

**FIS/HRIS/Accounts Receivable User Profile**

(Please complete all sections and submit signed original to Business Affairs Info Systems
Call Info Services 6-2387 to schedule FIS/HRIS training,)

Purpose: **New User** **Change Access**

Employee Information			
Name			Student
Department			
Telephone			
BANNER User Name			
U of O eMail Address			
FIS Job Functions (Check All Required)			
Query	Purchase Orders	Travel Certifier	
Journal Vouchers	Encumbrances	Payroll Detail	
Invoices	Other:		
HRIS Job Functions (Check All Required)			
Employee Verification (PWIVERI)	Payroll Redistribution (PHAREDS)		
Time Entry and Query	Academic Appointments (PWAAPPT)		
Query	Other:		
HRIS Organization Access (Specify Your Employee's Timesheet Organization Codes, Call Judy Fossum for Assistance)			
Orgn Code	Organization Name	Orgn Code	Organization Name
My job duties require access to employee information for all UO organizations.			
Accounts Receivable Job Functions (Check All Required)			
Cash Deposits	Student Accounts:	Query	Maintenance
Remarks			
Authorization	Printed Name	Signature	Date
Employee			
Department Head			
Payroll Manager	Judith C. Duff		
FIS/HRIS Security Officer	Dennis Kokes		