Clear Form

FMIS-40 (Revised: 07/31/2006)

UNIVERSITY OF HAWAII

FMIS SECURITY FORM

User Profile Definition

DATE: _____

Section A – Applicant Information

FMIS ACCESS ☐New ☐Change ☐Delete: Employee leaving UH? ☐Yes ☐No

APPLICANT'S NAME (Last Name, First Name, Middle Initial)

UH Number — to find your UH Number http://www.hawaii.edu/account

DEPARTMENT: _____

CAMPUS ADDRESS: _____

CITY: _____ STATE: HI ZIP CODE: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

EXISTING RACF ID

UH Username

EMPLOYMENT TYPE
- ☐Regular
- ☐Student
- ☐Casual
- ☐Other

OPERATOR TYPE
- ☐Fiscal Officer/Business Office
- ☐eFMIS/Dept Inquiry only $P035 - (excludes payroll & ARS)
- ☐eFMIS/Dept Inquiry *with Payroll* $P037 - (excludes ARS)
- ☐Central Office: _____ Operator Group

Section B - Account Access:

BY ACCOUNT ATTRIBUTE(s): Complete for controlled access by account attribute(s).

ACTION (*Add, Del*)	SYSTEM (*FRS,SCO*)	ACCESS TYPE (*Access, Inquire*)	DIVISION	SCHOOL	DEPT	SUB DEPT	EXEC LEVEL	FUND GROUP	PURPOSE	FO CODE	REPORT CONTROL

Section C - Basic FMIS Inquiry

Clear Basic FMIS

Action

☐Add New ☐Change Existing FMIS Default values:

Default Campus: MA

Default FO Code: 076

Default VPS Printer: _____

Action

☐Add ☐Change ☐Delete

PageCenter Mailbox(s): _____

Section D – Other

Clear Other

Action

☐Add	☐Delete	Budget Update (screen 10)
☐Add	☐Delete	Community College E & E (screens 39/39A)
☐Add	☐Delete	SCOPIS Inquiry Only
☐Add	☐Delete	SCOPIS Adds & Changes (Form 6 & 25) + Inquiry

Section E – eFMIS

~ ePurchasing ~ eInventory ~ Data Warehouse ~ eDeposits ~ eFAS ~ eCGS

FOs can add, update or delete users in 'Maintain Users' on the eFMIS site http://www.hawaii.edu/fmis

Section F – Departmental Checking

Clear DCS

Action

☐Add	☐Delete	FO Inquiry Only
☐Add	☐Delete	Reconciler
☐Add	☐Delete	Custodian

Action

☐Add ☐Change ☐Delete

Bank Number(s): _____

Section G – Fiscal Officer Approval

General Confidentiality Notice on File? ☑ Yes ☐ No

Print FO Name	FO Code	Phone	E-mail Address	FO Signature	Date
Annette Chang	076	956-6053	annettec@hawaii.edu		
Calvin Fujioka	077	956-7879	cfujioka@hawaii.edu		
Jonalyn Ragonton	091	956-7342	ragonton@hawaii.edu		
David Matsuda	094	956-7379	matsudad@hawaii.edu		

Return completed form to:

FMIS Security Administrator ⅄ c/o Info Tech Services, Systems Operation ⅄ 2565 McCarthy Mall, Keller 106 ⅄ Honolulu, HI 96822