



Security Audit Access Form

Security Action Requested		
New User Setup (Complete all applicable fields and roles)	Update Existing User (Complete all applicable fields and roles)	Lock Out Existing User (Complete User Information section only)
User Information		
Name - Last, First, Middle Initial	Name Change	Email Address <i>(must be different from Employee Self-Service email)</i>
Business Unit:	Department ID:	
User's Job Title:	Cardinal User ID:	
Supervisor Name:	Supervisor Employee ID:	
FIN SECTION		
FINANCE PRIMARY PERMISSION LISTS		
Business Units: (10000 to 59999)	Business Units: (60000 to 99999)	
FIN Audit Roles:		
AUDIT Inquiry	APA all pages - read only FIN (APA Only)	APA Special FIN (APA Only)
HCM SECTION		
HCM PRIMARY PERMISSION LISTS		
Business Units: (09000 to 59999)	Business Units: (60000 to 99999)	
HCM Audit Roles:		
AUDIT Inquiry HR Sensitive	Benefits Read Only	HR Read Only
Payroll Read Only	TA Read Only	APA all pages - read only HCM (APA Only)
APA Special HCM (APA Only)		
Approvals		
User Printed Name	User Signature (sign above)	Date
Supervisor Printed Name	Supervisor Signature (sign above)	Date
Cardinal Security Officer Printed Name	Cardinal Security Officer Signature (sign above)	Date
Department of Accounts Approval		
DOA Approver Printed Name	DOA Approver Signature (sign above)	Date