



# Cardinal Coordinator Job Aid

## Instructions for completing the Cardinal Security Form (Cardinal SE-01)

### Overview

Cardinal security access is granted by submitting a properly completed Cardinal Security Form (Cardinal SE-01) to the **Cardinal Security** mailbox in Outlook.

### To Add or Update User Access

- Complete the Cardinal Security Form, checking every role the user needs.
- If you are submitting a form to delete a role, you will need to check every role the user currently needs and simply do not check the role you want deleted. The Cardinal Security Team will remove all roles that are not checked on the form.
- When updating a user's access, run the PT\_SEC\_USER\_ROLES query to identify the user's current access. Run the query in both FIN (Cardinal Financial Application) and in HCM (Cardinal Human Capital Management Application). Click on link to view job aid: [PT\\_SEC\\_USER\\_ROLES](#).
- Provide all required signatures – **Central Office** requires the user's supervisor, Cardinal Coordinator, Assistant Controller in Fiscal Division. **Districts** require the user's supervisor, Assistant Division Administrator for Business (ADAB) or Financial Accounting Manager (FAM). Send to the Cardinal Security mailbox.

### To Transfer a User's Access

#### Cardinal Coordinator for the location the user is transferring from:

- The Division or District may request the users account be locked out in Cardinal since they are no longer responsible for the users' access in the system. Complete the **Security Action Requested** and **User Information** sections of the Cardinal Security Form (Cardinal SE-01) providing all signatures. Send to the Cardinal Security mailbox.
- You may also send an email - to lock out a Cardinal account. Include the user's name, Department ID, and Employee ID, copy the user's previous supervisor on the email and ADAB/FAM for Districts users. Send to the Cardinal Security mailbox.

#### Cardinal Coordinator for the location receiving user:

- Work with the user's new Supervisor to identify the roles the user will need. Complete the Cardinal Security Form (Cardinal SE-01) and email to the Cardinal Security mailbox.

### To Lock Out a User's Access

- Complete the **Security Action Requested** and **User Information** sections of the Cardinal Security Form (Cardinal SE-01) providing all signatures. Send to Cardinal Security mailbox.
- You may also send an email - to lock out a Cardinal account. Include the user's name, Department ID, and Employee ID, copy the user's supervisor on the email and ADAB/FAM for District users. Send to the Cardinal Security mailbox.



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## Instructions for completing the Cardinal Security Form (Cardinal SE-01)

### Instructions for Completing the Cardinal Security Form (Cardinal SE-01)

Cardinal security access is granted by submitting a properly completed Cardinal Security Form (Cardinal SE-01) to the Cardinal Security mailbox in Outlook. The [Cardinal Security Page](#) on the Cardinal Project website contains the most recent versions of the Security Form, Security Handbook and a listing of Cardinal Coordinators.

### Security Access Entered By and Date

Security Access Entered By: <input type="text"/>	Date: <input type="text"/>
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- 1 Do not enter information in these fields.** This section is used by the Cardinal Support Team once access is completed.

### Security Action Requested Section

Security Action Requested		
<input type="checkbox"/> <b>New User Setup</b> (complete all applicable fields and roles)	<input type="checkbox"/> <b>Update Existing User</b> (Complete all applicable fields and roles)	<input type="checkbox"/> <b>Lock Out Existing User</b> (Complete User Information Section Only)

- 2 New User Setup** – Check this box to create a new users' account.
- 3 Update Existing User** – Check this box if access to Cardinal needs to be updated.
- 4 Lock Out Existing User** – Check this box if user account needs to be locked.

### User Information Section (Required for all users)

User Information	
Name - Last, First, Middle Initial <input type="checkbox"/> Name Change	Email Address ( <i>first.last@vdot.virginia.gov</i> )
Department ID: <input type="text"/>	Employee ID: <input type="text"/>
User's Job Title: <input type="text"/>	User's Work Location: <input type="text"/>
Check box, if contract worker? <input type="checkbox"/>	If yes, then provide the User's Supervisor and Supervisor ID below.
User's Supervisor: <input type="text"/>	Supervisor ID: <input type="text"/>

- 5 Name** – Last, First, Middle Initial (**ex: Doe, John B.**)
- 6 Name Change** – Check box if this is an existing user with a name change.
- 7 Email Address** – Enter your email address (e.g., [John.Doe@vdot.virginia.gov](mailto:John.Doe@vdot.virginia.gov)) Check Outlook if you are unsure.
- 8 Department ID** – Enter your Division/District 5-digit Department ID (e.g., 10015-Fiscal Division , 12041-Salem District, etc.)



