CUNYfirst

P-Card

CUNYfirst P-Card, T-Card & NET Card User Access Request Form - PRODUCTION

Please Note: This is a required form to gain access to the PeopleSoft system, and must be requested by the employee's manager. No employee may request access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the Effective Date of the personnel action.
Security is granted by Business Unit.

EMPLOYEE INFORMATION SECTION:
Last Name: First Name:
Empl ID: Job Title:
Business Unit / Campus: Dept Name:
Work Phone: Ext: CUNY email address:

CONFIDENTIALITY STATEMENT (Must be signed by the Employee):
I understand that the data obtained from any CUNY*first* system is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data.
I understand that I am individually accountable for the use of my User ID in the CUNY*first* system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: _____	Signature Date:
In the absence of written signature: Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service. Go to: http://home.cunyfirst.cuny.edu, log in and navigate to, Human Capital Management > Self Service > CF Confidentiality Statement	**Confidentiality Agreement Code:**

Card Admin Liasions at the colleges must collect individual security access forms to set up each user who will have a credit card role in CUNYfirst unless the individual already has that specific role in the credit card module. These roles include card holder, card supervisor, card approver, card buyer and card proxy. A separate security access form is required for each employee based on the name and signature in the Employee Information section above.

ATTENTION!: This form, CRM or any electronic correspondance MUST NOT contain any credit card number or social security information.

CUNY Credit Card (P-Card, Travel Card and NET Card) Functional Roles

Functional Role Description	Add	Remove
Card Holder		
Card Proxy		
Card Supervisor		
Card Buyer (Only for Purchasing held P-cards)		
Card Approver		

Card Liaisons – Campus Only

Functional Role Description	Add	Remove
Campus Card Liaison		

Card Administration (Central Office VMU Only)

Functional Role Description	Add	Remove
Travel Card Administrator (VMU Only)		

Primary Permission List and Row Level Security is Required (Normal Handling)

User's Primary Permission List & Row Level Security (Check ONLY ONE)
CUFSDPAP**xxx**　　　(Credit Card Only)
Keep Existing　　　(Already a Finance user)

Primary Permission List and Row Level Security is Required (HTR/HCS Only)

User's Primary Permission List & Row Level Security (Check ONLY ONE)
CUFSDPAP**HTR**　　　(Credit Card HTR Only)
CUFSDPAP**HCS**　　　(Credit Card HCS Only)
CUFSDPAP**HTR**ALL (HTR and HCS Both)*****

*Purchasing and Payables Employees for HCS and HTR are common

Primary Permission List and Row Level Security is Required (GRD/HON)

User's Primary Permission List & Row Level Security (Check ONLY ONE)
CUFSDPAP**GRD**　　　(Credit Card for all GRD/HON)*****

*GRD does Purchasing and AP for All GRD/HON HON Business Units

NOTE:Card Admin Liasions at the colleges must work with Accounts Payable and the VMU to set up the card data in CUNYfirst via secured protocol. Use the table below to ensure that all steps to set up a card are complete.

New or replacement cards should not be distributed to employees until all the steps below are verified as complete.

In the absence of written signature: Card Admin Liaison may email approval to the appropriate campus party, per your campus' request process.

CARD ADMIN LIASION'S SECTION (Each Employee can have Only One Role per Card)		
Card Supervisor Security Access form (Required only for Individually Held Cards)	Empl id/Name:	Form completed
Card Approver Security Access form (Required only if this is for a new card approver)	Empl id/Name:	Form completed
Card Proxy Security Access Form (Optional)	Empl id/Name:	Form completed
Card Admin Liaison's Signature:_____　　**Date**		

Approvals and Special Consideration

Last Name:	First Name:
Date of Security Activation: **OR**	Date of Security Deactivation:

<mark>**In the absence of written signature:** Manager and BPOs may email approval to the appropriate campus party, per your campus' request process.</mark>

MANAGERIAL REQUEST	
Business unit:	Department:
Requesting Manager Last Name:	First Name:
Requesting Manager Signature:	Date:

APPROVALS:	
*Business Manager Last Name:	First Name:
*Business Manager Signature:	Date:
**VP of Administration Last Name:	First Name:
**VP of Administration Signature:	Date:
***Central Office Controller/Deputy Last Name:	First Name:
***Central Office Controller/Deputy Signature:	Date:

SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below)

*   Business Mgr. approval is required for card holders, card proxies, card buyers and card supervisors

**   Card Approvers require VP approval

***   For Central Office employees ONLY