



**DIVISION OF INFORMATION TECHNOLOGY**

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**Division of Information Technology  
 PeopleSoft Data Security Form**

**Please read prior to submitting form to DIT to prevent delay in processing.**

- The PeopleSoft Data Security form enables approval/revocation of access to the PeopleSoft application environment. Depending on the type of access needed, the form **requires** approval from the individual’s supervisor and the Data Steward of the module where access is being requested.
- The form is available on the Bowie State University website at:  
<https://bowiestate.edu/about/administration-and-governance/division-of-information-technology/tips-tools-and-resources/peoplesoft-security-form.pdf>
- The form is then submitted to the Application Data Steward for role assignment and approval. Application Data Stewards are as follows:

<b>Human Resources</b>	Sheila Hobson, Senior Director of Human Resources or
<b>Payroll/Time Approval</b>	Sandy Lockett, Payroll Manager
<b>Financials (Budget)</b>	Wayne Felder, Controller, Randall Leonard or Emmil Tienor
<b>Student Financials</b>	Suna Combs, Bursar
<b>Student Records</b>	Brandy Wilson, Interim Registrar or Maisha Ali, Assistant Registrar
<b>Financial Aid</b>	Tracee Rhodes, Interim Director of Financial Aid
<b>Admissions</b>	Keshia Ridley, Director of Admissions or April Curry, Assistant Vice President Enrollment Management
<b>Procurement (Requestor/Approver)</b>	Wayne Felder, Controller Randall Leonard, Assistant Controller or Emmil Tienor

- **Procurement Requestors and Approvers**

Requestors and Approver should contact Ms. Cindy Gilbert (extension 2-4214 or [cgilbert@bowiestate.edu](mailto:cgilbert@bowiestate.edu)) to schedule training. Once training is completed, Ms. Gilbert will send the approved form to DIT.

- Once the Application Data Steward signs the form, the form is then sent forward to the Division of Information Technology. The form is verified for all pertinent information and required signatures. If there is a missing signature, the form is sent back for completion, which may further delay the process
- The Division of Information Technology then grants/revokes the approved access. Please note that it may take up to three (3) business days from receiving the completed form for processing.

*Division of Information Technology – 03/09/22*



## Bowie State University PeopleSoft Data Security Data Access Request Form

**Note: Please supply all requested information. All forms being submitted must be original. Incomplete forms will not be processed. To avoid delay, please complete the entire form and ensure that it is properly signed prior to submission. Thank you.**

Last Name:	First Name:	MI:	SSN Last Four Digits Only:			
Department:			Job Title:			
Email Address:			Office Location:			
Office Phone:			Office Fax:			
Supervisor's Name:			Supervisor's Signature:			

**Please list the business processes that necessitate your access to the BSU PeopleSoft System:**  
*(If this section is not completed access will be denied.)*

*(Financials Only)* I am a Requester for Dept. # \_\_\_\_\_ and \_\_\_\_\_ is my Approver.

*(Financials Only)* I am an Approver for Dept. # \_\_\_\_\_ and \_\_\_\_\_ is my Requester.

Other: \_\_\_\_\_

**I have entered all the required information and agree to abide by Bowie State University's Security Policy of Access and Data Protection for the ethical use of data.**

<b>Employee Signature</b>	<b>Date</b>
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*Please check the role(s) that you wish to grant/revoke for this user.*

### HUMAN RESOURCES

Roles	Grant	Revoke	Roles	Grant	Revoke
Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>	Payroll Administrator	<input type="checkbox"/>	<input type="checkbox"/>
Benefits Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	Payroll Reg. Empl. Exempt – Web Time	<input type="checkbox"/>	<input type="checkbox"/>
Budget Access for Financials	<input type="checkbox"/>	<input type="checkbox"/>	Payroll Reg. Empl. Non Exempt – Web Time	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	Payroll Contractual Empl. – Web Time	<input type="checkbox"/>	<input type="checkbox"/>
Manage Faculty Events User	<input type="checkbox"/>	<input type="checkbox"/>	Payroll Supervisor – Web Timesheet	<input type="checkbox"/>	<input type="checkbox"/>
Manager for Compensation and Benefits	<input type="checkbox"/>	<input type="checkbox"/>	Policy Administrator	<input type="checkbox"/>	<input type="checkbox"/>
Manager for Employment	<input type="checkbox"/>	<input type="checkbox"/>	Specialist	<input type="checkbox"/>	<input type="checkbox"/>

Data Steward Signature:	Date:
VPAF or President's Approval Signature:	Date:

### DIT SECURITY INFORMATION

Date Received: \_\_\_\_\_

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:

