



California State University

**Bakersfield**



**FISCAL SERVICES**

IT Services

- FOR DEPT USER -

Date:

**PeopleSoft Finance System Access Request**

**Employee Info**

Name (First M. Last): \_\_\_\_\_ Extension: \_\_\_\_\_

Position Title: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ CSUB ID#: \_\_\_\_\_

**Security Info**

*(to be completed by appropriate administrator)*

**COA Training**      **YES**      **NO**

**NEW**

**CHANGE**

**INACTIVATE**

Access Type:

STATESIDE DEPT USER

BKFDN

PAYROLL DATA USER (LCD)

Departments assigned to you: *(If you checked Payroll Data User)*

Dept Manager (MPP): \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

*(Dean Signature needed for Payroll Data User access only !)*

**Approval - Return to: Fiscal Services - For internal use only**

Fiscal Services AVP: _____	Date: _____
Confidentiality in HR on file:    Yes                      No	
Completed By: _____	Date: _____