

# REQUEST FOR AIS DATABASE ACCESS

## SOUTHERN ILLINOIS UNIVERSITY

**General Information (Section 1)**

Complete all fields.

Name of Employee: Last Name	First Name	Middle Initial	Employee Number	Email Address
Campus	Unit/Department			Campus Phone Mailcode

**Access Request Information (Section 2)**

Complete all fields.

Access Request: (check only one)

- New User Access
- Change User Access
- Revoke User Access

AIS Database User ID (required for change or revoke): \_\_\_\_\_

Special Access:

Campus Technical Staff

Reason: \_\_\_\_\_

**Access Responsibilities/Roles (Section 3)**

**Departmental Access Roles**

Check All That Apply:    1. All Financial Data:         2. Human Resource Data:         3. Payroll Data:

**For Office Use Only:** Specific roles to be determined by approver

	<b>Request Access</b>	<b>Revoke Access</b>	<b>Reason</b>
1. SIUFIN_ROLE_ALL	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. SIUFIN_UNRES_ALL	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. SIUHR_ROLE_CUSTOM	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. SIUHR_ROLE_PAY	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. SIUHR_ROLE_PER	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. SIUHR_ROLE_SP	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. SIUHR_ROLE_SPBRPT	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. SIUPAY_ROLE	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. SIUPER_PAY_PROPOSAL	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. SIUPER_ROLE	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. SIUPER_ROLE_BENEFIT	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. SIUPER_ROLE_IDM	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. SIUPER_ROLE_SSN	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. SIUPAY_ROLE_BANK	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. SIUPAY_ROLE_USER_TABLES	<input type="checkbox"/>	<input type="checkbox"/>	_____

