# REQUEST FOR FRS/HRS/PURCHASING AND RELATED BETA93 AND FOCUS ACCESS
## UNIVERSITY OF KENTUCKY

**ACTION:**
- ☐ NEW USER ACCESS
- ☐ CHANGE USER ACCESS
- ☐ DELETE USER ACCESS

☐ **BETA93** (check all that apply)
- ☐ HRS
- ☐ BUDGET
- ☐ PROCARD
- ☐ PURCHASING
- ☐ DEPRECIATION
- ☐ FRS DIAGNOSTICS

**OPERATOR NAME:** _____
(FIRST, MI, LAST)

**SOCIAL SECURITY NUMBER:** _____

**CAMPUS ADDRESS:** _____

**DEPARTMENT/UNIT:** _____

**POSITION TITLE:** _____

**TELEPHONE NUMBER:** _____

**FRS ID:** _____

## COMPLETE FOR FRS/PURCHASING ACCESS

***ACCESS GRANTED TO THE FOLLOWING:***

- ☐ Check box to request **FRS** access
- ☐ Check box to request **FRS** FOCUS (including Purchasing)

☐ Check box to request **PURCHASING** Functions
- ☐ Requisition Create
- ☐ Requisition Receive
- ☐ Requisition Approval (indicate Approval Level Below)
  - ☐ (4) Provost or Vice President
  - ☐ (5) Dean/Director/Assoc Provost/CC President
  - ☐ (6) Responsible Person

VALUE BASED SECURITY:

Sector(s) _____

Account(s) _____

College(s) _____

Corporation(s) _____

Fund(s) _____

Department(s) _____

Value Based Security for HRS will be based upon the departmental security for FRS; only those persons using Department-Based Security in FRS will be allowed HRS access.

## COMPLETE FOR HRS ACCESS

General Inquiry (All users) ☐
(choose Desired Additional Functions below)

Time Input (Screen M52 only) ☐
*if chosen - cannot select other functions below

*Check boxes for Desired Additional Functions:*

| | View | Update |
|---|---|---|
| PAR & Hiring Activity | ☐ | ☐ |
| Vacation/TDL Accrual Information | ☐ | ☐ |
| Time Input (All Time Input Screens) | ☐ | ☐ |
| Positions | ☐ | ☐ |
| Budget/Funding | ☐ | ☐ |
| Faculty Data | ☐ | ☐ |
| HRS FOCUS | ☐ | |

I certify that the information obtained by accessing FRS, HRS, PURCHASING, BETA93 and FOCUS will be used only for job-related purposes and will not otherwise be disclosed. The University reserves the right to revoke the system privileges of any user at any time.

OPERATOR SIGNATURE DATE

DEAN/DIRECTOR/DEPARTMENT HEAD DATE

AREA SECURITY OFFICER DATE
(Dec 1999)

**CONTROLLER'S DIVISION USE ONLY**

_____ APPROVED OPERATOR NUMBER _____

LOGIN ID: _____

CONTROLLER DIVISION DATE

**PURCHASING DEPARTMENT USE ONLY**

_____ APPROVAL LEVEL AUTHORIZED

ENTERED BY PURCHASING DATE

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