**VPIT or President's Approval Signature:**

## FINANCIALS

Roles	Grant	Revoke	Roles	Grant	Revoke
Accounts Payable Manager	<input type="checkbox"/>	<input type="checkbox"/>	Pay Cycle Approver	<input type="checkbox"/>	<input type="checkbox"/>
Asset Accounting	<input type="checkbox"/>	<input type="checkbox"/>	PeopleSoft User	<input type="checkbox"/>	<input type="checkbox"/>
Asset Property	<input type="checkbox"/>	<input type="checkbox"/>	PeopleTools 2-Tier Query	<input type="checkbox"/>	<input type="checkbox"/>
Budget Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	Procurement Officer	<input type="checkbox"/>	<input type="checkbox"/>
Budget Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	Query Manager	<input type="checkbox"/>	<input type="checkbox"/>
Budget Officer	<input type="checkbox"/>	<input type="checkbox"/>	Query Viewer	<input type="checkbox"/>	<input type="checkbox"/>
Buyer	<input type="checkbox"/>	<input type="checkbox"/>	Requester	<input type="checkbox"/>	<input type="checkbox"/>
Central Receiving	<input type="checkbox"/>	<input type="checkbox"/>	Requisition Approver	<input type="checkbox"/>	<input type="checkbox"/>
GL Accountant	<input type="checkbox"/>	<input type="checkbox"/>	Run Custom BW Jobs	<input type="checkbox"/>	<input type="checkbox"/>
GL Accounting Clerk	<input type="checkbox"/>	<input type="checkbox"/>	Vendor Update	<input type="checkbox"/>	<input type="checkbox"/>
GL Manager	<input type="checkbox"/>	<input type="checkbox"/>	Voucher Entry	<input type="checkbox"/>	<input type="checkbox"/>
Load Interfaces	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Grants Time and Effort - Employee	<input type="checkbox"/>	<input type="checkbox"/>	Grants Time and Effort - Faculty	<input type="checkbox"/>	<input type="checkbox"/>

<b>Data Steward Signature:</b>	Date:
<b>VPAF or President's Approval Signature:</b>	Date:

### DIT SECURITY INFORMATION

Date Received: \_\_\_\_\_

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:
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**VPIT or President's Approval Signature:** \_\_\_\_\_

## STUDENT ADMINISTRATION

Admissions Roles	Grant	Revoke	Admissions Roles	Grant	Revoke
Admissions Director	<input type="checkbox"/>	<input type="checkbox"/>	Admissions Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Associate Director	<input type="checkbox"/>	<input type="checkbox"/>	Admissions Staff	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Counselor	<input type="checkbox"/>	<input type="checkbox"/>	Admissions Standard	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Recruitment Manager	<input type="checkbox"/>	<input type="checkbox"/>	Admissions Student Worker	<input type="checkbox"/>	<input type="checkbox"/>
Student Records Roles	Grant	Revoke	Student Records Roles	Grant	Revoke
Student Records Faculty	<input type="checkbox"/>	<input type="checkbox"/>	Student Records Generalist	<input type="checkbox"/>	<input type="checkbox"/>
Student Records Dean	<input type="checkbox"/>	<input type="checkbox"/>	Student Records Off Campus Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Student Records Department Adm. Asst.	<input type="checkbox"/>	<input type="checkbox"/>	Student Records Super User	<input type="checkbox"/>	<input type="checkbox"/>
Student Records Department Chairs	<input type="checkbox"/>	<input type="checkbox"/>	Student Records Tree Manager	<input type="checkbox"/>	<input type="checkbox"/>
Student Records Campus Safety	<input type="checkbox"/>	<input type="checkbox"/>	Student Records Dean of Students	<input type="checkbox"/>	<input type="checkbox"/>
Student Records Student Affairs	<input type="checkbox"/>	<input type="checkbox"/>	Student Records Financials	<input type="checkbox"/>	<input type="checkbox"/>
Student Records Instructor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid Roles	Grant	Revoke	Financial Aid Roles	Grant	Revoke
Financial Aid Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>	Financial Aid Other Director	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid Associate VP	<input type="checkbox"/>	<input type="checkbox"/>	Financial Aid Super User	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid Counselor	<input type="checkbox"/>	<input type="checkbox"/>	Financial Aid Super User Director	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	Financial Aid Specialist	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid Loan Specialist	<input type="checkbox"/>	<input type="checkbox"/>			
Student Financials Roles	Grant	Revoke	Student Financials Roles	Grant	Revoke
Student Financials Bursar	<input type="checkbox"/>	<input type="checkbox"/>	Student Financials Accounting Associate	<input type="checkbox"/>	<input type="checkbox"/>
Student Financials Accounting Clerk 1	<input type="checkbox"/>	<input type="checkbox"/>	Student Financials Accounting Clerk 3	<input type="checkbox"/>	<input type="checkbox"/>
Student Financials Cashier	<input type="checkbox"/>	<input type="checkbox"/>	Student Financials Controller 1	<input type="checkbox"/>	<input type="checkbox"/>
Student Financials External	<input type="checkbox"/>	<input type="checkbox"/>	Student Financials Enrollment	<input type="checkbox"/>	<input type="checkbox"/>
Student Financials Student Worker 1	<input type="checkbox"/>	<input type="checkbox"/>	Student Financials Keypad	<input type="checkbox"/>	<input type="checkbox"/>

<b>Data Steward Signature:</b>	Date:
<b>VPAF or XRCC IRt qxqu'u'Cr r t qxcnUi pcwt g:</b>	Date:

### DIT SECURITY INFORMATION

Date Received: \_\_\_\_\_

User ID:	Date Action Completed:	Security Officer Name:	Security Officer Signature:
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**VPIT or President's Approval Signature:** \_\_\_\_\_