**Provisioning/Access Requests for Business Manager/Business Manager, Sr.**

[**UAccess System:**](https://apt.uaccess-aws2.arizona.edu/)

**Financials**

* Business and Administrative User Access (Role 54) : Requires Security Awareness Training and User Access Agreement

**Analytics**

*Roles to request:*

* HR Medium – Human Resources Medium
* Research – Research Medium
* Space – Medium
* Student – Medium: Requires completed FERPA Training

**Employee – Manager Self Service**

* Manager Self Service (if **multiple** business personnel)
	+ HR Department Approver

*Roles to request:*

* + - 1-9 Approver
		- Contracts
		- Graduate NOA Contracts
		- Job Data Changes : Requires completed Security Awareness Training
		- Personal Information
		- Position Management
		- Supplemental Compensation HR Department Approver
		- Terminate Employment
		- Title Management

* Manager Self Service (if **one** business personnel)
	+ HR Department Approver

*Roles to request:*

* + - 1-9 Approver
		- Contracts
		- Graduate NOA Contracts
		- Job Data Changes : Requires completed Security Awareness Training
		- Personal Information
		- Position Management
		- Terminate Employment
		- Title Management

**Employee – Campus Users**

*Roles to request:*

* + Payroll: Pay Request Creator/Approver
	+ Payroll: Pay Request Creator/Approver with Cash Allowance
	+ Time and Labor: FLSA Training Required
		- Time Approver or
		- Time Coordinator (if multiple business personnel)
	+ Health and Safety: Health and Safety End User

**Research – Campus Users**

* Proposals/Awards/Negotiations/Subawards

*Roles to request:*

* + Approve Proposals – Department Level
	+ Approve Proposals – Lead Unit Level
	+ View Proposals/Awards/Negotiations/Subawards – Department

**Request for Budget Change (RBC)**

*Roles to request:*

* + Budget System – Create/Edit Budget Line
	+ RBC System – Create RBC Only

**UAccess Budget and Planning**

*Roles to request:*

* + Budgeting (Operating Budget) – Editor
	+ Budget Requests – Department Editor
	+ Labor Planning - Editor

**Student – Campus Users**

*Roles to request:*

* Financial Aid - Role Financial Aid Department Award (aka External Awards – Prerequisite Training required)

[**Financials System:**](https://financials.uaccess.arizona.edu/kfs/)

* Account Global –
	+ Fiscal Officer and/or Secondary Delegate
		- Look Up /Add Multiple Account

*Best practice notes: Add Dean’s Office as secondary delegate*

[**UA Foundation**](http://www.uafoundation.org/about/presidents_office/financial_services/uaf_forms.shtml)**:**

* Online Viewing Access
	+ Online Access/Removal Request
* Signing Authority
	+ Signature Authority Change

**Additional access to be requested:**

* Raiser’s Edge (or equivalent system):
	+ Access to donation data to reconcile against UAFDN.org transactions
* Workforce Systems (aka Systems Control)
	+ Signing Authority – Form
* Purchasing Card Forms
	+ [**https://pacs.arizona.edu/sites/pacs/files/PCard\_Liaison\_Form\_1-13-12.pdf**](https://pacs.arizona.edu/sites/pacs/files/PCard_Liaison_Form_1-13-12.pdf)
* Surplus Property

**Helpful links:**

[Quick Reference - General Steps to Request Access](http://uits.arizona.edu/sites/default/files/Quick%20Reference%20-%20General%20Steps%20to%20Request%20Access%20in%20APT%20v3_2.pdf)

[Instructions to Complete Online RBC/Budget System Access Request Form](http://www.budgetoffice.arizona.edu/sites/budgetoffice/files/online_access_instructions.pdf)

[UA Foundation Web Services - User Guide](https://www.uafoundation.org/uafdn/doc/UAFDN-Training-Manual.pdf)

[Raiser's Edge](http://www.uafoundation.org/NetCommunity/resupport/resupport-training-class-paths)

[Workforce Systems](http://hr.arizona.edu/workforce-systems/forms)

[Surplus System – Training Guide](http://pacs.arizona.edu/sites/pacs.arizona.edu/files/surplus_users_guide_oct_2016.11-22-16.pdf)