



Every child is a work of art.
Create a masterpiece.

**Rochester City School District
Oracle (PeopleSoft) Financials
Access Request**



Please provide all information being requested below. Only organization managers (including Principals) can grant access to their organizational information. The terms, "Organization" (as used in PeopleSoft application), "Department," and "Budget Location," should be considered synonymous.

Employee/Contractor Information	
Employee Name / ID	Name: _____ Employee ID: _____
Organization/ Location	Organization #'s: _____ Location: _____ (5 digit code(s) – attach extra page if needed) (3 digit code – primary loc.)
Department Manager/ Principal Name	(Print) Department Manager/Principal Name: _____
Date	Effective date of the change(s): _____
Access Type (Select One Type and Appropriate Action)	
☐ Add ☐ Delete	eProcurement, Budget Inquiry and Reporting - this functionality enables the user to create and manage purchase requisitions, look up budget information and run reports for the specified organization. ☐ Check here if this user is a temporary replacement for another user. User name being replaced _____ (temporarily).
☐ Add ☐ Delete	Budget Inquiry and Reporting – this functionality enables the user to <u>look up budget information and run reports</u> only for the specified organization. Does not include eProcurement Access.
☐ Add	Give access to Previous Secretary's POs – this functionality enables user to receive on previous secretary's POs. (Provide name and ID) Name: _____ Employee ID: _____
☐ Remove	Remove access from previous Organization code(s) – if the user is moving from another department, please list the previous organization code(s). _____

Terms of Use

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By signing below, I agree to these Terms of Use of the Oracle (PeopleSoft) Financials system.

Employee signature: _____

Date: _____

Department Manager/Principal signature: _____

Date: _____

Please send completed forms to Arun Tuladhar (CO – LL).

Expedited requests may be scanned and sent via e-mail.