

Security VDOT Access Form

(not required for HCM ESS access)

\$	Security Action Re	quested (sele	ct or	ne)					
Add/Update Core User Acce		Remove/Lock Out Core User Access							
(Complete all applicable fields and roles) (Complete User Information section only)									
User Information									
Name – Last, First, Middle Initial	Business Emai	Business Email Address (first.last@vdot.virginia.gov)							
Department ID:	Employee ID:								
User's Job Title:	Cardinal User I	Cardinal User ID:							
Is the User a contract worker? If so, check	k box and provide User'	's Supervisor Nam	ne and	d Employee	e ID:				
Supervisor Name:		Employee ID:	Employee ID:						
Requester Information (only required for us	sers with the Purchasi	ng Requisition Pr	g Requisition Processor role):						
SHIP TO CODE:		BILL TO CODE:	:						
Phone:	Fax:								
FIN Section – Accounts Payable, Accou	ınts Receivable, Gene	eral Ledger, Procu	ureme	ent and Pr	oject Acc	ounti	ng (if applicable)		
	Finance Primary	y Permission L	ists						
Primary Permission Lists:									
Check here if only requesting Read	Only Access to FII	V :							
	Finance Expense	e Approver Pro	ofiles	3					
Expense Approver Profile for Workflo		Remove Profile Agency Head Chief							
If Expense Approver Profile is checked,	TD user approve	s: FR	ом:		To:				
Finance Ac	ccounts Payable R	Roles (check al	l role	s reques	ited)				
Statewide: Expense Employee							oucher Processor		
Central Office Fiscal Division or Dist			Т						
Voucher Processor-Maintenance	Voucher Final App								
	PCard Accountant Voucher Approver Petty Cash Approve								
Petty Cash Reconciler	c Processor Expense Coordinator								
Central Office Fiscal Division:									
1099 Administrator	or	Payroll Acct Voucher Appr(CO PY Only							
Accounts Payable Manager	prover		HCM Voucher Processor						
Central Office Fiscal Division or Cen			Workflow System Administrator						
Central Office Fiscal Division and Sc	ts Division:		Final Construction Voucher Approver						
Central Office Fiscal Division and Dis	Contract Admir	n:	Construction Voucher Approver			r Approver			
District/Central Office Human Resou			Human Resources Voucher Approver			ucher Approver*			
*If HR Voucher Approver role is checked,	responsible for:	Ċ	CO-10 Br		11	Salem-12			
Lynch-13 Rich-14	HPTRD-15 Fred-16			Culp-17	Staur	า-18	NOVA-19		
Finance Acc	counts Receivable	Roles (check	all ro	les requ	ested)				
Central Office Fiscal Division or Dist	rict Accounting Offi	ces:							
Billing Processor	•	Funds Receipts Processor							
Central Office Fiscal Division:	Billing Specialist			1	·				
Collections Specialist	able Specialist	le Specialist Accounts Receivable Supervisor							

