



Security VDOT Access Form

(not required for HCM ESS access)

Security Action Requested (select one)								
Add/Update Core User Access <small>(Complete all applicable fields and roles)</small>				Remove/Lock Out Core User Access <small>(Complete User Information section only)</small>				
User Information								
Name - Last, First, Middle Initial				Business Email Address <i>(first.last@vdot.virginia.gov)</i>				
Department ID: <input type="text"/>			Employee ID: <input type="text"/>					
User's Job Title:				Cardinal User ID:				
Is the User a contract worker? If so, check box and provide User's Supervisor Name and Employee ID:							<input type="checkbox"/>	
Supervisor Name:				Employee ID: <input type="text"/>				
Requestor Information (only required for users with the Purchasing Requisition Processor role):								
SHIP TO CODE:				BILL TO CODE:				
Phone:				Fax:				
FIN Section - Accounts Payable, Accounts Receivable, General Ledger, Procurement and Project Accounting (if applicable)								
Finance Primary Permission Lists								
Primary Permission Lists:								
<i>Check here if only requesting Read Only Access to FIN:</i>								
Finance Expense Approver Profiles								
Expense Approver Profile for Workflow (only select one per user):				<i>Check box if removing from this user:</i>		Remove Profile		
Agency Head		Chief		District/Division Administrator				
Expense Coordinator		Non-Travel Approver		HR Representative				
If Expense Approver Profile is checked, enter range of DEPTIDs user approves:				From		To		
Finance Accounts Payable Roles (check all roles requested)								
Statewide:	Expenses Employee		Expense Approver			Supplier Conversation Processor		
	Voucher Processor							
Central Office Fiscal Division or District Accounting Offices:								
Voucher Processor - Maintenance		Voucher Final Approver			Match Exceptions Manager			
PCard Accountant Voucher Approver		Petty Cash Approver			Petty Cash Processor			
Petty Cash Reconciler		Travel Expense Sync Processor			Expense Coordinator			
Central Office Fiscal Division:								
1099 Administrator		Payment Processor			Payroll Acct Voucher Appr (CO Payroll Only)			
Accounts Payable Manager		Utility Voucher Approver			HCM Voucher Processor			
Central Office Fiscal Division or Central Office ASD:				Workflow System Administrator				
Central Office Fiscal Division and Scheduling & Contracts Division:				Final Construction Voucher Approver				
Central Office Fiscal Division and District Construction Contract Administration:				Construction Voucher Approver				
District / Central Office Human Resources:				Human Resources Voucher Approver*				
*If HR Voucher Approver role is checked, please select District # user is responsible for:				Central Office -10		Bristol -11		
Salem - 12	Lynchburg -13	Richmond -14	HPTRDS-15	Fredbrg-16	Culpeper-17	Staunton-18	NOVA-19	
Finance Accounts Receivable Roles (check all roles requested)								
District Accounting Offices or Central Office Fiscal Division:								
Billing Processor		Billing Specialist			Funds Receipts Processor			
Central Office Fiscal Division:								
Collections Specialist		Accounts Receivable Specialist			Accounts Receivable Supervisor			

Funds Receipts Manager	Payment Unpost	Accounts Receivable Fiscal Manager			
Billing Approver	FHWA Specialist	Billing Worksheet Approver			
Bill Adjustment Specialist					
Finance General Ledger Roles (check all roles requested)					
Statewide:	Journal Processor	Agency Use 1 ChartField Administrator	Operational Budget Processor		
Central Office Fiscal Division and District Accounting Offices:			Agency Journal Approver		
Financial Planning Division:	Agency Budget Approver	Agency Budget Processor			
Central Office Fiscal Div:	Agency ChartField Administrator	Agency GL System Administrator			
	GL nVision Executer	GL System Processor	Mark Journal Post (Restricted)		
Finance Procurement Roles (check all roles requested)					
Statewide:	Purchasing Requisition Processor	Strategic Sourcing Collaborator	Buyer		
	PCard User	PCard Supervisor	PCard Administrator		
	Purchasing Contracts Administrator	Bid Processor	StoreKeeper		
Location Names(s) and Code(s) for stock locations requested (required for Storekeeper role):					
Name:	Code:	Name:	Code:	Additional codes added on page 3 in the 'Additional Comments Section' of form.	
Name:	Code:	Name:	Code:	Name:	Code:
Central Office and District Administrative Services:	Strategic Sourcing Buyer		Procurement System Administrator		
	Procurement Manager*		Senior Procurement Manager**		
Procurement* or Senior Procurement Manager** Role checked, select District Number:				Central Office -10	Bristol -11
Salem - 12	Lynchburg -13	Richmond -14	HPTRDS-15	Fredbrg-16	Culpeper-17 Staunton-18 NOVA-19
Central Office Administrative Services & Consultant Procurement Divisions:				Administrative Services Director	
Central Office Fiscal Division:				Fiscal Inventory Manager	
Finance Project Accounting Roles (check all roles requested)					
Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:					
Projects Manager			Accounting Distribution Specialist		
Central Office Fiscal Division:	Accounting Distribution Approver		Project Status Approver	Contracts Manager	
	Project Accounting Configurator		Work Breakdown Structure Control Status Processor		
Finance Buyer Setup (if applicable) Note: if authorized to buy goods or services other than SPCC					
SHIP TO CODE:			BILL TO CODE:		
Phone:			Fax:		
Buyers user is authorized for:			Current Buyers that should have authorization for the new/updated user:		
Additional Role (if applicable)					
VDOT Special (Restricted)					
HCM Section - Benefits, Human Resources, Payroll and Time & Attendance Roles (if applicable)					
HCM Primary Permission List					
Primary Permission List:		50100 - V_PRIM_50100_USERS			
HCM Benefits Roles (check all roles requested)					
Benefits Administrator			Benefits Read Only		
HCM Human Resources Roles (check all roles requested)					
HR Administrator		HR Position Management		HR Manager Reports	
HR Read Only		HR Read Only Sensitive Data		EPR Only Entry	

HCM Payroll Roles (check all roles requested)

Payroll Administrator	Payroll Read Only	SPOT Approver
Payroll Budget Processor		

HCM Time and Attendance Roles (check all roles requested)

Absence Administrator	Absence Supervisor	Time & Labor Administrator
<input type="checkbox"/> Employee T&L Setup	Time & Labor Supervisor	TimeKeeper
TA Interface Admin	Delegation Administrator	TA Reporter
TA Restricted Special Approver	TA Expired Grace Approver	

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	Signature (sign above)	Date
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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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User Printed Name	Date	Supervisor Printed Name	Date

<input type="text"/>	<input type="text"/>
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.

<input type="text"/>	<input type="text"/>
Cardinal Security Officer Printed Name	Date

<input type="text"/>
Cardinal Security Officer Signature (sign above)

VA Department of Transportation Restricted Role and Permission List Approval

<input type="text"/>	<input type="text"/>	<input type="text"/>
VDOT Fiscal Officer Printed Name	VDOT Fiscal Officer Signature (sign above)	Date

Department of Accounts Segregation of Duties Approval (as required)

<input type="text"/>	<input type="text"/>	<input type="text"/>
DOA Approver Printed Name	DOA Approver Signature (sign above)	Date

Comments/Notes

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