Security Statewide Access Form
(not required for HCM ESS access)

SECURITY ACTION REQUESTED (select one)	
Add/Update Core User Access (complete all applicable fields and roles)	Remove/Lock Out Core User Access (complete User Info Section Only)

USER INFORMATION

Name - Last, First, Middle Initial

Business Email Address - @*agency.virginia.gov*

Employee ID: ☐☐☐☐☐☐☐☐☐☐☐

Cardinal User ID:

User's Job Title:

Business Unit: ☐☐☐☐☐

Department ID:

Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID:

Supervisor Name:

Employee ID: ☐☐☐☐☐☐☐☐☐☐☐

FIN Section - Accounts Payable, Accounts Receivable and General Ledger (if applicable)

Finance Primary Permission Lists

Business Units (10000 to 59999)

Business Units (60000 to 99999)

Check here if only requesting Read Only Access to FIN: ☐ ☐

Finance Expense Approver Profiles

☐ Agency Head ☐ Fiscal Officer ☐ DOA Pre Audit *(DOA Only-Statewide)* ☐ Check to Remove Profile

If **Agency Head** or **Fiscal Officer**, enter **Business Unit(s) and Department ID number(s)** user approves.

Finance Accounts Payable Roles (check all roles requested)

☐ Supplier Conversation Processor	☐ Voucher Processor	☐ Special Voucher Processor
☐ Voucher Approver*	☐ HCM Voucher Processor	☐ Voucher Upload Error (Interfacing Only)
☐ Payment Reconciler	☐ 1099 Administrator	☐ Expenses Employee
☐ Expense Processor	☐ Employee Profile Sync Maintenance	☐ Expenses Approver
☐ Expense Reassign	☐ Secure Payment Reporter	☐ Petty Cash Processor
☐ Payment Cash Configurator	☐ Workflow System Administrator	☐ EDI Viewer (Tier II and Tier III Only)

Statewide Central Roles:

☐ Supplier Maintenance Specialist	☐ Supplier Maint Spreadsheet Upld	☐ EDI Coordinator
☐ Payment Processor	☐ Special Payment Processor	☐ Banking Configurator
☐ Paycycle Configurator	☐ Travel Expense Configurator	☐ Voucher Spreadsheet Processor
☐ Voucher Spreadsheet Approver	☐ Payment Cash Trans Override	☐ Oversight Viewer
☐ DOA Special Paycycle Processor	☐ Statewide Pre Audit Approver	

*If **Voucher Approver,** enter **Accounts Payable Business Unit number(s)** user approves.	
***DJJ, DBHDS, Treasury, DOA & CSA ONLY**-If **Voucher Approver,** also enter **Dept ID number(s)** user approves.	

Finance Accounts Receivable Roles (check all roles requested)

☐ Funds Receipts Processor	☐ Funds Receipts Manager
☐ Funds Receipts Processor for Multiple GL BU (Restricted)	☐ Funds Receipts Manager Multi BU (Restricted)

Finance General Ledger Roles (check all roles requested)

☐ Journal Processor	☐ Journal Processor - Interfacing	☐ Journal Approver*
☐ Agency Chartfield Administrator	☐ Budget Processor	☐ Budget Approver

Statewide Central Roles

☐ GL nVision Executer	☐ ACFR Processor	☐ Statewide Journal Approver
☐ Statewide ChartField Admin	☐ GL Tree Combo Maintenance	☐ Statewide GL Sys Administrator
☐ Statewide GL Sys Processor	☐ Statewide Budget Administrator	☐ Statewide Budget Processor
☐ Statewide Budget Approver	☐ GL Revenue Reporter	☐ DOA Journal Bypass
☐ Journal Source Bypass	☐ SPO Crosswalk Configurator	

*If **Journal Approver,** enter **General Ledger Business Unit Number(s)** user approves.	
***DJJ, DBHDS, Treasury, DOA, and CSA ONLY** - If **Journal Approver,** also enter **Department ID number(s)** user approves.	

HCM Section - Benefits, Human Resources, Payroll and Time & Attendance Roles (if applicable)

HCM Primary Permission Lists

Business Units (09000 to 59999)	Business Units (60000 to 99999)

HCM Benefits Roles (check all roles requested)

☐ Benefits Administrator	☐ Benefits Read Only	☐ HBO Benefits Support

Statewide Central Roles:

☐ OHB Benefits Administrator	☐ OHB Benefits Operations	☐ OHB Benefits Config Read Only
☐ VRS Benefits Administrator	☐ TLC Datasheet Administrator	

HCM Human Resources Roles (check all roles requested)

☐ HR Administrator	☐ HR Position Management	☐ HR Manager Reports
☐ HR Read Only	☐ HR Read Only Sensitive Data	☐ EPR Only Entry

Statewide Central Roles:

☐ HBO HR Administrator	☐ DHRM HR Operations	☐ DGS Reporter
☐ DVS Reporter		

HCM Payroll Roles (check all roles requested)

☐ Payroll Administrator	☐ Payroll Read Only	☐ SPOT Approver
☐ Payroll Budget Processor		

Statewide Central Roles:

☐ SPO Payroll Operations	☐ SPO Payroll Processor	☐ SPO Payroll Garnishment Admin
☐ SPO Payroll Super User	☐ SPO Configurator Read Only	

HCM Time and Attendance Roles (check all roles requested)

☐ Absence Administrator	☐ Absence Supervisor	☐ Time & Labor Administrator
☐ Employee TL Setup	☐ Time & Labor Supervisor	☐ Timekeeper
☐ TA Interface Administrator	☐ Delegation Administrator	☐ TA Reporter
☐ TA Restricted Special Approver	☐ TA Expired Grace Approver	

Access Approvals

By signing below, I acknowledge that I understand transactions added/updated in the Cardinal system should be in accordance with the Commonwealth Accounting Policy and Procedures Manual Cardinal Topics 20310 and Cardinal Topic 70220.

By signing below, I certify that the Cardinal access requested for this user is necessary to perform his/her current job responsibilities. I also acknowledge this request is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topics 20310 and 70220.

User Printed Name	Date	Supervisor Printed Name	Date

User Signature (sign above)

Supervisor Signature (sign above)

I have reviewed this request for access and certify it is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topic 20310, Cardinal Topic 70220, and the Cardinal Security Handbook.

Cardinal Security Officer Printed Name	Date

Cardinal Security Officer Signature (sign above)

Department of Accounts Approval (as required)

Segregation of Duties Exception	Statewide Permission List Request

DOA Approver Printed Name	Date

DOA Approver Signature (sign above)

Comments/Notes