



LARA DCDS SECURITY REQUEST

Type 2 – Agency Roles and Functions

Rev. 6/13

USER INFORMATION

Name:		Employee ID # (if known):	
Work Phone #: () - ext.	Work Email Address:	Dept: 64	Agency: 01
Immediate Supervisor:		Supervisor's TKU:	

ROLE(s)/TKU(s) INFORMATION

Role Name	Add Role	Delete Role	TKU(s) to Add	TKU(s) to Delete
EMPLOYEE ENTRY	<input type="checkbox"/>	<input type="checkbox"/>		
INDIVIDUAL EXPENSE ENTRY	<input type="checkbox"/>	<input type="checkbox"/>		
SUPERVISOR (Attach list of direct reports)	<input type="checkbox"/>	<input type="checkbox"/>		
SUPERVISOR EXPENSE	<input type="checkbox"/>	<input type="checkbox"/>		
TIMEKEEPER / AUDIT	<input type="checkbox"/>	<input type="checkbox"/>		
TRAVEL COORDINATOR EXPENSE	<input type="checkbox"/>	<input type="checkbox"/>		
CERTIFIER	<input type="checkbox"/>	<input type="checkbox"/>		
FINANCIAL APPROVAL (Finance Only)	<input type="checkbox"/>	<input type="checkbox"/>		
FINANCE APPROVER 1 – EXPENSE (Finance Only)	<input type="checkbox"/>	<input type="checkbox"/>		
FINANCE APPROVER 2 – EXPENSE (Finance Only)	<input type="checkbox"/>	<input type="checkbox"/>		
DISTRIBUTION INQUIRY (Finance Only)	<input type="checkbox"/>	<input type="checkbox"/>		
DISTRIBUTION MAINTENANCE (Finance Only)	<input type="checkbox"/>	<input type="checkbox"/>		

Employee Agreement: I agree to protect my user ID and password from unauthorized use. I understand that everything done under my user ID and password is recorded as being done by me. If I am entering time, the on-line entries to timesheets will be, to the best of my knowledge, complete and true.

USER SIGNATURE _____
DATE

I have reviewed this form and the roles and scopes indicated for this employee are reasonable and required.

SUPERVISOR SIGNATURE _____
DATE

DCDS DEPARTMENT SECURITY ADMINISTRATOR SIGNATURE (OHR) _____
DATE

ENTERED BY (OHR) _____
DATE

Instructions for Completing DCDS Security Request

User Information Section:

Complete the Name, Employee ID#, Work Phone, E-mail Address, Immediate Supervisor and his/her TKU, Former Supervisor and his/her TKU.

Role(s)/TKU(s) Information Section

For the role(s) that is needed; check either "Add Role" or "Delete Role". If the list of TKUs you are adding or deleting is too long to fit in the space provided, please put "see attached" in the space and attach a list of TKUs to the form. If department-wide access is needed (ie, all TKUs), enter "AL" in the TKU column.

Please note: If you are requesting security as a supervisor, it is required that you attach a list of those employees you directly supervise so that they can be placed in your supervisor approval path. Include on the listing the employee's name and TKU number. Supervisors will only have the employees in their approval path that they directly supervise. The timesheets and leave requests for those employees will show up on the "My Employees" tab of the Approval-Supervisor screen. We do not put employees in the approval path of backup supervisors. Backup supervisors can find the timesheets and leave requests of those employees who they are backup supervisor for on the "All Employees" tab on the Approval-Supervisor screen.

Signature Section

The User (employee) must sign the form (User Signature) and forward to their supervisor for approval and signature.

The user's immediate supervisor should review the role(s) and TKU(s) indicated for the employee (user), sign the form (Supervisor Signature), and forward it to Human Resources for processing.