



Security VDOT 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 Information section only)

User Information

Name – Last, First, Middle Initial

Business Email Address (first.last@vdot.virginia.gov)

Department ID:

Employee ID:

User's Job Title:

Cardinal User ID:

Is the User a **contract worker**? If so, check box and provide User's Supervisor Name and Employee ID:

Supervisor Name:

Employee ID:

Requester Information (only required for users with the **Purchasing Requisition Processor** role):

SHIP TO CODE:

BILL TO CODE:

Phone:

Fax:

FIN Section – Accounts Payable, Accounts Receivable, General Ledger, Procurement and Project Accounting (if applicable)

Finance Primary Permission Lists

Primary Permission Lists:

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

Finance Expense Approver Profiles

Expense Approver Profile for Workflow:

Remove Profile

Agency Head

Chief

If Expense Approver Profile is checked, enter range of DEPTID user approves: **FROM:**

To:

Finance Accounts Payable Roles (check all roles requested)

Statewide:

Expense Employee

Expense Approver

Supplier Conversation Processor

Voucher Processor

Central Office Fiscal Division or District Accounting Offices:

Voucher Processor-Maintenance

Voucher Final Approver

Match Exceptions Manager

PCard Accountant Voucher Approver

Petty Cash Approver

Petty Cash Processor

Petty Cash Reconciler

Travel Expense Sync Processor

Expense Coordinator

Central Office Fiscal Division:

1099 Administrator

Payment Processor

Payroll Acct Voucher Appr(CO PY Only)

Accounts Payable Manager

Utility Voucher Approver

HCM Voucher Processor

Central Office Fiscal Division or Central Office ASD:

Workflow System Administrator

Central Office Fiscal Division and Scheduling & Contracts Division:

Final Construction Voucher Approver

Central Office Fiscal Division and District Construction Contract Admin:

Construction Voucher Approver

District/Central Office Human Resources:

Human Resources Voucher Approver*

*If HR Voucher Approver role is checked, select District# user is responsible for:

CO-10

Bris-11

Salem-12

Lynch-13

Rich-14

HPTRD-15

Fred-16

Culp-17

Staun-18

NOVA-19

Finance Accounts Receivable Roles (check all roles requested)

Central Office Fiscal Division or District Accounting Offices:

Billing Processor

Billing Specialist

Funds Receipts Processor

Central Office Fiscal Division:

Collections Specialist

Accounts Receivable Specialist

Accounts Receivable Supervisor

Funds Receipts Manager	Payment Unpost	Accounts Receivable Fiscal Mgr.					
Billing Approver	FHWA Specialist	Billing Worksheet Approver					
Bill Adjustment Specialist							
Finance General Ledger Roles (Check all roles requested)							
Statewide:	Journal Processor	Agency Use 1 ChartField Admin	Operational Budget Processor				
Central Office Fiscal Division and District Accounting Offices:		Agency Journal Approver					
Financial Planning Division:	Agency Budget Approver	Agency Budget Processor					
Central Office Fiscal Division:	Agency ChartField Administrator	Agency GL System Administrator					
	GL nVision Executer	GL System Processor					
	Mark Journal Post (Restricted)						
Finance Procurement Roles (check all roles requested)							
Statewide:	Purchasing Requisition Processor	Strategic Sourcing Collaborator	Buyer				
	PCard User	PCard Supervisor	PCard Administrator				
	Purchasing Contracts Administrator	Bid Processor	StoreKeeper				
Location Name(s) and Code(s) for stock location requested (required for Storekeeper role): (Use comments section for additional codes)							
Name:	Code:	Name:	Code:	Name:	Code:		
Name:	Code:	Name:	Code:	Name:	Code:		
Central Office & Administrative Services:		Strategic Sourcing Buyer	Procurement System Administrator				
		Procurement Manager*	Senior Procurement Manager**				
Select District Number for Procurement* and Senior Procurement Manager** roles:				CO-10	Bris-11		
Salem-12	Lynch-13	Rich-14	HPtrds-15	FRED-16	Culp-17	Staun-18	NOVA-19
Central Office Administrative Services & Consultant Procurement Divisions:				Administrative Services Director			
Central Office Fiscal Division:				Fiscal Inventory Manager			
Finance Project Accounting Roles (check all roles requested)							
For Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:							
Projects Manager			Accounting Distribution Specialist				
Central Office Fiscal Division:	Accounting Distribution Approver		Projects Status Approver	Contracts Manger			
	Projects Accounting Configurator		Work Breakdown Structure Control Status Processor				
Finance Buyer Setup (if applicable)							
Note: If authorized to buy goods or services other than SPCC							
SHIP TO CODE:			BILL TO CODE:				
Phone:			Fax:				
Buyers user is authorized for:		Current Buyers that should have authorization for the new/updated user:					
Additional role (if applicable)			VDOT Special (Restricted)				
HCM Section-Benefits, Human Resources, Payroll and Time and Attendance roles (if applicable)							
HCM Primary Permission List							
Primary Permission List:	50100 - V_PRIM_50100_USERS						
HCM Benefits Roles (check all roles requested)							
Benefits Administrator			Benefits Read Only				
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			
HCM Payroll Roles (check all roles requested)							
Payroll Administrator		Payroll Read Only		SPOT Approver			
Payroll Budget Processor							
HCM Time and Attendance Roles (check all roles requested)							
Absence Administrator		Absence Supervisor		Time & labor Administrator			
Employee T&L Setup		Time & Labor Supervisor		Timekeeper			
TA Interface Admin		Delegation Administrator		TA Reporter			
TA Restricted Special Approver		TA Expired Grace Approver					