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- 9 EMPL ID** – Employee ID (also known as HR ID) number is an 11 digit number that is generally composed of 2 leading zeroes and 2 (or more) zeros at the end (e.g., 00123456700).
- 10 User’s Job Title** – User’s current job title. (e.g., Financial Services Specialist)
- 11 User’s Work Location** - Central Office/Section or District/Residency or Section (e.g., **Central Office/Fiscal Division** or **Salem District/Bedford Residency**)
- 12 Check box if contract worker?** - Check this box only if the user is a contract worker (e.g., non-salaried without an Employee ID). If yes, enter the supervisor’s Name and Employee ID number.
  - a. User’s Supervisor** – User’s supervisor name should be in the following format (e.g., firstname.lastname – JANE.DOE)
  - b. User’s Supervisor EMPL ID** – Employee ID (also known as HR ID) number is an 11 digit number that is generally composed of 2 leading zeroes and 2 (or more) zeros at the end. (e.g., 00123456700)

### Requester Information Section (Required for all users)

Requestor Information (required for all users):			
SHIP TO CODE:	<select one>	BILL TO CODE:	<select one>
Phone:		Fax:	

**Note:** **Ship To** and **Bill To** are **codes**, not addresses. See [Cardinal Security Handbook](#) under Procurement User Preferences section for a list.

- 13 Ship To Code** - Use drop down feature to select the correct code.
- 14 Bill To Code** - Use drop down feature to select the correct code.
- 15 Phone** - User’s current phone number including the area code (e.g., 804-555-1212)
- 16 Fax** - (Optional) (e.g., 804-555-1212)

### Functional Area Roles Section

This Section lists the roles available by Functional Area. Some roles are available to all users and are prechecked. Others (like Time & Attendance Self Service) are available to all employees, but not to contract personnel. Refer to the Cardinal Security Handbook on the [Cardinal Website](#) for information about Cardinal roles and security.

**Functional Area Roles** (refer to Cardinal Security Handbook for role descriptions)



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## Instructions for completing the Cardinal Security Form (Cardinal SE-01)

### 15 Accounts Payable Roles

Accounts Payable (check all roles requested)			
Does the user work with Petty Cash?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
Statewide:	<input type="checkbox"/> Expenses Employee	<input type="checkbox"/> Voucher Processor	<input type="checkbox"/> Vendor Conversation Processor
	<input type="checkbox"/> Expenses Approver	<input type="checkbox"/> Voucher Supervisor Approver	
<b>Expense Approver Profile for Workflow (only select one per user):</b>			
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Chief	<input type="checkbox"/> District/Division Administrator	
<input type="checkbox"/> Expense Coordinator	<input type="checkbox"/> Non-Travel Approver	<input type="checkbox"/> HR Representative	
If Expenses Approver Profile is checked, enter range of DEPTIDs user approves: From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<b>Central Office Fiscal Division or District Accounting Offices:</b>			
<input type="checkbox"/> Voucher Processor - Maintenance	<input type="checkbox"/> Voucher Final Approver	<input type="checkbox"/> Match Exceptions Manager	
<input type="checkbox"/> PCard Accountant Voucher Approver	<input type="checkbox"/> Petty Cash Approver	<input type="checkbox"/> Petty Cash Processor	
<input type="checkbox"/> Petty Cash Reconciler	<input type="checkbox"/> Travel Expense Processor	<input type="checkbox"/> Voucher Final Approver - Capital Outlay	
<b>Central Office Fiscal Division:</b>			
<input type="checkbox"/> Banking Configurator	<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Payroll Acct Voucher Appr (CO Payroll Only)	
<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Voucher Final Approver - Legal Services	<input type="checkbox"/> Accounts Payable Manager	
<input type="checkbox"/> Travel Expense Configurator	<input type="checkbox"/> Utility Voucher Approver	<input type="checkbox"/> Accounts Payable Security Administrator	
<b>Central Office Fiscal Division or Central Office Administrative Services Division:</b>			
			<input type="checkbox"/> Accounts Payable Configurator
<b>Central Office Scheduling &amp; Contracts Division:</b>			
			<input type="checkbox"/> Final Construction Voucher Approver
<b>Central Office Fiscal Division and District Construction Contract Administration:</b>			
			<input type="checkbox"/> Construction Voucher Approver
<b>District / Central Office Human Resources:</b>			
			<input type="checkbox"/> Human Resources Voucher Approver
<b>Production Control Unit:</b>			
			<input type="checkbox"/> Accounts Payable Batch Processor

