Request for Enterprise Performance Management System Access

SAP EPM

Please Note

Access to the University of Utah Budget System (EPM) is granted on an ORG level basis and is available only to those who have a business need for that access. The University incurs a licensing fee on your behalf and by signing below, you and your manager are indicating that you need access to this system to perform University business.

Name: _____

Authorizing Name _____
(Dept. Head, Dean, VP)

Employee ID: _____

Department: _____ Phone: _____

Authorized Signature _____

Email: _____

Signature: _____

Requested Access to the Following ORG (s)

ORG #	ORG Name	Full Access	Personnel Budgeting Access	Financial Budgeting Access	Personnel Reporting Access	Financial Reporting Access	ORG Rollup?	Add	Delete
								○	○
								○	○
								○	○
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								○	○

Full Access - Access to all Budget Templates and all Reporting
Personnel Budgeting Access - Access only to Personnel budget templates (Budgeting of employee salary, FTE and salary distribution)
Financial Budgeting Access - Access to Activity or Project NPS budget templates (limited ability to budget lump sum payroll amounts)
Personnel Reporting Access- Access to Personnel reporting only. No data entry access in budget templates.
Financial Reporting Access - Access to financial reporting only. No data entry access in budget templates.
ORG Rollup? - Checking this box will grant security access to all ORG's which roll up to the ORG specified in the first column.

Main Campus Users - Email completed forms to: *sharayne.farnsworth@utah.edu*
Health Science Users - Email completed forms to: *spencer.whitmore@hsc.utah.edu*