

MUNIS USER PERMISSIONS AUTHORIZATION

Request to: (check one) Add new user Modify existing Delete User

Please provide the following information:

User Last Name: _____ User First Name: _____
 User County email: _____ County Phone Extension: _____
 Munis Sign On: _____ Munis Employee #: _____
 Departmental Location Code(s):(please list all of your funds) _____
 Department Name: _____ Dept Fund #: _____

Please indicate in which categories the above named employee will have permissions:

- Read-Only:** Provides the ability to view, monitor and access reporting options for all General Ledger Accounts.
- Payroll/Personnel Action Forms:** Provides the ability to view, make changes and access all reporting options within Payroll. This access includes the ability to develop, modify and submit Personnel Action Forms on behalf of the department(s) listed. This option provides access to employee's personal information including Social Security numbers.
- Accounts Payable/General Ledger:** Provides the ability to view, make changes and access all reporting options within the funds indicated below.
- Work Flow Approver - Personnel Action Form:** Provides supervisory access to Personnel Action Forms for the purpose of monitoring and approving the same. This individual will have access to employee's personal information including Social Security numbers.
- Work Flow Approver - Accounts Payable & Purchase Orders:** Provides supervisory level access to Accounts Payable and Purchase Orders for the purpose of monitoring and approving the same.

Please indicate in which fund(s) the above named employee will have permissions:

Fund Name:	Fund Number:
_____	_____
_____	_____
_____	_____
_____	_____

Print Employee Name and Position:	Employee Signature and Date:
_____	_____

Print Supervisor/Dept Head Name:	Supervisor/Dept Head Signature and Date:
_____	_____

PLEASE FORWARD THIS FORM TO FINANCIAL SERVICES FOR PROCESSING

Approved in Financial Services by: _____ Date: _____
 Entered by IT: _____ Date: _____