CABRINI COLLEGE

Click here to reset form

EMPLOYEE ID:		USER ID:	
EMPLOYEE NAME (LAST, FIRST, MI)			
HOME ORGANIZATION NO./TITLE			
EMPLOYEE JOB TITLE			
OFFICE PHONE		E-MAIL	

FISCAL POSITION SUMMARY (SALARY REPORTS) – THIS WILL ALLOW THE VIEWING AND DOWN LOAD OF ALL SALARY CHARGES BY FUND AND ORGANIZATION COMBINATIONS, REGARDLESS OF WHERE THE EMPLOYEE REPORTS.

☐ **GRANT ACCESS TO THE FOLLOWING FUND AND ORGANIZATION COMBINATIONS:**

NOTE: IF ACCESS TO ALL FUNDS IS REQUIRED ENTER THE WORK 'ALL' IN THE FUND CODE COLUMN

FUND CODE	FUND TITLE	ORGN CODE	DESCRIPTION	FUND CODE	FUND TITLE	ORGN CODE	DESCRIPTION

DEPARTMENTAL ROSTER ACCESS – THIS WILL ALLOW THE VIEWING AND DOWNLOAD OF EMPLOYEE INFORMATION ACROSS ALL FUNDS FOR A SPECIFIC ORGANIZATION REGARDLESS OF WHERE THE EMPLOYEE REPORTS.

☐ **GRANT ACCESS TO DEPARTMENTAL ROSTER DATA FOR THE FOLLOWING ORGANIZATIONS:**

ORGN CODE	DESCRIPTION	ORGN CODE	DESCRIPTION	ORGN CODE	DESCRIPTION

DEPARTMENTAL PERSONNEL ACTION FORMS (PAF) – THIS WILL ALLOW THE VIEWING AND PRINTING OF ALL PAFS FOR ANY EMPLOYEE ASSIGNED TO THE TIME SHEET (T/S) ORGANIZATION FOR A SPECIFIC EMPLOYEE CLASS

☐ **GRANT ACCESS TO PRINT PERSONNEL ACTION FORMS (PAFS) FOR THE FOLLOWING TIME SHEET ORGANIZATIONS:**

NOTE: IF ACCESS TO ALL EMPLOYEE CLASSES IS REQUIRED ENTER THE WORK 'ALL' IN THE EMPLOYEE CLASS COLUMN

T/S CODE	DESCRIPTION	EMPLOYEE CLASS	T/S CODE	DESCRIPTION	EMPLOYEE CLASS

DEPARTMENTAL PERSONNEL LEAVE ROSTER – THIS WILL ALLOW THE VIEWING AND PRINTING THE DEPARTMENT'S LEAVE ROSTERS

☐ **GRANT ACCESS TO VIEW & PRINT LEAVE ROSTERS FOR THE FOLLOWING TIME SHEET ORGANIZATIONS:**

NOTE: THIS ACCESS ALONE DOES NOT ALLOW USER TO VIEW SALARY INFORMATION

T/S CODE	DESCRIPTION		T/S CODE	DESCRIPTION	

APPROVALS:		
FINANCIAL MANGER PRINT NAME	SIGNATURE	DATE
VICE PRESIDENT PRINT NAME	SIGNATURE	DATE
PRESIDENT	SIGNATURE	DATE

Cabrini College requires that all employees authorized to view confidential salary and personnel data via Web * Salary be authorized to do so by a senior officer of the University as follows. Requests with out the required authorization will be returned to the department head.

Authorized to View	**Authorized By**
Financial Managers	Vice-Presidents or Deans
Vice Presidents or Dean	President

Access Granted

❑ **FISCAL POSITION SUMMARY (SALARY REPORTS) – THIS WILL ALLOW THE VIEWING AND DOWN LOAD OF ALL SALARY CHARGES BY FUND AND ORGANIZATION CODE REGARDLESS OF WHERE THE EMPLOYEE REPORTS.**

NOTE: IF ACCESS TO ALL FUNDS IS REQUIRED ENTER THE WORK 'ALL' IN THE FUND CODE COLUMN –this will allow the viewing and download of all salary charges across all funds within the university.

Example: LIST THE FUND AND ORGANIZATION CODES AND DESCRIPTIONS ACCESS IS BEING REQUESTED FOR.

FUND CODE	FUND TITLE	ORGN CODE	DESCRIPTION	FUND CODE	FUND TITLE	ORGN CODE	DESCRIPTION
ALL		3121	BIOLOGY	2309	ACT 101	3182	ACT 101

❑ **DEPARTMENTAL ROSTER ACCESS – THIS WILL ALLOW THE VIEWING AND DOWNLOAD OF EMPLOYEE INFORMATION ACROSS ALL FUNDS FOR A SPECIFIC ORGANIZATION REGARDLESS OF WHERE THE EMPLOYEE REPORTS.**

Example: List the organization codes and description access is being requested for.

ORGN CODE	DESCRIPTION	ORGN CODE	DESCRIPTION	ORGN CODE	DESCRIPTION
3121	BIOLOGY				

❑ **DEPARTMENTAL PERSONNEL ACTION FORMS (PAF) – THIS WILL ALLOW THE VIEWING AND PRINTING OF ALL PERSONAL ACTION FORMS FOR A SPECIFIC TIME SHEET (T/S) ORGANIZATION BY EMPLOYEE CLASS**

NOTE: IF ACCESS TO ALL EMPLOYEE CLASSES IS REQUIRED ENTER THE WORK 'ALL' IN THE EMPLOYEE CLASS COLUMN.

EXAMPLE: List the organization codes and description access is being requested for.

T/S CODE	DESCRIPTION	EMPLOYEE CLASS	T/S CODE	DESCRIPTION	EMPLOYEE CLASS
3121	BIOLOGY	ALL	3182	ACT 101	SE

Cabrini Employee Class Codes:

ECLS Code	Description	ECLS Code	Description
AD	Administrative Part Time	AP	Administrative Part Time
F9	Faculty Full Time	FJ	Faculty Adjunct
FC	Facilities Full Time	D1	Casual/Temporary
PS	Public Safety Full Time	PP	Public Safety Part Time
SS	Support Staff Full Time	SP	Support Staff Part Time
		SE	Student
		SW	College Work Study

DEPARTMENTAL PERSONNEL LEAVE ROSTER – THIS WILL ALLOW THE VIEWING AND PRINTING THE DEPARTMENT'S LEAVE ROSTERS

❑ **GRANT ACCESS TO VIEW & PRINT LEAVE ROSTERS FOR THE FOLLOWING TIME SHEET ORGANIZATIONS:**

NOTE: THIS ACCESS ALONE DOES NOT ALLOW USER TO VIEW SALARY INFORMATION

Example:

T/S CODE	DESCRIPTION		T/S CODE	DESCRIPTION	
3121	BIOLOGY		=	=	