



Security Statewide Access Form - Release 1 & 2

(not required for HCM ESS access)

SECURITY ACTION REQUESTED (select one)

Add/Update Core User Access
(complete all applicable fields and roles)

Remove/Lock Out Core User Access
(complete User Info Section Only)

USER INFORMATION

Name - Last, First, Middle Initial

Name Change

Business Email Address - @agency.virginia.gov

Employee ID:

Cardinal User ID:

User's Job Title:

Business Unit:

Department ID:

Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID:

Supervisor Name:

Employee ID:

FIN Section - Accounts Payable, Accounts Receivable and General Ledger (if applicable)

Finance Primary Permission Lists

Business Units
(10000 to 59999)

Business Units
(60000 to 99999)

Check here if only requesting Read Only Access to FIN:

Finance Expense Approver Profiles

Agency Head

Fiscal Officer

DOA Pre Audit (DOA Only-Statewide)

Check to Remove Profile

If **Agency Head** or **Fiscal Officer**, enter **Business Unit(s) and Department ID number(s)** user approves.

Finance Accounts Payable Roles (check all roles requested)

Supplier Conversation Processor

Voucher Processor

Special Voucher Processor

Voucher Approver*

HCM Voucher Processor

Voucher Upload Error (Interfacing Only)

Payment Reconciler

1099 Administrator

Expenses Employee

Expense Processor

Employee Profile Sync Maintenance

Expenses Approver

Expense Reassign

Secure Payment Reporter

Petty Cash Processor

Payment Cash Configurator

Workflow System Administrator

EDI Viewer (Tier II and Tier III Only)

Statewide Central Roles:

Supplier Maintenance Specialist

Supplier Maint Spreadsheet Upd

EDI Coordinator

Payment Processor

Special Payment Processor

Banking Configurator

Paycycle Configurator

Travel Expense Configurator

Voucher Spreadsheet Processor

Voucher Spreadsheet Approver

Payment Cash Trans Override

Oversight Viewer

DOA Special Paycycle Processor

Statewide Pre Audit Approver

*If Voucher Approver , enter Accounts Payable Business Unit number(s) user approves.	
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* DJJ, DBHDS, Treasury, DOA & CSA ONLY -If Voucher Approver , also enter Dept ID number(s) user approves.	
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Finance Accounts Receivable Roles (check all roles requested)

<input type="checkbox"/> Funds Receipts Processor	<input type="checkbox"/> Funds Receipts Manager
<input type="checkbox"/> Funds Receipts Processor for Multiple GL BU (Restricted)	<input type="checkbox"/> Funds Receipts Manager Multi BU (Restricted)

Finance General Ledger Roles (check all roles requested)

<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Journal Processor - Interfacing	<input type="checkbox"/> Journal Approver*
<input type="checkbox"/> Agency Chartfield Administrator	<input type="checkbox"/> Budget Processor	<input type="checkbox"/> Budget Approver

Statewide Central Roles

<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> ACFR Processor	<input type="checkbox"/> Statewide Journal Approver
<input type="checkbox"/> Statewide ChartField Admin	<input type="checkbox"/> GL Tree Combo Maintenance	<input type="checkbox"/> Statewide GL Sys Administrator
<input type="checkbox"/> Statewide GL Sys Processor	<input type="checkbox"/> Statewide Budget Administrator	<input type="checkbox"/> Statewide Budget Processor
<input type="checkbox"/> Statewide Budget Approver	<input type="checkbox"/> GL Revenue Reporter	<input type="checkbox"/> DOA Journal Bypass
<input type="checkbox"/> Journal Source Bypass	<input type="checkbox"/> SPO Crosswalk Configurator	

*If Journal Approver , enter General Ledger Business Unit Number(s) user approves.	
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* DJJ, DBHDS, Treasury, DOA, and CSA ONLY - If Journal Approver , also enter Department ID number(s) user approves.	
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Business Intelligence Section (Finance Only) (if applicable)*

<input type="checkbox"/> BI Adhoc User (Restricted)

HCM Section - Benefits, Human Resources, Payroll and Time & Attendance Roles (if applicable)

HCM Primary Permission Lists

Business Units (09000 to 59999)		Business Units (60000 to 99999)	
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HCM Benefits Roles (check all roles requested)

<input type="checkbox"/> Benefits Administrator	<input type="checkbox"/> Benefits Read Only	<input type="checkbox"/> HBO Benefits Support
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Statewide Central Roles:

<input type="checkbox"/> OHB Benefits Administrator	<input type="checkbox"/> OHB Benefits Operations	<input type="checkbox"/> OHB Benefits Config Read Only
<input type="checkbox"/> VRS Benefits Administrator	<input type="checkbox"/> TLC Datasheet Administrator	

HCM Human Resources Roles (check all roles requested)

<input type="checkbox"/> HR Administrator	<input type="checkbox"/> HR Position Management	<input type="checkbox"/> HR Manager Reports
<input type="checkbox"/> HR Read Only	<input type="checkbox"/> HR Read Only Sensitive Data	<input type="checkbox"/> EPR Only Entry

Statewide Central Roles:

<input type="checkbox"/> HBO HR Administrator	<input type="checkbox"/> DHRM HR Operations	<input type="checkbox"/> DGS Reporter
<input type="checkbox"/> DVS Reporter		

HCM Payroll Roles (check all roles requested)
 Payroll Administrator
 Payroll Read Only
 SPOT Approver

 Payroll Budget Processor
Statewide Central Roles:
 SPO Payroll Operations
 SPO Payroll Processor
 SPO Payroll Garnishment Admin

 SPO Payroll Super User
 SPO Configurator Read Only
HCM Time and Attendance Roles (check all roles requested)
 Absence Administrator
 Absence Supervisor
 Time & Labor Administrator

 Employee TL Setup
 Time & Labor Supervisor
 Timekeeper

 TA Interface Administrator
 Delegation Administrator
 TA Reporter
Access Approvals

By signing below, I acknowledge that I understand transactions added/updated in the Cardinal system should be in accordance with the Commonwealth Accounting Policy and Procedures Manual Cardinal Topics 20310 and Cardinal Topic 70220.

By signing below, I certify that the Cardinal access requested for this user is necessary to perform his/her current job responsibilities. I also acknowledge this request is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topics 20310 and 70220.

User Printed Name

Date

Supervisor Printed Name

Date

User Signature (sign above)

Supervisor Signature (sign above)

I have reviewed this request for access and certify it is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topic 20310, Cardinal Topic 70220, and the Cardinal Security Handbook.

Cardinal Security Officer Printed Name

Date

Cardinal Security Officer Signature (sign above)

Department of Accounts Approval (as required)
 Segregation of Duties Exception
 Statewide Permission List Request

DOA Approver Printed Name

Date

DOA Approver Signature (sign above)

Comments/Notes