



## County of San Benito

### New World Systems Access Request

#### Gaining Access

To gain access to New World this form must be completed and signed by the employee and the employee's manager, then sent to IT or Auditor's Office. Any new requests or new module requires training by Auditor's Office before access is granted.

#### Confidentiality of Records

All system access is provided for official business of County of San Benito. It is understood that these are individual accounts and may not be given to other staff or temporary staff.

#### Requestor Information

Name:	Employee ID (not SSN):
Email:	Phone:
Department:	Division(s):
Position/Job Function:	
Division(s) Requesting Access to:	

#### Requestor Agreement

By signing this form, I certify that I have read and understand the statement of confidentiality of records. I understand that my New World User Name and password are to be kept confidential. Should I share this information, my access will be revoked.

Requestor Signature:	Date Signed:
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#### Manager Approval

By signing this form, I approve this employee for access requested on the following page.

Manager Signature:	Date Signed:	Manager Phone:
Print Manager Name:	Manager Email:	

#### IT Use Only

Auditor/IT:	User ID:
Date Created/Updated:	Roles Granted:
Date and Name of Trainings Completed:	

# Financial Management

Please complete all sections to request access based on the user's responsibilities. Each Role Level grants user access to specific modules as described below. All modules require course completion. Training can be requested from the Auditor's Office.

## Roles

Level 1 - Entry	Level 2 - Approval	Inquiry/Report Only
<p><b>Request Type (check one):</b></p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Remove</p> <p><input type="checkbox"/> Update (explain in Additional Information section)</p> <p><b>Access to modules:</b></p> <p><input type="checkbox"/> Accounts Payable Entry</p> <p><input type="checkbox"/> Purchase Order Entry</p> <p><input type="checkbox"/> Revenue Collection</p> <p><input type="checkbox"/> Miscellaneous Billing</p> <p><input type="checkbox"/> Journal Entry</p> <p><input type="checkbox"/> Payroll<sup>1</sup></p> <p><input type="checkbox"/> Human Resources<sup>1</sup></p> <p><input type="checkbox"/> Budgeting<sup>2</sup></p>	<p><b>Request Type (check one):</b></p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Remove</p> <p><input type="checkbox"/> Update (explain in Additional Information section)</p> <p><b>Access to modules:</b></p> <p><input type="checkbox"/> Accounts Payable Entry</p> <p><input type="checkbox"/> Purchase Order Entry</p> <p><input type="checkbox"/> Revenue Collection</p> <p><input type="checkbox"/> Miscellaneous Billing</p> <p><input type="checkbox"/> Journal Entry</p> <p><input type="checkbox"/> Payroll<sup>1</sup></p> <p><input type="checkbox"/> Human Resources<sup>1</sup></p> <p><input type="checkbox"/> Budgeting<sup>2</sup></p>	<p><b>Request Type (check one):</b></p> <p><input type="checkbox"/> New Inquiry</p> <p><input type="checkbox"/> New Reports</p> <p><input type="checkbox"/> Update (explain in Additional Information section)</p> <p><b>Access to modules:</b></p> <p><input type="checkbox"/> Accounts Payable Entry</p> <p><input type="checkbox"/> Purchase Order Entry</p> <p><input type="checkbox"/> Revenue Collection</p> <p><input type="checkbox"/> Miscellaneous Billing</p> <p><input type="checkbox"/> Payroll/HR<sup>1</sup></p> <p><input type="checkbox"/> Budgeting</p>
<p><b>Definitions</b></p> <ul style="list-style-type: none"> <li>Entry: Grants the ability to create a transaction</li> </ul>	<p><b>Definitions</b></p> <p>Approval: Grants the ability to approve a transaction</p>	<p><b>Definitions</b></p> <p>Inquiry: Grants the ability to view a request or general ledger detail</p> <p>Reports: Grants the ability to run reports</p>
<p>** Notes: <sup>1</sup>Requires approval from HR and Auditor's Office, <sup>2</sup>Requires approval from Budget Office</p>		

**Additional Information:** (Please identify your responsibilities/needs, etc):

**Remove System Access:** (Complete if terminated or functionality is no longer needed):

**Mirror existing user:** (Provide user name if copying exact same functions as another user):