



# Security VDOT Access Form

(not required for HCM ESS access)

## Security Action Requested (select one)

**Add/Update Core User Access**  
(complete all applicable fields and roles)

**Remove/Lock Out Core User Access**  
(Complete User Information section only)

## User Information

Name – Last, First, Middle Initial

Business Email Address ([first.last@vdot.virginia.gov](mailto:first.last@vdot.virginia.gov))

Department ID:

Employee ID:

User's Job Title:

Cardinal User ID:

Is the User a **contract worker**? If so, check box and provide User's Supervisor Name and Employee ID:

Supervisor Name:

Employee ID:

Requester Information (only required for users with the **Purchasing Requisition Processor** role):

SHIP TO CODE:

BILL TO CODE:

Phone:

Fax:

## FIN Section – Accounts Payable, Accounts Receivable, General Ledger, Procurement and Project Accounting (if applicable)

### Finance Primary Permission Lists

Primary Permission Lists:

*Check here if only requesting **Read Only** Access to **FIN**:*

### Finance Expense Approver Profiles

**Expense Approver Profile for Workflow:**

Remove Profile

Agency Head

If Expense Approver Profile is checked, enter range of DEPTID user approves: **FROM:**

**To:**

### Finance Accounts Payable Roles (check all roles requested)

**Statewide:** Expense Employee Expense Approver Supplier Conversation Processor Voucher Processor

### Central Office Fiscal Division or District Accounting Offices:

Voucher Processor-Maintenance

Voucher Final Approver

Match Exceptions Manager

PCard Accountant Voucher Approver

Petty Cash Approver

Petty Cash Processor

Petty Cash Reconciler

Travel Expense Sync Processor

Expense Coordinator

### Central Office Fiscal Division:

1099 Administrator

Payment Processor

Payroll Acct Voucher Appr(CO PY Only)

Accounts Payable Manager

Utility Voucher Approver

HCM Voucher Processor

### Central Office Fiscal Division or Central Office ASD:

Workflow System Administrator

### Central Office Fiscal Division and Scheduling & Contracts Division:

Final Construction Voucher Approver

### Central Office Fiscal Division and District Construction Contract Admin:

Construction Voucher Approver

### District/Central Office Human Resources:

Human Resources Voucher Approver\*

\*If HR Voucher Approver role is checked, select District# user is responsible for:

CO-10

Bris-11

Salem-12

Lynch-13

Rich-14

HPTRD-15

Fred-16

Culp-17

Staun-18

NOVA-19

### Finance Accounts Receivable Roles (check all roles requested)

### Central Office Fiscal Division or District Accounting Offices:

Billing Processor

Billing Specialist

Funds Receipts Processor

### Central Office Fiscal Division:

Collections Specialist

Accounts Receivable Specialist

Accounts Receivable Supervisor

Funds Receipts Manager	Payment Unpost	Accounts Receivable Fiscal Mgr.					
Billing Approver	FHWA Specialist	Billing Worksheet Approver					
Bill Adjustment Specialist							
<b>Finance General Ledger Roles (Check all roles requested)</b>							
<b>Statewide:</b>	Journal Processor	Agency Use 1 ChartField Admin	Operational Budget Processor				
<b>Central Office Fiscal Division and District Accounting Offices:</b>		Agency Journal Approver					
<b>Financial Planning Division:</b>	Agency Budget Approver	Agency Budget Processor					
<b>Central Office Fiscal Division:</b>	Agency ChartField Administrator	Agency GL System Administrator					
	GL nVision Executer	GL System Processor					
	Mark Journal Post (Restricted)						
<b>Finance Procurement Roles (check all roles requested)</b>							
<b>Statewide:</b>	Purchasing Requisition Processor	Strategic Sourcing Collaborator	Buyer				
	PCard User	PCard Supervisor	PCard Administrator				
	Purchasing Contracts Administrator	Bid Processor	StoreKeeper				
<b>Location Name(s) and Code(s) for stock location requested (required for Storekeeper role): (Use comments section for additional codes)</b>							
Name:	Code:	Name:	Code:	Name:	Code:		
Name:	Code:	Name:	Code:	Name:	Code:		
<b>Central Office &amp; Administrative Services:</b>		Strategic Sourcing Buyer	Procurement System Administrator				
		Procurement Manager*	Senior Procurement Manager**				
Select District Number for <b>Procurement*</b> and <b>Senior Procurement Manager**</b> roles:				CO-10	Bris-11		
Salem-12	Lynch-13	Rich-14	HPtrds-15	FRED-16	Culp-17	Staun-18	NOVA-19
<b>Central Office Administrative Services &amp; Consultant Procurement Divisions:</b>				Administrative Services Director			
<b>Central Office Fiscal Division:</b>				Fiscal Inventory Manager			
<b>Finance Project Accounting Roles (check all roles requested)</b>							
<b>For Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:</b>							
Projects Manager			Accounting Distribution Specialist				
<b>Central Office Fiscal Division:</b>	Accounting Distribution Approver		Projects Status Approver	Contracts Manger			
	Projects Accounting Configurator		Work Breakdown Structure Control Status Processor				
<b>Finance Buyer Setup (if applicable)</b>							
Note: If authorized to buy goods or services other than SPCC							
SHIP TO CODE:			BILL TO CODE:				
Phone:			Fax:				
Buyers user is authorized for:		Current Buyers that should have authorization for the new/updated user:					
Additional role (if applicable)		VDOT Special (Restricted)					
<b>HCM Section-Benefits, Human Resources, Payroll and Time and Attendance roles (if applicable)</b>							
<b>HCM Primary Permission List</b>							
Primary Permission List:	50100 - V_PRIM_50100_USERS						
<b>HCM Benefits Roles (check all roles requested)</b>							
Benefits Administrator			Benefits Read Only				
<b>HCM Human Resources Roles (check all roles requested)</b>							
HR Administrator		HR Position Management		HR Manager Reports			
HR Read Only		HR Read Only Sensitive Data		EPR Only Entry			
<b>HCM Payroll Roles (check all roles requested)</b>							
Payroll Administrator		Payroll Read Only		SPOT Approver			
Payroll Budget Processor							
<b>HCM Time and Attendance Roles (check all roles requested)</b>							
Absence Administrator		Absence Supervisor		Time & labor Administrator			
Employee T&L Setup		Time & Labor Supervisor		Timekeeper			
TA Interface Admin		Delegation Administrator		TA Reporter			
TA Restricted Special Approver		TA Expired Grace Approver					

