Northeastern University

Instructions and Application for **TM1 Detailed Budget System Access Request**

10/31/12 Prior Versions Obsolete and Invalid for Use

1. Accountholder or Manager prints a copy of these instructions.

2. Accountholder completes and signs part 1. **The Director, VP or SVP** from your area completes and signs part 2A. All requests will be reviewed by the **Budget Office** and the current Human Resources key contact from the area TM1 access is requested. The decision for the access will be communicated to the requestor and Director, VP or SVP.

3. Manager faxes pages to the primary or secondary Data Managers:

Primary Contact	Secondary Contact
Junnie Ngan: 617-373-3426 j.ngan@northeastern.edu	Danielle Khoury d.khoury@northeastern.edu

4. Data Manager implements the requested access, and then notifies accountholder and manager.

IMPORTANT NOTICES

NOTICE OF APPROPRIATE USE POLICY (AUP) and RIGHT TO CHANGE APPROPRIATE USE POLICY

All individuals accessing Northeastern University systems are required to read and comply with the Appropriate Use Policy for Computers and Networks. The current policy is located at http://www.infoservices.neu.edu. The University reserves the right to change the Appropriate Use Policy or any portion of the policy, at any time, without prior notice. Changes to the policy are effective upon posting at http://www.infoservices.neu.edu, where the most current version resides.

NOTICE OF REQUIREMENT TO MAINTAIN CONFIDENTIALITY
All individuals engaged by the University are required to keep all Northeastern University Information strictly confidential. No use or disclosure of any kind is permitted, except only as may be authorized under the terms/scope of employment, engagement, and/or as may be explicitly authorized in writing by an officer of the University.

NOTICE OF ACCOUNTHOLDER and MANAGER RESPONSIBILITY
Accountholders are responsible for all transactions conducted under their user ID. **Managers** are responsible to notify DBS Security when an individual whom they have approved for access is transferred or terminated from their department.

Part 1: Accountholder Information   Date:

Account Holder Name	Position Title	Department
Campus Address	Email Address	Telephone

Current University Employee Roles- If the end date is known, please write it in space provided. For Non-employee roles the end date MUST be shown, and cannot exceed one year from date required

Staff/Faculty _____ End date MMDDYY	Part-time Staff or Faculty _____ End date MMDDYY	Student (work study, Coop, Teaching /Grad Asst.) _____ End date MMDDYY	Consultant _____ End date MMDDYY	Temporary _____ End date MMDDYY

Accountholder Agreement: Northeastern University systems are to be used according to the terms of the Appropriate Use Policy (**www.infoservices.neu.edu**). **I further agree to:** access, distribute and share data, including test data, only as needed to conduct University business as specified in my position/engagement description, respect the confidentiality and privacy of individuals whose records or data I access, observing all ethical and legal restrictions that may apply, protect and be personally accountable for all work performed under my user id(s) and password(s), logout when leaving my workstation, report knowledge of security breaches to the University Data Administrator, and comply with all department and University security policies and procedures. **NOTICE**: This application is not an employment contract in any form, although adherence to these standards is a condition of employment or continued role. Access granted pursuant to this application does not give rights of any kind, and may be changed by Northeastern University without notice at any time.

I have read and will abide by the above agreement and the Appropriate Use Policy (www.infoservices.neu.edu). Under these terms, I request access to TM1to be established according to the specifications on page 3 of this form.

Accountholder Signature: _____ Date: _____

Part 2A: Manager Approval and Agreement

Manager Name	Position Title	Department
Campus Address	Email Address	Telephone

I approve this request for data access in accordance with University Policy. For the accountholder named above, I approve the grant or continuance of the TM1 roles listed above, in Part 3. I certify these roles are required to allow the named accountholder to perform assigned work-related duties.