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Funds Receipts Manager				Payment Unpost			Accounts Receivable Fiscal Mgr.						
Billing Approver				FHWA Specialist			Billing Worksheet Approver						
Bill Adjust	ment Specia	alist											
			Finance (General	Ledger Ro	oles (Check a	ıll role	s re	quested)				
						y Use 1 ChartFiel	d Admin		Opera	Operational Budget Processor			
Central Office Fiscal Division and District Accounting Offices: Agency Journal Approver							rover						
Financial Pla	nning Divisi	ion:			Agency	Budget Approv	er		Agend	cy Budget Proc	essor		
Central Offic			:			ChartField Adn		tor		cy GL System A			
						sion Executer				stem Processo			
						urnal Post (Resti	icted)		OL dystem i rocessor				
			Einance	Drocuro	l	,		roc	uuested)				
Chahamida	Durahaai	ng Do				nent Roles (check all roles requested)							
Statewide:	Purchasi PCard Us		quisition Proc	essor	Strategic Sourcing Collaborator PCard Supervisor			Buyer					
			ntracts Admi	nietrator	Bid Proc	•			PCard Administrator StoreKeeper				
Location Nam						d for Storekeepe	r role): /	1100			ional codes)		
Name:	c(3) and ood	Coc		Name:	stea (require	Code:	1010). (030 (Name:	icction for additi	Code:		
Name:		Coc		Name:		Code:			Name:		Code:		
Central Offic	o O Adminis				agia Caurain					romant Custon			
	e a Aaminis	strati	ve		egic Sourcin						n Administrator		
Services:	a Niconal Control				rement Mai			1		r Procurement			
						ent Manager**			CO-10		Bris-11		
Salem-12	Lynch	-	Rich-14		HPTRDS-1	5 FRED-16			lp-17	Staun-18	NOVA-19		
Central Office A		Servic	es & Consultar	nt Procurem	ent Divisions:		+			ervices Direct	or		
Central Office F	iscal Division:						F	iscal	Inventory	Manager			
		Fi	nance Pro	ject Ac	counting I	Roles (check	all ro	les	requeste	ed)			
For Fiscal, Fina	ancial Planni	ng, Pı	ogramming,	Transporta	ation Plannin	g or Virginia Cen	ter for 1	rans	portation Ir	novation and F	Research:		
Projects Ma	anager					Accounting	g Distrib	ution	Specialist				
Central Office	Fiscal Divisi	on:	Accounti	ng Distribu	tion Approver Projects Status Approv								
			Projects A		g Configurato			Stru	icture Control Status Processor				
						Setup (if applical							
			Not	e: If author	ized to buy go	ods or services o	ther tha	n SP	CC				
SHIP TO CODE	•					BILL TO CODE:							
Phone:	1					Fax:							
Buyers user is						Current Buyers							
authorized for:						have authorizati		ie					
						new/upuateu us	ei.						
Additional role	(if applicable)			VDOT Sr	ecial (Restricted)			<u> </u>				
	<u> </u>		ion-Benefits.	Human R	· ·	yroll and Time a		ndan	ce roles (if	applicable)			
						y Permission Lis				7			
Primary Permis	sion List:		50100 - V	DDIM									
			30100 - V_	_F KIIVI	00100_031	ZKS							
				HCM Be	nefits Roles	(check all roles re	queste	d)					
Benefits Ad	ministrator					Benefits I	Read Or	ıly					
			НС	M Human	Resources F	toles (check all ro	les requ	ıeste	d)				
HR Administrator					HR Position Management			HR Manager Reports					
HR Read Only					HR Read Only Sensitive Data				EPR Only Entry				
			Н	CM Payr	oll Roles (check all roles	reque	sted)				
Payroll Administrator					Payroll Read Only				SPOT Approver				
Payroll Budget Processor													
			HCM Tim	ne and At	tendance	Roles (check	all role	s red	quested)				
Absence Ad	Iministrator				Absence Supervisor				Time & labor Administrator				
Absence Administrator Employee T&L Setup			Time & Labor Supervisor			Timekeeper							
TA Interface Admin				Delegation Administrator			TA Reporter						
	d Special App	orover				ed Grace Approve	r						
					/\pii\					Rev 2025			

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Finance Buyer Access Approval										
Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division*Signature indicates approval for role and that the requesting user has completed general Procurement training.										
Printed Name			(sign above)	Date						
Access Approvals										
By signing below, I acknowledge that I understand transactions added/updat the Cardinal system should be in accordance with the Commonwealth Accounting Policy and Procedures Manual Cardinal Topics 20310 and Cardin 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)				•						
		ith the Comr	monwealth Accounting Policies and Procedures Manual Card	inal Topic 20310,						
Cardinal Topic 70220, and the Cardinal Security Handbook				I						
Cardinal Security Officer Printed Name				Date						
Cardinal Security Officer Signature (sign above)	onortoti	on Doots	icted Role and Permission List Approval							
VA Department of Iran	sportati	on Kestri	icted Rote and Permission List Approvat	1						
VIDOTE: LOW. D IN			and Office a Cignoture (aign about)	Data						
			iscal Officer Signature (sign above) Date							
Department of Accounts Segregation of Duties Approval (as required)										
DOA Approver Printed name										
Comments/Notes										

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