



## PeopleSoft Finance Access Form

- (1) Complete this form and have it signed by your supervisor.  
 (2) eMail completed form to [pssecure@mailbox.sc.edu](mailto:pssecure@mailbox.sc.edu)

### Employee/Affiliate Contact Information

<b>Last Name</b>	
<b>First Name</b>	
<b>Department Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Campus/Operating Unit</b>	
<b>Location: Building / Room #</b>	
<b>Network ID</b>	

Request updates to the employee's PeopleSoft access based on the person's job responsibilities:

- Requisition/Payment Request Roles** - Complete purchase requisitions, payment requests & receiving.
- Department Depositor Role** – Deposit money with the Bursar's Office.
- Travel Proxy Role** – Enter travel authorizations and expense reports for other employees.
- PCard/TeamCard Liaison Role** – Enter reports for other employees (circle the card type you are requesting)
- General Ledger Accountant Role** – Complete journal entries.  
 This person's Journal Entries will be approved by: \_\_\_\_\_
- Budget Accountant Role** – Complete Budget entries.  
 This person's Budget Entries will be approved by: \_\_\_\_\_

**Department Approval:** (Requisitions, Payment Request, Travel, TeamCard) – *attach additional sheets if needed*

**PS Department #s:** 6-digit PeopleSoft Department # is **REQUIRED** (do not enter 5-digit legacy values)

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- Requisition/Payment Request Approver Level 1**
- TeamCard Approver**
- Requisition/Payment Request Approver Level 2**
- Journal Voucher Approver**
- Travel Approver Level 1**
- Travel Approver Level 2**

**PCard Approval:** Submit the Department Head/Chair Certification Acknowledgement Form found at this [link](#)

**Project / Grant Approval:** (USCSP, USCIP) – attach additional sheets if needed

**PS Project #s:** 8-digit PeopleSoft Project # is **REQUIRED** (do not enter legacy values)

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**Project/Grant Approver 1**

**Principal Investigator (PI)** USC Sponsored Programs Only (i.e. External Grants; USCSP)

### Remove Roles:

- This person has a change in responsibilities within their current office and requires a change in roles:  
Roles to be removed: \_\_\_\_\_
- This person has left their **current** USC office, but **remains employed** in a different USC office:  
New office (department): \_\_\_\_\_
- This person is no longer employed/affiliated with USC.

**Other:** Please explain (examples: Run nVision reports for an Operating Unit; Physical Inventory; Department Cashier)

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Univ. of South Carolina – Statement of User Responsibility (Policy ACAF 7.02)

I understand that by virtue of my employment with the University of South Carolina, I may have access to data, information, systems, or files in various forms which contain individually identifiable information, the disclosure of which may be prohibited by federal or state law or by University policy. I acknowledge that the intentional disclosure by me of this information to any person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure may also violate University of South Carolina policy and could constitute just cause for disciplinary action including termination of my employment on the first offense regardless of whether criminal or civil penalties are imposed.

If I am in doubt about a request, I will consult with my supervisor prior to releasing the information.

My signature denotes that I have read and understand the above statement.

\_\_\_\_\_  
Employee/Affiliate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Supervisor Name

This is located on the following site: [www.sc.edu](http://www.sc.edu) > *Division of Information Technology* > *PeopleSoft* > *Resources* > *Resources to Get Started Link* > *Quick Reference Guides* > *Request for PeopleSoft Finance Access*