

# SYSTEM ACCESS AUTHORIZATION REQUEST FORM

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Full Tel. No.: \_\_\_\_\_

Location: \_\_\_\_\_

SUNY Portal User ID: \_\_\_\_\_

System access requested: \_\_\_\_\_

Accounting Unit(s) requested (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head (Print name): \_\_\_\_\_ Title: \_\_\_\_\_

Please forward this form to the Office of Financial Management for final approval and processing. This form will **not** be processed by Financial Management **without** approval by the Employee and Department Head or Supervisor.

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**For Financial Management use only:**

Date Received: \_\_\_\_\_

Approved By (Print name and sign): \_\_\_\_\_ Date: \_\_\_\_\_

If not approved, reason for rejection: \_\_\_\_\_

If approved, date request was completed: \_\_\_\_\_

## Instructions for Completing the System Access Authorization Request Form

Line on Form	Response Required
<b>Employee Name, Title, Department, Email</b>	Provide the name, title, department, and email address of the individual for whom access is being requested.
<b>Full Tel. No.</b>	Provide the telephone number with area code of the individual for whom access is being requested. (Note: The extension alone is not sufficient.)
<b>Location</b>	Provide the building and Office Room number of the individual for whom access is being requested.
<b>SUNY Portal User ID</b>	Provide the NetID of the individual for whom access is being requested. Note: If you do not know your NetID, please go to: <a href="https://www.downstate.edu/netidlookup/index.html">https://www.downstate.edu/netidlookup/index.html</a>
<b>System access requested</b>	Provide the system(s) to which access is being requested (e.g., BI, PayServ, Legacy, SUNY HR, SFS, etc.). See Appendix A of these instructions for a list and explanation of frequently-used systems.
<b>Accounting Unit(s) requested</b>	List the Accounting Unit(s), also known as SUNY Account, to which the user needs access
<b>Employee Signature and Date</b>	Signature of the individual for whom access is being requested, and the date on which the signature was obtained.
<b>Dept. Head Approval Signature and Date</b>	Signature of the individual to whom the access requestor reports, and the date on which their signature was obtained.
<b>Dept. Head Print Name and Title</b>	Print the name of the individual to whom the access requestor reports and their title.

## Instructions for Completing System Authorization Request Form

### Appendix A – List and Description of Frequently-Used Systems

<b>System</b>	<b>Description</b>
<i>Business Intelligence</i>	SUNY system providing various detail and summary accounting, human resources and procurement reports. This system replaces the SMRT Reporting System.
<i>SUNY Portal</i>	This SUNY secure employee services portal is the primary web-based system used to access HR, Time and Attendance, FMS (Financial Management System), the SUNY Reports Portal and PCard.
<i>Legacy</i>	An old, unsupported, mainframe system, used to gain access to various financial, cash and revenue reporting, and is used to access the Chart of Accounts and various journal entry systems.
<i>PayServ – OSC</i>	Primarily used by Payroll and HR departments to access various Payroll and HR processes and reports. Payserv (State Payroll System), Control-D (Payroll Reporting System)
<i>SFS – OSC</i>	Statewide Financial System that is the OSC's ERP General Ledger System.