- Check **Yes** or **No** (NO is defaulted on form) to indicate whether the user works with Petty Cash.
- If the user is an employee, check the **Expenses Employee** role.
- If the user is a supervisor and approves other employees' travel and expenses, check the **Expenses Approver** role.
- If the user has an expense approver profile, enter the range of Departments the user approves for.

### 16 Accounts Receivable Roles

Accounts Receivable (check all roles requested)			
<b>District Accounting Offices or Central Office Fiscal Division:</b>			
<input type="checkbox"/> Billing Processor	<input type="checkbox"/> Billing Specialist	<input type="checkbox"/> Funds Receipts Processor	
<b>Central Office Fiscal Division:</b>			
<input type="checkbox"/> Collections Specialist	<input type="checkbox"/> AR Specialist	<input type="checkbox"/> AR Supervisor	<input type="checkbox"/> AR Configurator
<input type="checkbox"/> Funds Receipts Manager	<input type="checkbox"/> Payment Unpost	<input type="checkbox"/> AR Fiscal Manager	<input type="checkbox"/> Bill Adjustment Specialist
<input type="checkbox"/> Billing Approver	<input type="checkbox"/> FHWA Specialist	<input type="checkbox"/> Billing Worksheet Approver	
<b>Production Control Unit:</b>			
			<input type="checkbox"/> Accounts Receivable Batch Processor

- Accounts Receivable roles are restricted to District Accounting Offices, Central Office Fiscal Division and Production Control.



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## Instructions for completing the Cardinal Security Form (Cardinal SE-01)

### 17 General Ledger Roles

General Ledger (check all roles requested)			
Statewide:	<input type="checkbox"/> Journal Processor	<input checked="" type="checkbox"/> Agency Use 1 ChartField Administrator	<input type="checkbox"/> Operational Budget Processor
Central Office Fiscal Division and District Accounting Offices:			<input type="checkbox"/> Agency Journal Approver
Financial Planning Division:	<input type="checkbox"/> Agency Budget Approver	<input type="checkbox"/> Agency Budget Processor	
Central Office Fiscal Div:	<input type="checkbox"/> Agency ChartField Administrator	<input type="checkbox"/> Agency GL System Administrator	
	<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> GL Security Administrator	<input type="checkbox"/> GL System Processor
Central Office Fiscal Division or Production Control Unit :		<input type="checkbox"/> GL nVision Developer	
Production Control Unit:		<input type="checkbox"/> GL Batch Processor	

- The Agency Use 1 Chartfield Administrator role is prechecked for all users.

### 18 Procurement Roles

Procurement (check all roles requested)					
Statewide:	<input checked="" type="checkbox"/> Purchasing Requisition Processor	<input type="checkbox"/> Storekeeper	<input type="checkbox"/> Buyer		
	<input checked="" type="checkbox"/> Strategic Sourcing Collaborator	<input type="checkbox"/> PCard User	<input type="checkbox"/> Bid Processor		
	<input type="checkbox"/> PCard Administrator	<input type="checkbox"/> PCard Supervisor	<input type="checkbox"/> Purchasing Contracts Administrator		
Location Names(s) and Code(s) for stock locations requested (required for Storekeeper role):					
Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Additional codes added on page 3 in the 'Additional Comments Section' of form.	
Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>
Central Office and District Administrative Services:	<input type="checkbox"/> Strategic Sourcing Buyer	<input type="checkbox"/> Procurement System Administrator			
	<input type="checkbox"/> Procurement Manager	<input type="checkbox"/> Senior Procurement Manager*			
*If Senior Procurement Manager Role is checked, please select District # user is responsible for:				<input type="checkbox"/> Central Office -10	<input type="checkbox"/> Bristol -11
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13	<input type="checkbox"/> Richmond -14	<input type="checkbox"/> HPTRDS-15	<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17
<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19				
Central Office Administrative Services Division:			<input type="checkbox"/> ASD Director		
Central Office Fiscal Division:			<input type="checkbox"/> Fiscal Inventory Manager		
Production Control Unit:			<input type="checkbox"/> Purchasing Batch Processor		

