

BA Access Request Form

Employee Name _____ UofL user name _____

Phone number _____ Employee ID# _____

Department Name _____ Dept ID# _____

	Speedtype	TrxAccess	PayAccess	PayTrxAccess
_____ Accountants	Change	Delete	Read	Delete
_____ Reconciliation	Change	Change	Change	Change
_____ Payroll	Change	Read	Delete	Delete
_____ Account Ready Only	Read	Read	None	Read
_____ Non-Pay Change	Read	Change	None	None
_____ Import	None	None	None	None
_____ Dept Admin	Delete	Delete	Delete	Delete

A member may be in more than one group. For example if a department has an individual that reconciles accounts and needs access to add/delete payroll documents then they should be part of both the Accountants group and the Reconciliation Group. This will allow them to have the access to Delete operating and payroll expenses and to add and change payroll documents. Most departments should only have 1 or 2 Dept Admin's.

Please indicate if a user needs access to all speedtypes within a department or only a few speedtypes within a department

User should have access to all department numbers in the below departments:

_____	_____
_____	_____
_____	_____

Users should have access to the below specific speedtypes within a department number:

_____	_____
_____	_____
_____	_____
_____	_____

The following user has terminated from the below department number(s) terminate all access:

Username _____ emp ID# _____ Dept # _____

Termination Date _____

UBM Name _____ Phone number _____

Signature _____ Date _____