

Financials Role Request Form – DECENTRAL

Current Date:

Earliest Activation Date (if any):

Instructions:

1. First complete all information in Section A then select each business process (role) in Section B. Processes selected will **replace** any previous role assignments unless otherwise noted and are subject to all required approvals.
2. Submit to the appropriate VP level approver for your area. The approver will email approved forms to ucflex@uc.edu. An individual training plan will be sent to the employee based upon the information submitted. Once approved, each role will be activated as its training requirement is met.

Section A: Employee Information (please complete all fields)

VP Area

Employee's Business Administrator

Employee: Name

ID (6+2)

UCID (M#)

ML

Phone #

Email Address

HR Org. Unit ID #

HR Position #

For Non-UC Employees (people who do not receive a paycheck from UC), select one of the following:

☐ Corporate ☐ Affiliate ☐ Volunteer ☐ Student ☐ Other

Section B: Financial Business Processes (Roles) – select those applicable to the individual's job:

Note: Link to: http://www.uc.edu/ucflex/documents/Decentralized_Financials_User_Roles.pdf for role definitions

- ☐ Decentral Financial Processor – AR
- ☐ Decentral Financial Processor – FM (Create & pre-post budget entries; restricted by Budget Management)
- ☐ Decentral Financial Processor (Cost Transfers, Doc. Type GT) – GL
- ☐ Decentral Financial Processor (Internal Billing, Doc. Type BL) – GL
- ☐ Decentral Financial Processor (Journal Entries, Doc. Type JE) – GL
- ☐ Decentral Financial Processor – Non AR (Deposits)
- ☐ Decentral Funds Reservation Processor – FM
- ☐ Decentral Travel Authorization Processor – FM
- ☐ Decentral Internal Order Custodian
- ☐ Decentral Inventory Tracker
- ☐ Decentral P-Card Processor
- ☐ Decentral Requisitioner
- ☐ Decentral Small Dollar Direct Invoice Processor
- ☐ Decentral Term Contract Releaser
- ☐ Decentral Financial R/3 Viewer ☐ Decentral Financial BW Viewer
- ☐ BW Financial Super Viewer (restricted) ☐ Labor History (restricted)

VP Administrator Name:

Date Submitted:

VP Administrator Signature (your email qualifies as your signature approval): _____

Please submit to the appropriate VP level approval for your area. Any questions can be directed to ucflex@uc.edu.