- The **Purchasing Requisition Processor** and **Strategic Sourcing Collaborator** roles are prechecked for all users.
- If the **StoreKeeper** role is checked, enter the Location Name(s) and 4-digit Number Code(s) for the StoreKeepers' Location (ex: 1234) for each Stock Location.
- If the **Buyer** role is checked, fill out the 3<sup>rd</sup> page of the Security form for Buyer Setup.
- If the **Senior Procurement Manager** role is checked, check the district user is responsible for.
- For a list of Stock Location Codes, please review the [Cardinal Security Handbook](#).

### 19 Project Accounting Roles

Project Accounting (check all roles requested)			
Fiscal, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:			
<input type="checkbox"/> Projects Manager	<input type="checkbox"/> Accounting Distribution Specialist		
Central Office Fiscal Division:	<input type="checkbox"/> Accounting Distribution Approver	<input type="checkbox"/> Project Status Approver	<input type="checkbox"/> Contracts Manager
	<input type="checkbox"/> Project Accounting Configurator	<input type="checkbox"/> Work Breakdown Structure Control Status Processor	
Production Control Unit:		<input type="checkbox"/> Project Accounting Batch Processor	

- Project Accounting roles are restricted to the following divisions: Programming, Fiscal, Transportation Planning, Virginia Center for Transportation Innovation and Research.



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## Instructions for completing the Cardinal Security Form (Cardinal SE-01)

### 20 Time & Attendance Roles

Time & Attendance (check all roles requested)						
Statewide:	<input type="checkbox"/>	Time & Attendance Approver	<input type="checkbox"/>	Timekeeper		
	<input type="checkbox"/>	Time & Attendance Self-Service User	<input type="checkbox"/>	TA Delegation Administrator (Restricted Role)		
Central Office Fiscal Division, District Accounting, District / Central Office Human Resources:			<input type="checkbox"/>	Absence Management Administrator		
Central Office Fiscal Division and District Accounting:			<input type="checkbox"/>	Time & Labor Administrator	<input type="checkbox"/>	Employee Setup Administrator
Central Office Fiscal Division:	<input type="checkbox"/>	Absence Management Processor	<input type="checkbox"/>	Payroll Administrator		
	<input type="checkbox"/>	Time & Attendance Configurator	<input type="checkbox"/>	Time & Attendance Security Administrator		
Production Control Unit:	<input type="checkbox"/>	Time & Attendance Batch Processor				

- Check the **Time & Attendance Self-Service User** role for all employees.
- If the user approves other employees' timesheets and absence requests, check the **Time & Attendance Approver** role.

### Signatures Section (Required)

<input type="text"/>		Special Notes: Some roles may require additional approvals.
Supervisor Signature (sign above)	Date	
<input type="text"/>		
Supervisor Name		
<input type="text"/>	<input type="text"/>	
Cardinal Coordinator Signature (sign above)	Date	
<input type="text"/>		
Cardinal Coordinator Name		
<input type="text"/>	<input type="text"/>	
ADA-B, FAM or Assistant Controller (sign above)	Date	
<input type="text"/>		
ADA-B, FAM or Assistant Controller Name		

- 21** Supervisor Signature and printed name are required and Date.
- 22** Cardinal Coordinator Signature and printed name and Date - To view a list of Central Office and District Coordinators click on link: [Cardinal Coordinators](#).
- 23** All forms for users with a District Department ID must be signed by the Assistant District Administrator for Business (ADAB) or the District Financial Accounting Manager (FAM). If the ADAB or FAM is out, the District Administrator may sign in their place.
- 24** All forms for users with a Central Office Department ID must be signed by the Coordinator and Assistant Controller in Fiscal Division. If the Cardinal Coordinator is out, the Division Administrator may sign in their place.

