

	Create
	Modify
	Remove

University of Central Oklahoma EMPLOYEE SECURITY ACCESS

Date Initiated _____ Employee Name _____ UCO ID _____

Dept. _____ Ext. # (if exists) _____

Job Title _____

Classification: Full-Time Faculty Adjunct Staff Student Other _____

Previous Employee in Position _____

Terminate this person's access: Yes No

Employee was: Terminated Transferred to Another Department

Reason for Request/Comments _____

FUNCTIONAL ACCESS FOR JOB RESPONSIBILITIES *(attach additional sheet if more ORG lines are needed):*

Yes	Access	Modify or Query	ORG #	Fund #	ORG Title
	Budget Maintenance*				
Must check box for access	<i>Access to review expenditures, balances, and make line item adjustments</i>				
	Requisition*	Modify	List ORG # if not above:		
Must check box for access	<i>Access to submit requisitions to encumber funds for purchase orders</i>				

**List ORG # on this form or go to <http://administration.ucok.edu/portal> to submit online. This form must be submitted even if you use the online feature*

Yes	Access	Approver or FYI	ORG #	ORG Title
	Web Time Entry for Student Employees			
Must check box for access	<i>Access to enter student employee time for payroll</i>			
	Timekeeper for Staff Employees			
Must check box for access	<i>Access to enter staff employee time and leave for payroll</i>			

Yes	Access to Banner Modules	Justification for Access
	Accounts Receivable	
	Alumni / Foundation	
	Financial Aid	
	Student Records	

Date Initiated _____ Employee Name _____ UCO ID _____

Communication Access

E-mail No Yes

Telephone Services:

Location: Building _____ Room # _____ Ext. # (if exists) _____

Voice mail No Yes

Long distance access No Yes ORG# Charged _____

New telephone line to be installed No Yes ORG# Charged _____
 ORG# Charge for monthly fee _____

New telephone No Yes ORG# Charged _____

Type of telephone: Analog (single line) Digital (multi-line) Mobile/Smart Phone

Network Access

Computer Logon No Yes

Shared Drive(s) e.g. \\eris\administration\humanresources\folder name

Drive Letter ___ Path _____

Drive Letter ___ Path _____

Drive Letter ___ Path _____

Network Printer(s) e.g. ADM210f-HP3330-1.ucok.edu on BACCHUS

Location: Building _____ Room # _____ Brand/Model _____

Location: Building _____ Room # _____ Brand/Model _____

Location: Building _____ Room # _____ Brand/Model _____

Need to have Printer or Computer Data Line installed No Yes

Role	Signature	Printed Name	Date	Extension
Supervisor				
Org Manager <i>(if required)</i>				
Next Level Supervisor <i>(if required)</i>				

Note: Requests for access to other Information Technology services should be made through the UCO Technology Support Help Desk, extension 2255 or support@ucok.edu.

IT Official Use Only			
Uconnect	Lotus Notes	Banner	
password	password	password	password