Manager Signature: _____ Date: _____

Part 2B: TM1 Access

Account Holder Name _____

Access request type (Check One)   New Access   Delete access   Modify Access

Reason for request (Check One)   New Hire   Termination   Transfer   New Responsibilities

Part 3: Data Access Groups (Check all that apply)

Cost Centers – data entry
CC-DIV01-DIV01Office of the President
CC-DIV02-DIV02Finance
CC-DIV03-DIV03Central Finance
CC-DIV04-DIV04Central Use
CC-DIV05-DIV05Central Revenues and Expenses
CC-DIV06-DIV06Student Affairs
CC-DIV07-DIV07General Counsel
CC-DIV08-DIV08Public Safety
CC-DIV09-DIV09Athletics
CC-DIV10-DIV10Facilities
CC-DIV11-DIV11Human Resources
CC-DIV12-DIV12Business Services
CC-DIV13-DIV13Administration
CC-DIV14-DIV14External Affairs
CC-DIV15-DIV15University Advancement
CC-DIV16-DIV16City and Community Affairs
CC-DIV17-DIV17Information Services
CC-DIV18-DIV18University Health and Counseling
CC-DIV19-DIV19PAN
CC-DIV30-DIV30Provost
CC-DIV31-DIV31Library
CC-DIV33-DIV33Enrollment Management
CC-DIV35-DIV35Research and Graduate Education
CC-DIV36-DIV36Undergraduate Education
CC-DIV40-DIV40Business Services - Auxiliary
CC-DIV41-DIV41Facilities - Residence Halls
CC-DIV42-DIV42Residential Life
CC-DIV44-DIV44Business Services - Residence Halls
CC-DIV45-DIV45Enterprise Risk Management
CC-DIV46-DIV46Campus Planning & Development
CC-DIV49-DIV49VP Burlington
CC-DIV43-DIV43Digital Learning
CC-DIV51-DIV51Parking Residual
CC-DIV52-DIV52Graduate Campuses

CC-DIV53-DIV53 Roux Institute
CC-DIV54-DIV54 NCH London

Academic Revenue Center – data entry
RC-DIV20-BCHS Bouve College of Health Sciences
RC-DIV21-DMSB D'Amore-McKim School of Business
RC-DIV23-COE College of Engineering
RC-DIV27-CPS College of Professional Studies
RC-DIV28-SOL School of Law
RC-DIV29- Khoury College of Computer Sciences
RC-DIV32-UP University Programs
RC-DIV34- Mobility - GEO
RC-DIV37-COS College of Science
RC-DIV38-CAMD College of Arts Media and Design
RC-DIV39-CSSH College of Social Sciences and Humanities
RC-DIV47-GLC Gordon Leadership Center
RC - IU - DIV55

Non Academic Revenue Center - data entry
RC-DIV09-ATHL Athletics (historical data only)
RC-DIV42-RH Res Life Residence Halls
RC-DIV42-SMCN Res Life Summer Conferences
RC-DIV40-CC Business Services Conference Centers
RC-DIV40-RP Renaissance Park (historical only)
RC-DIV44-RH Business Services Res Halls
RC-DIV12-DS Business Services Dining
RC-DIV44-DS Business Services Dining
RC-DIV12-PK Business Services Parking
RC-DIV40-PK Business Services Aux Parking
RC-DIV10-PK Facilities Parking
RC-DIV12-DIV12 Business Services

Part 4: Application Role Groups (Select all the apply)

	Read Only	Read/Write	No Access
Detailed Budget Model (non-salary data)	☐	☐	☐
Detailed Employee Salary Data	☐	☐	☐

BUDGET OFFICE USE ONLY

Data Rollups - view access

EXEC01Office of the President
EXEC02Provost
EXEC03Finance
EXEC04Chancellor
EXEC05External Affairs
EXEC06General Counsel
EXEC07University Advancement
EXEC09Administration
NU- University level
NU Read Only

Administrative Levels(TM1 Only)

SecurityAdmin
SUPER
ADMIN
DataAdmin

Budget Office Signature: _____ Date: _____

Print Name