**Note:** The Cardinal Security Team may also forward the completed request for additional approvals if the user is requesting access to roles that are restricted.



# Cardinal Coordinator Job Aid

## Instructions for completing the Cardinal Security Form (Cardinal SE-01)

### Buyer Setup Section (Required for users with Buyer role)

Buyer Setup (Optional)	
Note: if authorized to buy goods or services other than SPCC	
Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division *Signature indicates approval for role and that the requesting user has completed general Procurement training.	
Date	
SHIP TO CODE: <select one>	BILL TO CODE: <select one>
Phone:	Fax:
Buyers user is authorized for:	Current Buyers that should have authorization for the new/updated user:
Additional Comments:	

- 25** The Buyer role requires approval of the user's **District Procurement Manager** or **Assistant Division Administrator of Administrative Services Division for Central Office Users**.

**Note:** **Ship To** and **Bill To** are **codes**, not addresses. See [Cardinal Security Handbook](#) under Procurement User Preferences section for a list.

- 26 Ship To Code** - Use drop down feature to select the correct code.
- 27 Bill To Code** - Use drop down feature to select the correct code.
- 28 Phone** - User's current phone number including the area code (e.g., 804-555-1212)
- 29 Fax** - (Optional) (e.g., 804-555-1212)
- 30 Buyers' user is authorized for** – List buyers' firstname.lastname that the user is authorized to update Purchase Orders for. (e.g., firstname.lastname – JANE.DOE)
- 31 Current Buyers that should have authorization for the new/updated user** - List buyers' firstname.lastname who will have access to update the requested user's PO's. (e.g., firstname.lastname – JANE.DOE)
- 32 Additional Comments** - Field may be used for any additional comments, additional buyer names, or additional stock location name and codes.



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### Example

The next 3 pages show an example of a user who needs the following access - *Time Entry-to key in own time*, **Buyer Access** and **StoreKeeper Access**.



