

UNIVERSITY OF HAWAII
KFS SECURITY FORM INSTRUCTIONS

PURPOSE: The information on this form is used to define a new KFS User, update an existing KFS User or delete a KFS User.

Section A – Applicant Information

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| KFS Access | Indicate the type of maintenance you are requesting for the Applicant. If a deletion is requested, indicate if the employee is leaving the UH. |
| Applicant's Name | Enter the name of the Applicant. |
| Address Information | Enter the Applicant's address information including the UH email (@hawaii.edu address). |
| KFS Primary Chart-Org | Enter the KFS Chart-Org code for the Applicant. This will be used as the default codes on the Requisition. |
| UH Number and UH Username | Enter the Applicant's information. The Applicant may click on the link and sign in to obtain their UH Number. |
| Employment Type | Select the Applicant's type of employment. |
| PagecenterX Mailbox | Select the type of maintenance requested and specify the PagecenterX mailbox name. |
| eThORITY | Select eThORITY Basic Access and/or Labor Access. |

Section B – Campus Roles

See the attached Description of KFS Roles for more information.

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| Action | Select the type of maintenance requested for each applicable role. |
| Chart-Org | Enter the KFS Chart-Org qualifier if required. If multiple Chart-Org qualifiers are required, attach a separate listing with the role name. |

Section C – Central Office and Special User Roles

See the attached Description of KFS Roles for more information. These roles may require additional approvals by FMO, ORS and/or UBO.

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| Action | Select the type of maintenance requested for each applicable role. |
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If the role requires additional information, attach a separate sheet with the required qualifiers.
To add a role that is not listed, enter the role name in the field next to the Add field.

Section D – Fiscal Authority

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| General Confidentiality Notice | Indicate if the Applicant has acknowledged the General Confidentiality Notice via ACER (www.hawaii.edu/its/acer/) |
| Fiscal Authority Information | Enter the name, email address and phone for the designated Fiscal Administrator authorizing the Applicant's access. Designated Fiscal Administrator must sign the form. |

Return completed form to:
KFS Security Administrator ~ C/O Fiscal Services Office ~ 1406 Lower Campus Rd, Room 43 ~ Honolulu, HI 96822
Or Email the signed copy to: fissrv@hawaii.edu