



University of Windsor

UWINSITE FINANCE NEW USER FORM

Purpose of Form: UWinsite Finance’s access is based on the inventory of full-time and part-time employees in the HR system, VIP. The access to the system is basic and extends only to managing payment information and submitting expenses. Should you require further access to UWinsite Finance, please use this form to detail the access you require.

1. New User Information:

Name: _____ Ext: _____ Email: _____
Department: _____ Position: _____
Department Head: _____
Department Dean: _____
Is User temporary? Yes No Expiration Date: _____

2. Training Information:

- > All new users must receive training before access can be granted.
> You will be contacted by the Systems Assistant in order to make the necessary training arrangements.

3. Access Required:

> What does the user expect to do on the system (check all that apply)?

Checkboxes for: Complete travel & expense reports, Approve travel & expense reports, Purchase Reqs, Review account balances, Procure goods (issue Purchase Reqs), Prepare journal entries other than PCard entries, Facilities services system functions

> Please provide an example of another user who would have similar access to this new user

> Please explain whether this person is taking over for a previous employee?

4. Authorization:

By writing your name on this line you consent to the above user accessing your department. You must have signing authority on the above department.

Name of Approver: _____

Date: _____

If there are any questions while filling out the form, please contact the System Assistant
(ext. 2143)

SECURITY ADMINISTRATOR (FINANCE DEPARTMENT) USE ONLY

Signature: _____

Date: _____

Comments:

Employee #: _____