DIVISION OF INFORMATION TECHNOLOGY

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Division of Information Technology
PeopleSoft Data Security Form

Please read prior to submitting form to DIT to prevent delay in processing.

- The PeopleSoft Data Security form enables approval/revocation of access to the PeopleSoft application environment. Depending on the type of access needed, the form **requires** approval from the individual's supervisor and the Data Steward of the module where access is being requested.

- The form is available on the Bowie State University website at: https://bowiestate.edu/about/administration-and-governance/division-of-information-technology/tips-tools-and-resources/peoplesoft-security-form.pdf

- The form is then submitted to the Application Data Steward for role assignment and approval. Application Data Stewards are as follows:

Human Resources	Sheila Hobson, Senior Director of Human Resources
Payroll/Time Approval	Duane Williams, Payroll
Financials (Budget)	Wayne Felder, Controller
Student Financials	Terrayne Pittman, Bursar
Student Records	Shari Christie, Registrar or Maisha Ali, Assistant Registrar
Financial Aid	Deborah Stanley, Director of Financial Aid or Quiana Council, Assistant Director of Financial Aid
Admissions	Shirley Holt, Assistant Director Undergraduate Admissions or Angela Isaac, Associate Director of Admissions
Procurement (Requestor/Approver)	Steve Jost, Procurement Director or Cindy Gilbert, Buyer

- **Procurement Requestors and Approvers**

  Requestors and Approver should contact Ms. Cindy Gilbert (extension 2-4214 or cgilbert@bowiestate.edu) to schedule training. Once training is completed, Ms. Gilbert will send the approved form to DIT.

- Once the Application Data Steward signs the form, the form is then sent forward to the Division of Information Technology. The form is verified for all pertinent information and required signatures. If there is a missing signature, the form is sent back for completion, which may further delay the process

- The Division of Information Technology then grants/revokes the approved access. Please note that it may take up to three (3) business days from receiving the completed form for processing.

Division of Information Technology - 02/2020

Bowie State University PeopleSoft Data Security
Data Access Request Form

Note: Please supply all requested information. All forms being submitted must be original. Incomplete forms will not be processed. To avoid delay, please complete the entire form and ensure that it is properly signed prior to submission. Thank you.

			SSN Last Four Digits Only:			
Last Name:	**First Name:**	**MI:**				

Department:	**Job Title:**

Email Address:	**Office Location:**
Office Phone:	**Office Fax:**
Supervisor's Name:	**Supervisor's Signature:**

Please list the business processes that necessitate your access to the BSU PeopleSoft System:
(If this section is not completed access will be denied.)

☐ *(Financials Only)* **I am a Requester for Dept. # _____ and _____ is my Approver.**

☐ *(Financials Only)* **I am an Approver for Dept. # _____ and _____ is my Requester.**

☐ **Other: _____**

I have entered all the required information and agree to abide by Bowie State University's Security Policy of Access and Data Protection for the ethical use of data.

Employee Signature	**Date**

Please check the role(s) that you wish to grant/revoke for this user.

HUMAN RESOURCES

Roles	Grant	Revoke	Roles	Grant	Revoke
Administrative Assistant	☐	☐	Payroll Administrator	☐	☐
Benefits Coordinator	☐	☐	Payroll Reg. Empl. Exempt – Web Time	☐	☐
Budget Access for Financials	☐	☐	Payroll Reg. Empl. Non Exempt – Web Time	☐	☐
Director	☐	☐	Payroll Contractual Empl. – Web Time	☐	☐
Manage Faculty Events User	☐	☐	Payroll Supervisor – Web Timesheet	☐	☐
Manager for Compensation and Benefits	☐	☐	Policy Administrator	☐	☐
Manager for Employment	☐	☐	Specialist	☐	☐

Data Steward Signature:	Date:
VPAF or President's Approval Signature:	Date:

DIT SECURITY INFORMATION   **Date Received:_____**

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:

VPIT or President's Approval Signature:

FINANCIALS

Roles	Grant	Revoke	Roles	Grant	Revoke
Accounts Payable Manager	☐	☐	Pay Cycle Approver	☐	☐
Asset Accounting	☐	☐	PeopleSoft User	☐	☐
Asset Property	☐	☐	PeopleTools 2-Tier Query	☐	☐
Budget Data Entry	☐	☐	Procurement Officer	☐	☐
Budget Inquiry	☐	☐	Query Manager	☐	☐
Budget Officer	☐	☐	Query Viewer	☐	☐
Buyer	☐	☐	Requester	☐	☐
Central Receiving	☐	☐	Requisition Approver	☐	☐
GL Accountant	☐	☐	Run Custom BW Jobs	☐	☐
GL Accounting Clerk	☐	☐	Vendor Update	☐	☐
GL Manager	☐	☐	Voucher Entry	☐	☐
Load Interfaces	☐	☐		☐	☐
Grants Time and Effort - Employee	☐	☐	Grants Time and Effort - Faculty	☐	☐

Data Steward Signature: | Date:

VPAF or President's Approval Signature: | Date:

DIT SECURITY INFORMATION   Date Received:_____

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:

VPIT or President's Approval Signature:

STUDENT ADMINISTRATION

Admissions Roles	Grant	Revoke	Admissions Roles	Grant	Revoke
Admissions Director	☐	☐	Admissions Maintenance	☐	☐
Admissions Associate Director	☐	☐	Admissions Staff	☐	☐
Admissions Counselor	☐	☐	Admissions Standard	☐	☐
Admissions Recruitment Manager	☐	☐	Admissions Student Worker	☐	☐

Student Records Roles	Grant	Revoke	Student Records Roles	Grant	Revoke
Student Records Faculty	☐	☐	Student Records Generalist	☐	☐
Student Records Dean	☐	☐	Student Records Off Campus Coordinator	☐	☐
Student Records Department Adm. Asst.	☐	☐	Student Records Super User	☐	☐
Student Records Department Chairs	☐	☐	Student Records Tree Manager	☐	☐
Student Records Campus Safety	☐	☐	Student Records Dean of Students	☐	☐
Student Records Student Affairs	☐	☐	Student Records Financials	☐	☐
Student Records Instructor	☐	☐		☐	☐

Financial Aid Roles	Grant	Revoke	Financial Aid Roles	Grant	Revoke
Financial Aid Administrative Assistant	☐	☐	Financial Aid Other Director	☐	☐
Financial Aid Associate VP	☐	☐	Financial Aid Super User	☐	☐
Financial Aid Counselor	☐	☐	Financial Aid Super User Director	☐	☐
Financial Aid Inquiry	☐	☐	Financial Aid Specialist	☐	☐
Financial Aid Loan Specialist	☐	☐		☐	☐

Student Financials Roles	Grant	Revoke	Student Financials Roles	Grant	Revoke
Student Financials Bursar	☐	☐	Student Financials Accounting Associate	☐	☐
Student Financials Accounting Clerk 1	☐	☐	Student Financials Accounting Clerk 3	☐	☐
Student Financials Cashier	☐	☐	Student Financials Controller 1	☐	☐
Student Financials External	☐	☐	Student Financials Enrollment	☐	☐
Student Financials Student Worker 1	☐	☐	Student Financials Keypad	☐	☐

Data Steward Signature: | Date:

VPAF or XRCC1Rtqxqw)u'Crrtqxcri Ui pcwtg: | Date:

DIT SECURITY INFORMATION   Date Received:_____

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:

VPIT or President's Approval Signature: