

**UNIVERSITY OF HAWAII
KFS SECURITY FORM
User Role Definition**

DATE: _____

Section A - Applicant Information

KFS Access: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> 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: _____		UH Username	
CAMPUS ADDRESS: _____		EMPLOYMENT TYPE: Regular Student Casual Other	PAGECENTERX MAILBOX <i>Add Del Chg</i>
CITY: _____ STATE: _____ ZIP CODE: _____			_____
PHONE: _____ E-MAIL ADDRESS: _____		eThORITY: Basic Access Labor Access	
KFS PRIMARY CHART-ORG: _____			

Section B - Campus Roles

ACTION (<i>Add/Del/Chg</i>)	ROLE	CHART-ORG
	Financial System User (54)	
	Content Reviewer (24)	
	Organizational Purchasing Officer (10007)	
	CAM Processor (6)	
	AR Biller (54)	
	AR Processor (54)	
	AR Cash Manager (30)	
	Labor Processor (10028)	
	Project Director (40)	

Section C - Central Office and Special User Roles

ACTION (<i>Add/Del/Chg</i>)	Role	ACTION (<i>Add/Del/Chg</i>)	Role	ACTION (<i>Add/Del/Chg</i>)	Role
	AP Processor (22)		AR Manager (31)		AR Invoice Type Reviewer (10004)
	Asset Manager (34)		Bank Reconciliation User (10005)		Central Procurement Approver (10009)
	Check Recon User (10020)		Chart Manager (37)		Customer eDoc Reviewer (10001)
	Contracts & Grants Agency Administrator (10023)		Contracts & Grants Manager (38)		Contract and Grants Processor (39)
	Disbursement Manager (12)		Disbursement Method Reviewer (70)		GALC Manager (10002)
	GALC Processor (10003)		PDP Customer Contact (18)		PDP Manager (19)
	PDP Processor (20)		Regional Budget Manager (65)		Risk Management Approver (10008)
	Tax Manager (50)		Treasury Manager (16)		Vendor Reviewer (56)

Section D - Fiscal Authority

		General Confidentiality Notice on File?	Yes	No
Print Name: _____		Signature: _____		
Email Address: _____		Phone: _____		