

PROJECT GLOBAL VIEW ACCESS

Project Global View Access form must be signed and submitted to:

finance@ucalgary.ca or

Project Maintenance, Financial Reporting

EMPLOYEE INFORMATION (Project Global View Access to be Granted or Removed)

UCID:	<input type="text"/>	Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Phone:	<input type="text"/>
Department:	<input type="text"/>			Email:	<input type="text"/>		
Employee Type:	<input type="text"/>			Position (See Note 2):	<input type="text"/>		
Start Date (See Note 3):	<input type="text"/>			End Date (See Note 3):	<input type="text"/>		

MANAGER INFORMATION (One-Up for the Employee)

UCID:	<input type="text"/>	Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Phone:	<input type="text"/>
Department:	<input type="text"/>			Email:	<input type="text"/>		

Access Provisioning:	<input type="text"/>	Faculty can be entered if it is not listed in the drop down. If All Departments required, enter "All".	Reason for Access:	<input type="text"/>	
Faculty:	<input type="text"/>	Dept ID:	<input type="text"/>	Level of Access:	<input type="text"/>
Faculty:	<input type="text"/>	Dept ID:	<input type="text"/>	Level of Access:	<input type="text"/>
Faculty:	<input type="text"/>	Dept ID:	<input type="text"/>	Level of Access:	<input type="text"/>
Faculty:	<input type="text"/>	Dept ID:	<input type="text"/>	Level of Access:	<input type="text"/>

Employee's Signature

Employee's Signed Date (YYYY/MM/DD)

Manager's Signature

Manager's Signed Date (YYYY/MM/DD)

Faculty / Department ID Owner's Signature

Faculty / Department ID Owner's Signed Date (YYYY/MMDD)

***** IMPORTANT – Only a computerized print-out of this form with the signature of the Employee, Manager, and Dept ID Owner will be accepted (Rubber-stamped signatures are prohibited). If submitting by email, the Project Global View Access Form must be completed and printed then signed and scanned.*****

Note: It is the Manager's responsibility to submit a removal request when an employee is no longer in the role (changing positions or terminated).

Note 2: If the access is related to an administrative appointment (example, Department Head), enter the position (example, "Department Head of Computer Science").

Note 3: If the access is related to an administrative appointment (example, Department Head), start and end dates are for the term of the appointment that the access is being requested for. If the administrative appointment is extended, a new form will be required as it is not automatically extended.

Note 4: Where Project Global View access is requested for all Faculties, further approval is required for requests outside of central Finance, Research Services, and Cumming School of Medicine Legal from the Director of Financial Reporting (or their delegate), this internal signature is obtained by Project Maintenance.

Note 5: Changes to Access already Provisioned will require a NEW Project Global View Access Form to be submitted.

_____ Director, Financial Reporting Signature (See Note 4)	_____ Director, Financial Reporting Signed Date (YYYY/MM/DD)
_____ Project Maintenance Processed By	_____ Processed By Date (YYYY/MM/DD)