

New User Update User

SWWC - REGION IV USER AUTHORIZATION FORM

August 2019

Return Securely to either FinSupport@swwc.org or HRSupport@swwc.org or fax to 507-537-6985

District Number _____ District Name _____

Users Full Legal Name _____

School Employee - Yes Employee ID Number _____ User's Title or role _____

No User ID Number _____ User's Title or role _____

*** Is this user replacing one that should be deleted? If yes, please enter info below:

User ID _____ User Name _____ Effective Date _____

Any other access needed or additional comments _____

Check One: SMART HR SMART Finance Both (HR Default) Both (Finance Default)

Additional Info for SMART HR User: Check all functions the user should have access to:

(If limited access is required, please contact us directly for advisement)

Payroll Personnel Human Resources Time Off COBRA STAR Injuries & Workers Comp Emp Assign

ACA Check Recon Budget View Only Payroll View Only TimeOff View Only Personnel

Acct code xfer Other Not Listed: _____

Additional Info for SMART Finance User:

Check all functions the user should have access to:

Accounts Payable Clerk Accounts Receivable Clerk Business Manager Assistant Business Manager

Auditor, Finance Auditorfin-FJE Special Ed Director Superintendent/Principal(view only) PO Clerk Receiving Clerk

Fixed Asset View-AP View-AR View-PO Finance Menu-Other Dist. Reports

Other Not Listed: _____

Signature Access – Which signatures should the user have access to if any? (only mark if Region stores the bitmaps)

Printing Checks Printing Purchase Orders

Additional Info for eR – Check all functions the user should have access to:

POADMIN Transportation TRANSADMIN Supervisors Report of Accident W-2 Admin

Other Not Listed: _____

Add User to Region IV Contacts? Yes No

If yes, phone number _____ Email _____

Add to Distribution List? (check any needed) Payroll Finance

Authorizing Signature _____

Printed Name _____ Phone Number _____

SWWC- REGION IV USE ONLY

RDP Login _____ entered initials _____
init Date

RDP deleted init _____ Date _____

Added to Contacts initials _____ Date _____ Deleted from Contacts initials _____ Date _____