System Access Form Instructions

The System Access Form should be us-5 (u /Span1.3 c /Span1.3 c /Span1.3 Q q 193.68 534.24 386.64 119.28 re W n BT 1

		For Level access, select the AU Types that the user will need to access. For a detailed list, please refer to the GL Structure definitions

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| 6 | BI Portal – Financial Reports | If the user should be able to generate financial reports for Levels or Accounting Units, please provide the following information: |

1. Select one type of access:
   - x New – for new WebFocus Users
   - x Additional Access – to add new levels or AUs to existing WebFocus access
   - x Revised – to replace the current WebFocus access

2. Select the appropriate level of payroll access for the user. Access to payroll accounts allows users to view payroll detail by employee, date, and pay code (regular, sick, vacation hours, etc).

The following payroll options are available:

Payroll Access	Account Range