PeopleSoft Security Request/Change Form for All PeopleSoft Systems

(SFIS Student /Faculty Information System, HRMS,
Human Resources System and WFS Wesleyan Financial System)

Effective date for this request: _____

New User (Create Access)   Modify Access   Delete Access

Name Change: Is this a name change without any other change in access: ◯ Yes   ◯ No
If yes, please enter the original (old) User Name/email address: _____

This request is for:
SFIS (Admission, Registrar,   HRMS (Student/Temp Time   WFS (Vouchers, P-Card
general student information)   entry)   reconciliation, Purchase Orders,
          general financial information)

If security access is the same as another user or former users, indicate Username:

User Information: Name _____ Wes ID: _____
Dept. Name _____ Dept. Number (xxxx) _____ Phone: _____
Title: _____ Campus Mail Address: _____
Wesleyan Email Address: _____ @wesleyan.edu   Lab (Grad Student Only) _____

SFIS Access (check all that apply)	**HRMS Access** (check all that apply)	**WFS Access** (check all that apply)
Ability to run queries	Student Time Entry	General SmartDoc access (includes Vouchers, PO's, Journals, Deposit Transmittal and Grant Proposal)
Ability to run reports	Temp Time Entry	
Other access. Describe:	Other – Describe below:	Purchase Orders only (for graduate students)
		P-Card Reconciliation pages
		Give access to all SmartKeys in User's department
		Give access to these specific SmartKeys:

Additional Information/Access. If user is a WFS approver, please provide details

Requestor/Approver (Someone other than the User listed above):

Printed Name of Requestor: _____ Date: _____
Department: _____ Phone:_____
Requestor's email address _____ @wesleyan.edu