



BUSINESS INTELLIGENCE (BI) ACCESS REQUEST FORM

BI Access: Payroll Access, Finance Reporting

NOTE: CFS accounts are required before BI access can be provisioned.

1. USER INFORMATION:

Last Name: First: M.I.: Employee ID #: Job Title: Effective Date: Email: Extension: Dept. Name: Dept. ID #:

2. EMPLOYEE STATUS:

Permanent Temporary Affiliate Auxiliary Student Worker

3. SECURITY TRAINING STATUS:

Training Status: Training Completion Date:

4. SELECT A MODULE: One form per module. Route the completed and signed form to the appropriate Gatekeeper below:

Payroll Access

Finance Reporting

5. BI REQUEST DETAILS: (Attach list if necessary)

Table with 6 columns: DEPARTMENTAL REPORTING (BUSINESS UNIT, DEPARTMENT ID, APPROVAL) and FUND LEVEL REPORTING (BUSINESS UNIT, FUND CODE, APPROVAL)

6. USER TO CLONE: Row Level Security would be applied using this information.

Last Name: First: Employee ID #:

7. SIGNATURE/APPROVALS:

Applicant's Supervisor, Division/College Administrator: My signature certifies that the named employee requires access to data within BI to perform their job duties...

Applicant Signature: Date: Applicant's Supervisor: Print: Signature: Date: Extension: Email: @sfsu.edu Department Approver: Print: Signature: Date: Extension: Email: @sfsu.edu System Administrator: Print: Signature: Date:

Please submit completed forms to service@sfsu.edu with subject line: BI Access Request