

## Escape – System Access Form

Organization: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Location: \_\_\_\_\_

Make Person like: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Account Filters \_\_\_\_\_

<b>Finance: (Check all boxes requested)</b>			
<b>Budget:</b>	<input type="checkbox"/> Budget Entry	<input type="checkbox"/> Budget Management	<input type="checkbox"/> Budget Transfers
<b>Fiscal:</b>	<input type="checkbox"/> Manage Accounts	<input type="checkbox"/> Journal Entries	<input type="checkbox"/> JE Imports
<b>Requisitions:</b>	<input type="checkbox"/> Vendor Requisitions	<input type="checkbox"/> Approve Requisitions	
<b>AP:</b>	<input type="checkbox"/> Enter All Payment forms	<input type="checkbox"/> View Payment Images	<input type="checkbox"/> Process & view Checks <input type="checkbox"/> Payment Trans
<b>AR:</b>	<input type="checkbox"/> Manage Customers	<input type="checkbox"/> Enter Invoices	<input type="checkbox"/> Print Invoices <input type="checkbox"/> Receipts
	<input type="checkbox"/> Enter AR Receipts	<input type="checkbox"/> Receipt Transactions	
<b>Assets:</b>	<input type="checkbox"/> Asset Physical Inventory	<input type="checkbox"/> Fixed Assets	
<b>Purchasing:</b>	<input type="checkbox"/> Print PO Original	<input type="checkbox"/> Print PO Copy	<input type="checkbox"/> Receive PO <input type="checkbox"/> Manage Vendors
	<input type="checkbox"/> Independent Contractor		
<b>Human Resources / Payroll (Check all boxes requested)</b>			
<b>HR:</b>	<input type="checkbox"/> Employee Mgmt.	<input type="checkbox"/> Additional Pay	<input type="checkbox"/> Additional Contrib/Deduct
	<input type="checkbox"/> Leave Status	<input type="checkbox"/> Leave Transactions	<input type="checkbox"/> Positions
	<input type="checkbox"/> Time Card Assign Adj.		
<b>Emp Mgmt Tabs:</b>	<input type="checkbox"/> All Tabs	<input type="checkbox"/> Taxes	<input type="checkbox"/> ACH <input type="checkbox"/> Deductions
For Employee Mgmt	<input type="checkbox"/> Contributions	<input type="checkbox"/> Pay Cycles	<input type="checkbox"/> Assignments <input type="checkbox"/> Addons
Tabs - Mark applicable	<input type="checkbox"/> Retirement	<input type="checkbox"/> Leave	<input type="checkbox"/> Benefit Providers <input type="checkbox"/> Dependents
boxes with a R (Read)	<input type="checkbox"/> Subjects	<input type="checkbox"/> Credentials	<input type="checkbox"/> Seniority <input type="checkbox"/> Education
or W (Write)			
<b>Payroll:</b>	<input type="checkbox"/> Adjust Payroll	<input type="checkbox"/> Pay Manual Checks	<input type="checkbox"/> Pay History <input type="checkbox"/> Payroll Status
<b>Credentials:</b>	<input type="checkbox"/> Credential Holders		
<b>Processes:</b>	<input type="checkbox"/> Addon Acct Retro	<input type="checkbox"/> Initiate Pay Requests	<input type="checkbox"/> NLI Export <input type="checkbox"/> Position Acct Retro
<b>Tax Reporting:</b>	<input type="checkbox"/> Employee ACA	<input type="checkbox"/> ACA Reporting	<input type="checkbox"/> Quarterly Tax Rpting <input type="checkbox"/> Employee W2

I have read and agree to comply with applicable policy and procedures safeguarding information as specified in the Superintendent's Policy (Series 4000) and with the policies and procedures governing employee use of technology (Superintendent's Policy (SP 4040)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_