

# Labor Accounting Access Request



TODAY'S DATE

**User Information**    New User    Update Existing User    Replace Existing Access    Inactivate User

FIRST NAME	MIDDLE INITIAL	LAST NAME
EMAIL	BUSINESS PHONE	

## Home Department

- Select staff class(es) & business functions →
- Enter the appropriate ChartField(s) below ↓

	Select Staff Class(es)										Select Business Function(s)				
	ALL CLASSES	FACULTY	RESEARCH	TECHNICAL	SYSTEMS PROFESSIONAL	GS	LIBRARIAN	ADMIN	BW-B	BW-A	CASUAL HOURLY	UNDERGRAD	PRIME IW ONLY	LA MANAGER & IW	LA HOME DEPT APPROVER
DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Charged Department

- Select staff class(es) & business functions →
- Enter the appropriate ChartField(s) below ↓

	Select Staff Class(es)										Select Business Function(s)				
	ALL CLASSES	FACULTY	RESEARCH	TECHNICAL	SYSTEMS PROFESSIONAL	GS	LIBRARIAN	ADMIN	BW-B	BW-A	CASUAL HOURLY	UNDERGRADUATE	PRIME IW ONLY	LA CHRG DEPT APPROVER & IW	LA MANAGER & IW
DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Sponsored Research Effort

DEPARTMENT	Sponsored Research Effort includes access to all staff classes.	EFFORT VIEWER	EFFORT REVIEWER
DEPARTMENT	Sponsored Research Effort includes access to all staff classes.	<input type="checkbox"/>	<input type="checkbox"/>

## Notes

## Signature and Consent

By signing below you confirm that you have reviewed and agree to comply with University policy and any applicable budgetary and sponsor restrictions, and understand that system access and continued use requires the successful completion of training as well as policy compliance.

USER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Departmental Authorization

By signing below you confirm that you have reviewed and agree to monitor proper use of University Financial Systems and compliance with University policy and any applicable budgetary and sponsor restrictions, and understand that continued use requires the successful completion of training as well as policy compliance.

APPROVER (PRINT NAME)	DATE
APPROVER TITLE	SIGNATURE

► **Send the completed form to the Financial Service Center, 7 New South, or [finance@princeton.edu](mailto:finance@princeton.edu).**  
 Questions? Contact the Financial Service Center at (609) 258-3080 or email [finance@princeton.edu](mailto:finance@princeton.edu).