



# Security Audit Access Form - RELEASE 1 & 2

## Security Action Requested

**New User Setup**  
(Complete all applicable fields and roles)

**Update Existing User**  
(Complete all applicable fields and roles)

**Lock Out Existing User**  
(Complete User Information section only)

## User Information

Name - Last, First, Middle Initial

Name Change

Email Address *(must be different from Employee Self-Service email)*

Business Unit:

Department ID:

User's Job Title:

Cardinal User ID:

Supervisor Name:

Supervisor Employee ID:

## FIN SECTION

### FINANCE PRIMARY PERMISSION LISTS

Business Units:  
(10000 to 59999)

Business Units:  
(60000 to 99999)

### FIN Audit Roles:

AUDIT Inquiry (V\_AUDITOR\_FIN)

APA all pages - read only FIN (V\_APA\_RO\_FIN) *(APA ONLY)*

## HCM SECTION

### HCM PRIMARY PERMISSION LISTS

Business Units:  
(09000 to 59999)

Business Units:  
(60000 to 99999)

### HCM Audit Roles:

AUDIT Inquiry HR Sensitive (V\_AUDITOR\_HR)

Benefits Read Only (V\_BN\_RO)

HR Read Only (V\_HR\_RO)

Payroll Read Only (V\_PY\_RO)

TA Read Only (V\_TA\_RO)

APA all pages - read only HCM (V\_APA\_RO\_HCM) *(APA ONLY)*

## Approvals

User Printed Name

User Signature (sign above)

Date

Supervisor Printed Name

Supervisor Signature (sign above)

Date

Cardinal Security Officer Printed Name

Cardinal Security Officer Signature (sign above)

Date

## Department of Accounts Approval *(Only Required for Statewide Primary Permission Lists)*

DOA Approver Printed Name

DOA Approver Signature (sign above)

Date