

CUNYfirst Work Study User Access Request Form

EMPLOYEE INFORMATION SECTION

Last Name:	First Name:
EMPLID:	Job Title:
Business Unit/Campus:	Department:
CUNY Email Address:	Work Phone:
	Ext:

Please select your status(es) below:

Full-Time Employee Part-Time Employee Consultant Student

Full-time and regular part-time employees may receive CUNYfirst security roles. Most current students, all other employees and consultants may require a waiver from the University to receive CUNYfirst security roles. Please review the [IT Security Procedures](#) or contact your college IT Security Office for more information.

CONFIDENTIALITY STATEMENT (must be signed by the employee)

I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.
I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee's Signature: _____

Signature Date: _____

In the absence of written signature: Employees may accept the Confidentiality Statement in CUNYfirst via Employee Self Service. Go to: <http://home.cunyfirst.cuny.edu>, log in, click on the 'Employee Self Service' tile > 'Other Employee Tasks' tile > CF Confidentiality Statement

Confidentiality Agreement Code:

WORK STUDY FUNCTIONAL AND SECURITY ROLES

	Add	Remove
Work Study Roles		
FA Work Study		
FA Work Study Correction		
HR Coordinator		
HR View		
Federal Award Summary		
Rapid Time Entry		
Payroll Coordinator		
College Payroll Funding Report		
Payroll View		
W-2 View		
University Only Work Study Roles		
University HR Coordinator		
University Payroll Coordinator		
University Payroll Funding Report		
University Payroll Operations		
Direct Deposit		
Direct Deposit View		
Direct Deposit Register		
Payroll Balance Adjustments		
Print Checks		
Payroll Reports		
Tax Reports		
Create W2 Forms		
Department Budget Table View		
GL Integration Process View		
Query Roles		
Query Run		
Query Access – Work Study		

CUNY *first* Work Study User Access Request Form - Production

FOR EMPLOYEE:

Last Name:

First Name:

Date of Security Activation:

OR:

Date of Security Deactivation:

In the absence of written signature: Manager and BPOs may email approval to the appropriate campus party, per your campus' request process.

MANAGERIAL REQUEST:

Business Unit:

Department:

Requesting Manager Last Name:

First Name:

Requesting Manager Signature:

Date:

WORK STUDY ROLE APPROVAL (Campus):

Financial Aid Director Last Name:

First Name:

Financial Aid Director Signature:

Date:

WORK STUDY ROLE APPROVAL (University Office of Treasury Management):

Last Name:

First Name:

Signature:

Date:

PAYROLL BALANCE ADJUSTMENTS ROLE (Director of Revenue Management):

Last Name:

First Name:

Signature:

Date:

SPECIAL CONSIDERATIONS OR COMMENTS: (List additional roles required below)

Note to Security Administrator: Assignment of Work Study roles requires that the employee's primary and row level security permissions be updated to the Work Study primary and row level security permission list.