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		<b>Cardinal Security Form</b>	
Security Access Entered By: _____		Date: _____	
<b>Security Action Requested</b>			
<input checked="" type="checkbox"/> <b>New User Setup</b> <small>(Complete all applicable fields and roles)</small>	<input type="checkbox"/> <b>Update Existing User</b> <small>(Complete all applicable fields and roles)</small>	<input type="checkbox"/> <b>Look Out Existing User</b> <small>(Complete User Information section only)</small>	
<b>User Information</b>			
Name - Last, First, Middle Initial Doe, John B.		Email Address (first.last@vdot.virginia.gov) John.Doe@vdot.virginia.gov	
Department ID: 1 0 0 1 5	Employee ID: 0 0 1 2 3 4 5 6 7 0 0		
User's Job Title: Business Analyst		User's Work Location: Central Office / Fiscal Division	
Check box, if contract worker? <input type="checkbox"/> If yes, then provide the User's Supervisor and Supervisor ID below.			
User's Supervisor: _____		Supervisor ID: _____	
Requestor Information (required for all users):			
SHIP TO CODE: CNTRL OFF3		BILL TO CODE: CNTRL OFF3	
Phone: 804 123-4567		Fax: _____	
<b>Functional Area Roles (refer to Cardinal Security Handbook)</b>			
<b>Accounts Payable (check all roles requested)</b>			
Does the user work with Petty Cash? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Statewide: <input checked="" type="checkbox"/> Expenses Employee		<input type="checkbox"/> Voucher Processor	
<input type="checkbox"/> Expenses Approver		<input type="checkbox"/> Vendor Conversation Processor	
<input type="checkbox"/> Voucher Supervisor Approver			
Expense Approver Profile for Workflow (only select one per user):			
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Chief	<input type="checkbox"/> District/Division Administrator	
<input type="checkbox"/> Expense Coordinator	<input type="checkbox"/> Non-Travel Approver	<input type="checkbox"/> HR Representative	
If Expenses Approver Profile is checked, enter range of DEPTIDs user approves: From _____ To _____			
<b>Central Office Fiscal Division or District Accounting Offices:</b>			
<input type="checkbox"/> Voucher Processor - Maintenance	<input type="checkbox"/> Voucher Final Approver	<input type="checkbox"/> Match Exceptions Manager	
<input type="checkbox"/> PCard Accountant Voucher Approver	<input type="checkbox"/> Petty Cash Approver	<input type="checkbox"/> Petty Cash Processor	
<input type="checkbox"/> Petty Cash Reconciler	<input type="checkbox"/> Travel Expense Processor	<input type="checkbox"/> Voucher Final Approver - Capital Outlay	
<b>Central Office Fiscal Division:</b>			
<input type="checkbox"/> Banking Configurator	<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Payroll Act Voucher Appr (CO Payroll Only)	
<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Voucher Final Approver - Legal Services	<input type="checkbox"/> Accounts Payable Manager	
<input type="checkbox"/> Travel Expense Configurator	<input type="checkbox"/> Utility Voucher Approver	<input type="checkbox"/> Accounts Payable Security Administrator	
<b>Central Office Fiscal Division or Central Office Administrative Services Division:</b>			
<input type="checkbox"/> Accounts Payable Configurator			
<b>Central Office Scheduling &amp; Contracts Division:</b>			
<input type="checkbox"/> Final Construction Voucher Approver			
<b>Central Office Fiscal Division and District Construction Contract Administration:</b>			
<input type="checkbox"/> Construction Voucher Approver			
<b>District / Central Office Human Resources:</b>			
<input type="checkbox"/> Human Resources Voucher Approver			
<b>Production Control Unit:</b>			
<input type="checkbox"/> Accounts Payable Batch Processor			
<b>Accounts Receivable (check all roles requested)</b>			
<b>District Accounting Offices or Central Office Fiscal Division:</b>			
<input type="checkbox"/> Billing Processor	<input type="checkbox"/> Billing Specialist	<input type="checkbox"/> Funds Receipts Processor	
<b>Central Office Fiscal Division:</b>			
<input type="checkbox"/> Collections Specialist	<input type="checkbox"/> AR Specialist	<input type="checkbox"/> AR Supervisor	<input type="checkbox"/> AR Configurator
<input type="checkbox"/> Funds Receipts Manager	<input type="checkbox"/> Payment Unpost	<input type="checkbox"/> AR Fiscal Manager	<input type="checkbox"/> Bill Adjustment Specialist
<input type="checkbox"/> Billing Approver	<input type="checkbox"/> FHWA Specialist	<input type="checkbox"/> Billing Worksheet Approver	
<b>Production Control Unit:</b>			
<input type="checkbox"/> Accounts Receivable Batch Processor			

Check for all VDOT Employees

Please answer this question before choosing any roles.



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Prechecked for all Users.

General Ledger (check all roles requested)			
Statewide:	<input type="checkbox"/> Journal Processor	<input checked="" type="checkbox"/> Agency Use 1 ChartField Administrator	<input type="checkbox"/> Operational Budget Processor
Central Office Fiscal Division and District Accounting Offices:			<input type="checkbox"/> Agency Journal Approver
Financial Planning Division:	<input type="checkbox"/> Agency Budget Approver	<input type="checkbox"/> Agency Budget Processor	
Central Office Fiscal Div:	<input type="checkbox"/> Agency ChartField Administrator	<input type="checkbox"/> Agency GL System Administrator	
	<input type="checkbox"/> GL nVision Executor	<input type="checkbox"/> GL Security Administrator	<input type="checkbox"/> GL System Processor
Central Office Fiscal Division or Production Control Unit:			<input type="checkbox"/> GL nVision Developer
Control Unit:	<input type="checkbox"/> GL Batch Processor		

Fill out 3<sup>rd</sup> page for Buyer Setup.

Procurement (check all roles requested)			
<input checked="" type="checkbox"/> Purchasing Requisition Processor	<input checked="" type="checkbox"/> Storekeeper	<input checked="" type="checkbox"/> Buyer	
<input checked="" type="checkbox"/> Strategic Sourcing Collaborator	<input type="checkbox"/> PCard User	<input type="checkbox"/> Bid Processor	
<input type="checkbox"/> PCard Administrator	<input type="checkbox"/> PCard Supervisor	<input type="checkbox"/> Purchasing Contracts Administrator	

Purchasing Req. Processor & Strategic Sourcing Collab. Prechecked for all users.

