiry MD_FS_GR_INQUIRY_COLLEGEWIDE	Provides view only access to components of grant proposal, proposal budgets, awards, and contracts data.
		Project Inquiry MD_FS_PC_PROJ_INQ_COLLEGEWIDE	Provides view only access to components of project and activity data.
		Travel and Expense Cash Advance Preparer MD_FS_TE_CASH_ADVANCE_PREP	Role that enters cash advance for employees. This role is not part of self service and must be requested only by those needing cash advance. **(Only for athletics or student-related travel.)**
		Time and Labor Keeper MD_HR_B_TL_KEEPER	This role allows for data entry of employees actual timesheets/hours worked. The payroll preparers for the department. **Only two timekeepers per department. Requires a Chart of Accounts Modification form, indicating department T&L replacements: https://www.mdc.edu/businessaffairs/FMs.asp**
		Time and Labor Scheduler MD_HR_B_TL_SCHEDULER	This role grants access to run reports related to Scheduling, create new schedule, and assign new/existing schedule to an employee. (restricted to either being a Scheduler or Keeper; but in certain circumstances, a user can have both) This role is restricted to the Director of Administration area.
		Time and Labor Admin Approver MD_HR_B_TL_ADMIN_APPROVER	This role grants access to approve/reassign any unapproved 'Reported Time' for employees. This role is restricted to the Director of Administration area.
		Absence Mgt Approval Administrator MD_HR_B_ABS_MGMT_APPROVAL_ADM	This role grants acces to Approval Administrators at each campus to help facilitate absence approvals at their respective campus.
Dynamic Role			**Description** (Assigned to Users as indicated)
Absences Management Employees MD_EP_ESS_ABSENCE			Granted to all full time employees so they can request time off (vacation, sick time, personal days, etc.).
Absences Management Manager Approval MD_EP_MSS_ABSENCE			Granted to all supervisors based on Human Resources "reports to data" so supervisors can approve their full time employees' time off.
Asset Management Disposal Dept Approver MD_FS_AM_ASSET_DISP_DEPT_APPR			Allows for the approval of asset disposal worksheets at the Department Supervisor level. Dynamically assigned to Supervisors.
Purchasing Card Transaction Approver MD_FS_PO_PCARD_APPR_COLLEGEWID			This role allow for approval of P-Card transactions. Dynamically assigned to Supervisors.
Travel and Expense Approver MD_FS_TE_APPROVER_COLLEGEWIDE			This role allows for the approval of Travel and Expense for your direct reports. Dynamically assigned to Supervisors.
Travel and Expense Employee Self MD_FS_TE_EMPLOYEE_SELF			All college employees are granted access to enter travel and expense.
Time and Labor Approvers MD_EP_MSS_TL			This role allows you to approve timesheets for your department id. This role is assigned to all budget managers based on Human Resources Department ID tables.

Business Affairs Security Administrator Use Only

User Preference Assigned:	Process Monitor, Query Viewer, and Report Manager Role Assignment:	
Data Steward:	Review pay grade:	
FSCM Security Administrator Signature	Print Name	Date