RESET

Cardinal

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: <select one>	BILL TO CODE: <select one>
Phone:	Fax:

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

Finance Primary Permission Lists

Primary Permission Lists: <select one>

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

Finance Expense Approver Profiles

Expense Approver Profile for Workflow:	Remove Profile	Agency Head

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
Expense Authority Proxy		

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: <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 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	

Finance Buyer Access Approval

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.

Printed Name	Signature (sign above)	Date

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)	

VA Department of Transportation Restricted Role and Permission List Approval

VDOT Fiscal Officer Printed Name	VDOT Fiscal Officer Signature (sign above)	Date

Department of Accounts Segregation of Duties Approval (as required)

DOA Approver Printed name	DOA Approver Signature (sign above)	Date

Comments/Notes

Print Form