Location Names(s) and Code(s) for stock locations requested (required for Storekeeper role):					
Name: Chester A.H	Code: 2024	Name:	Code:	Additional codes added on page 3 in the 'Additional Comments Section' of form.	
Name:	Code:	Name:	Code:	Name:	Code:

Location name and Code needed for StoreKeeper Role.

Central Office and District Administrative Services:		<input type="checkbox"/> Strategic Sourcing Buyer	<input type="checkbox"/> Procurement System Administrator				
		<input type="checkbox"/> Procurement Manager	<input type="checkbox"/> Senior Procurement Manager*				
Senior Procurement Manager Role is checked, please select District # user is responsible for:							
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg - 13	<input type="checkbox"/> Richmond - 14	<input type="checkbox"/> HPTRDS-15	<input type="checkbox"/> Fredbg-16	<input type="checkbox"/> Culpeper-17	<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19

Central Office Administrative Services Division:		<input type="checkbox"/> ASD Director
Central Office Fiscal Division:		<input type="checkbox"/> Fiscal Inventory Manager
Production Control Unit:		<input type="checkbox"/> Purchasing Batch Processor

Project Accounting (check all roles requested)			
Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:			
<input type="checkbox"/> Projects Manager	<input type="checkbox"/> Accounting Distribution Specialist		
Central Office Fiscal Division:	<input type="checkbox"/> Accounting Distribution Approver	<input type="checkbox"/> Project Status Approver	<input type="checkbox"/> Contracts Manager
	<input type="checkbox"/> Project Accounting Configurator	<input type="checkbox"/> Work Breakdown Structure Control Status Processor	
Production Control Unit:	<input type="checkbox"/> Project Accounting Batch Processor		

Time & Attendance (check all roles requested)			
Statewide:	<input type="checkbox"/> Time & Attendance Approver	<input type="checkbox"/> Timekeeper	
	<input checked="" type="checkbox"/> Time & Attendance Self-Service User	<input type="checkbox"/> TA Delegation Administrator (Restricted Role)	
Central Office Fiscal Division, District Accounting, District / Central Office Human Resources:			
<input type="checkbox"/> Absence Management Administrator			
Central Office Fiscal Division and District Accounting:			
<input type="checkbox"/> Time & Labor Administrator			
<input type="checkbox"/> Employee Setup Administrator			
Central Office Fiscal Division:	<input type="checkbox"/> Absence Management Processor	<input type="checkbox"/> Payroll Administrator	
	<input type="checkbox"/> Time & Attendance Configurator	<input type="checkbox"/> Time & Attendance Security Administrator	
Production Control Unit:	<input type="checkbox"/> Time & Attendance Batch Processor		

Check for all VDOT Employees

User's Supervisor Signature	Oct 15, 2013	Special Notes: Some roles may require additional approvals.
Supervisor Signature (sign above)	Date	
User's Supervisor Name		
Supervisor Name		
User's Cardinal Coordinator Signature	Oct 15, 2013	
Cardinal Coordinator Signature (sign above)	Date	
User's Cardinal Coordinator Name		
Cardinal Coordinator Name		
Assistant Controller Signature	Oct 15, 2013	
ADA-B, FAM or Assistant Controller (sign above)	Date	
Assistant Controller Name		
ADA-B, FAM or Assistant Controller Name		



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## Instructions for completing the Cardinal Security Form (Cardinal SE-01)

Buyer Setup (Optional) Note: if authorized to buy goods or services	
Central Office Buyer needs Assistant Division Administrator of ASD signature	June 26, 2013
Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division *Signature indicates approval for role and that the requesting user has completed general Procurement training.	Date
SHIP TO CODE: CNTRL OFF3	BILL TO CODE: CNTRL OFF3
Phone: (804) 123-4567	Fax: (804) 555-5555
Buyers user is authorized for: Jane.Doe	Current Buyers that should have authorization for the new/updated user: Cathy.Cardinal
Additional Comments:	

Buyer access will not be granted without signatures.

Print Form