



Request for Colleague GL Inquiry Access Form

Deliver/Mail to The Office of Human Resources, Kresge Center 1st Floor

Employee's Name: _____ Employee Number: _____ Job Title: _____
 Email Address: _____ Dept: _____ GL Account Type: Basic Budget Grant

Enter the fund and department numbers of the GL Accounts you are requesting inquiry access.

Fund	Department	Employee's Colleague User Name
32	11260098	Jonesc ----- > ** this is only an example **

Comments: (Any information that will assist us to understand your requirements, especially if this employee is replacing another employee as that will help us with assigning the same access)

Note: Please allow up to 5 business days for your request to be processed. Include all signatures and access details to expedite processing time.

Supervisor's Name (print): _____ Supervisor's Signature: _____ Date: _____
 Budget/Grant Approval (print): _____ Signature: _____ Date: _____
 HR Approval (print): _____ HR Signature: _____ Title: _____ Date: _____

Campus Technology Use Only:
 Assigned By: _____ Title: _____ Date: _____
 Assigned To: _____ Date: _____
 Completed By: _____ Date: _____

Account Information Received by:
 Employee's Name (print): _____ Signature: _____ Date: _____

GL Inquiry Access

1. The form will be completed by the immediate supervisor, manager or department head of the user who needs access to the general ledger account forwarded to Grants or Budget.
2. From Grants or Budget, the form is forwarded to Human Resources. Once approved and signed by Human Resources, it is forwarded to Campus Technology for access to the approved general ledger accounts.
3. The general ledger account access is assigned to the user by Campus Technology and the request form is returned to Human Resources.
4. Human Resources contacts the employee to let them know access has been granted.
5. The GL Inquiry Access Form is retained and filed in the employee's personnel file.