Shared Financial System (SFS) - User Request Authorization Form

All fields with an asterisk (*) are required. Guidelines and requirements for requests can be found here www.wisconsin.edu/sfs/security.
Questions can be sent to: security.authorizations@doit.wisc.edu. Incomplete or improperly completed forms will not be accepted.

Employee ID:*(00123456)	Campus Name:*	Pay Department*:	Email Address*:

Environments where access is requested*:	Business need, requested Primary Permission List, and/or additional information*
SFS Prod: ☐ Others:	

Terms: *Your use of University of Wisconsin computing resources is restricted to authorized University of Wisconsin business. You may only access computing resources for which you have specific authorization and only in accordance with authorized business need. Your password verifies your login identification (Login ID) and is intended for your use alone. You are responsible for keeping it confidential and for changing your password based on your campus security policy. If you suspect someone else knows your password, change it immediately. Intentional violation of this agreement may result in disciplinary action, legal action or both. You may be held responsible for any willful and deliberate misuse, system damage or security breach, that is traceable to your assigned Login ID.*

Confidentiality Agreement: By signing this form I certify I am a user of SFS data and I agree to abide by the state and federal laws and University of Wisconsin policies that apply to the proper use of data. For more information see: Wisconsin Public Records Law: *https://www.wisconsin.edu/general-counsel/legal-topics/records/*
Records Management *https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-public-records-management/*

I have read, understand and agree to the above terms:

User Signature*:	Print Name*:	Date:

I certify the authorized business need for access assigned and will hold the above accountable for the terms stated. I understand the internal control risks associated with the combination of access to roles, and accept the responsibility for implementing compensating controls if such access is authorized.

Supervisor Signature:	Print Name:	Date:
BU Admin Signature*:	Print Name*:	Date:
Module Steward Sig.:	Print Name:	Date:

SFS Core Financial Roles

AP			**GRANTS**			**AM**		
AP_CLERK	Add ☐	Remove ☐	GM_AR_BI_INQUIRY	Add ☐	Remove ☐	AM_INQ	Add ☐	Remove ☐
AP_EDI_MANAGER	Add ☐	Remove ☐	GM_AR_DEPOSITS	Add ☐	Remove ☐	AM_MNT	Add ☐	Remove ☐
AP_INQUIRY	Add ☐	Remove ☐	GM_AR_MGR	Add ☐	Remove ☐	AM_PWR	Add ☐	Remove ☐
AP_MAINTENANCE	Add ☐	Remove ☐	GM_AR _PAYMENTS	Add ☐	Remove ☐	**GL**		
AP_MULTILINE_VCHR_XML	Add ☐	Remove ☐	GM_BI	Add ☐	Remove ☐	GL_CLRK	Add ☐	Remove ☐
AP_PAY_CYCLE_MANAGER	Add ☐	Remove ☐	GM_COST_SHARE_ENTRY	Add ☐	Remove ☐	GL_INQ	Add ☐	Remove ☐
AP_POWER_USER	Add ☐	Remove ☐	GM_COST_SHARE_PROCESS	Add ☐	Remove ☐	GL_MNT	Add ☐	Remove ☐
AP_SINGLE_LINE_VCHR_CSV	Add ☐	Remove ☐	GM_DVD_INQUIRY	Add ☐	Remove ☐	GL_PWR	Add ☐	Remove ☐
AP_VENDOR_COMM_1099_AU	Add ☐	Remove ☐	GM_POST_AWARD_BUDGET	Add ☐	Remove ☐	**AR/BI**		
AP_VENDOR_COMMITTEE_AU	Add ☐	Remove ☐	GM_POST_AWARD_MGR	Add ☐	Remove ☐	AR_ARBI_INQUIRY	Add ☐	Remove ☐
AP_VENDOR_CONVERSATION	Add ☐	Remove ☐	GM_POST_AWARD_STAFF	Add ☐	Remove ☐	AR_ARBI_MGR	Add ☐	Remove ☐
AP_VENDOR_POWER	Add ☐	Remove ☐	GM_POST_INQUIRY	Add ☐	Remove ☐	AR_ARBI_STAFF	Add ☐	Remove ☐
AP_VENDOR_SHARE	Add ☐	Remove ☐	GM_PRE_AWARD_INQUIRY	Add ☐	Remove ☐	BI_ARBI_INQUIRY	Add ☐	Remove ☐
AP_VOID_CHECKS	Add ☐	Remove ☐	GM_PRE_AWARD_STAFF	Add ☐	Remove ☐	BI_ARBI_MGR	Add ☐	Remove ☐
AP_W2_MAINTENANCE	Add ☐	Remove ☐	GM_PROCESSING	Add ☐	Remove ☐	BI_ARBI_STAFF	Add ☐	Remove ☐
UW_UWS_AP_VENDOR	Add ☐	Remove ☐	GM_QUERY	Add ☐	Remove ☐	**QUERY MANAGER**		
PO			GM_SPONSOR_ADD	Add ☐	Remove ☐	QUERY_MANAGER	Add ☐	Remove ☐
PO_CLERK	Add ☐	Remove ☐	GM_SPONSOR_UPDATE	Add ☐	Remove ☐			
PO_INQUIRY	Add ☐	Remove ☐				**NVISION**		
PO_MAINTENANCE	Add ☐	Remove ☐				NVS_INQ	Add ☐	Remove ☐
PO_POWER_USER	Add ☐	Remove ☐				NVS_PWR	Add ☐	Remove ☐
PO_PROCESSING_OPTIONS	Add ☐	Remove ☐	**GRANTS SPO**			**ADDITIONAL ROLES**		
PO_RECONCILING_PROCESS	Add ☐	Remove ☐	UW_SPO_MGR_MIL_RSA	Add ☐	Remove ☐	Specify additional role name(s) below and check "Add" or "Remove": Add ☐ Remove ☐		
OTHER			UW_SPO_MGR_MSN_CALS	Add ☐	Remove ☐			
ALL_INQ	Add ☐	Remove ☐	UW_SPO_MGR_MSN_GRAD	Add ☐	Remove ☐			
BUDGET	Add ☐	Remove ☐	UW_SPO_MGR_MSN_RSP	Add ☐	Remove ☐			
INTERFACE_CAMPUS_JRNL	Add ☐	Remove ☐	UW_SPO_STF_MIL_RSA	Add ☐	Remove ☐			
PCARD	Add ☐	Remove ☐	UW_SPO_STF_MSN_CALS	Add ☐	Remove ☐			
PRJ_LITE	Add ☐	Remove ☐	UW_SPO_STF_MSN_RSP	Add ☐	Remove ☐			
WTW_IMAGE_NOW	Add ☐	Remove ☐	SPO_MGR	Add ☐	Remove ☐			
UW_UWS_BUSINESS_UNIT_ADMIN	Add ☐	Remove ☐	SPO_STF	Add ☐	Remove ☐			
TRAVEL / EXPENSE								
EX_TRANSACTIONPROCESS	Add ☐	Remove ☐	**Please specify a 5 character BU for this role. Failure to do so will result in rejection of your form. For multiple BUs, please separate using commas. e.g. UWXXX, UWXXX	BU:				
UW_EX_AccntServMgr	Add ☐	Remove ☐						
UW_EX_AccntServProcA	Add ☐	Remove ☐						
UW_EX_Inquire	Add ☐	Remove ☐						
UW_EX_WrkAdmin_UWMSN	Add ☐	Remove ☐						
***UW_UWS_EX_WORKADMIN_UWXXX*	Add ☐	Remove ☐						
						Remove all roles ☐		

Email completed form to SFS Security Authorizations: security.authorizations@doit.wisc.edu