

PURPOSE: To define a new FMIS Operator, update an FMIS Operator or delete an FMIS Operator:

<p>Section A – Applicant Information</p> <p>FMIS ACCESS <input type="checkbox"/>New <input type="checkbox"/>Change <input type="checkbox"/>Delete: Employee leaving UH? <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p><i>Define a new FMIS Operator – Complete:</i> Section A- Applicant information Section B - Account Access Section C - Basic FMIS defaults Sections D, E, or F only if applicable</p> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p><i>To delete an FMIS Operator (select FMIS access - Delete): Complete Applicant's Name, RACF ID and indicate if the employee is leaving the University.</i></p> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p><i>To update an FMIS Operator - Complete:</i> Section A - Applicant's Name, RACF ID and enter ONLY the information to be updated</p> </div> </div>																																																											
<p>APPLICANT'S NAME (Last Name, First Name, Middle Initial) Enter Applicant's Name</p>						<p>UH Number http://www.hawaii.edu/account Enter Applicant's UH Number, applicant can click on the link and sign in to obtain their UH Number. If none available SSN may be used.</p>																																																					
<p style="text-align: center;">Enter Applicant's Address Information</p> <p>DEPARTMENT: _____</p> <p>CAMPUS ADDRESS: _____</p> <p>CITY: _____ STATE: _____ ZIP CODE: _____</p> <p>TELEPHONE: _____</p> <p>E-MAIL ADDRESS: _____</p>						<p>EXISTING RACF ID <i>Enter Applicant's RACF id if one exists Leave blank if none exists or if unsure.</i></p>			<p>UH username <i>Enter Applicant's UH username (ie @hawaii.edu username)</i></p>																																																		
						<p>EMPLOYMENT TYPE (check one) <i>Select applicant's type of employment</i></p>		<p>OPERATOR TYPE <i>Select appropriate operator type. For Central office operators, indicated desired operator group.</i></p>																																																			
<p>Section B - Account Access:</p> <p>BY ACCOUNT ATTRIBUTE(S): Complete for controlled access by account attribute(s).</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>ACTION <small>(Add, Del)</small></th> <th>SYSTEM <small>(FRS,SCO)</small></th> <th>ACCESS TYPE <small>(Access, Inquire)</small></th> <th>DIVISION</th> <th>SCHOOL</th> <th>DEPT</th> <th>SUB DEPT</th> <th>EXEC LEVEL</th> <th>FUND GROUP</th> <th>PURPOSE</th> <th>FO CODE</th> <th>REPORT CONTROL</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="font-size: small;"><i>Enter the action - Add - Delete</i></td> <td style="font-size: small;"><i>Enter the system - FRS (FMIS) -SCO (SCOPIS)</i></td> <td style="font-size: small;"><i>Enter the access type - Inquire - Access - Deny</i></td> <td style="font-size: small;"><i>Enter the 2 char alpha division code</i></td> <td style="font-size: small;"><i>Enter the 2 digit numeric school code</i></td> <td style="font-size: small;"><i>Enter the 5 digit numeric dept code</i></td> <td style="font-size: small;"><i>Enter the 2 digit alpha-numeric sub-dept</i></td> <td style="font-size: small;"><i>Enter the 2 digit numeric exec level code</i></td> <td style="font-size: small;"><i>Enter the 2 digit numeric fund group</i></td> <td style="font-size: small;"><i>Enter the 2 digit purpose code</i></td> <td style="font-size: small;"><i>Enter the 5 digit numeric FO code</i></td> <td style="font-size: small;"><i>Enter the 3 digit alpha-numeric report control</i></td> </tr> <tr> <td colspan="6" style="font-size: small;"><i>Required</i></td> <td colspan="4" style="font-size: small;"><i>Enter account attributes as indicated above to restrict access or enter wildcard (*) to grant open access</i></td> <td style="font-size: small;"><i>Required</i></td> <td style="font-size: small;"><i>Optional</i></td> </tr> </tbody> </table>												ACTION <small>(Add, Del)</small>	SYSTEM <small>(FRS,SCO)</small>	ACCESS TYPE <small>(Access, Inquire)</small>	DIVISION	SCHOOL	DEPT	SUB DEPT	EXEC LEVEL	FUND GROUP	PURPOSE	FO CODE	REPORT CONTROL													<i>Enter the action - Add - Delete</i>	<i>Enter the system - FRS (FMIS) -SCO (SCOPIS)</i>	<i>Enter the access type - Inquire - Access - Deny</i>	<i>Enter the 2 char alpha division code</i>	<i>Enter the 2 digit numeric school code</i>	<i>Enter the 5 digit numeric dept code</i>	<i>Enter the 2 digit alpha-numeric sub-dept</i>	<i>Enter the 2 digit numeric exec level code</i>	<i>Enter the 2 digit numeric fund group</i>	<i>Enter the 2 digit purpose code</i>	<i>Enter the 5 digit numeric FO code</i>	<i>Enter the 3 digit alpha-numeric report control</i>	<i>Required</i>						<i>Enter account attributes as indicated above to restrict access or enter wildcard (*) to grant open access</i>				<i>Required</i>	<i>Optional</i>
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<p>Section C - Basic FMIS Inquiry</p> <p><i>Check appropriate action (add or change) to add or change basic FMIS default s. Contact ITS to establish VPS printer name for your postscript/network connected printer if necessary.</i></p> <p><i>Check appropriate action (add, change, delete) to add, change or delete PageCenter Maibox(s)</i></p>						<p>Section D - Other</p> <p><i>Check appropriate action (add or delete) to grant FMIS budget update access, Community College E&E, SCOPIS inquiry or add/changes</i></p>																																																					
<p>Section E – eFMIS</p> <p>~ ePurchasing ~ elnventory ~ Data Warehouse ~ eDeposits ~ eFAS ~ eCGS</p> <p>FOs can add, update or delete eFMIS users in 'Maintain Users' on the eFMIS site http://www.hawaii.edu/fmis.</p>						<p>Section F – Departmental Checking</p> <p><i>Check appropriate action (add or delete) to grant FMIS Departmental Checking access. Select <u>either</u> FO Inquiry, Reconciler <u>or</u> Custodian</i></p> <p><i>Check appropriate action (add or change) to add or change FMIS departmental checking bank number. See Disbursing to establish bank number if necessary.</i></p>																																																					
<p>Section G – Fiscal Officer Approval</p> <p>Enter Fiscal Officer information and sign.</p>						<p><i>Check appropriate box to indicate if the applicant has signed the General Confidentiality Notice.</i></p>																																																					