

RF Central Office User Access Administration Form

Instructions

This form **MUST** be completed for:

- New Employees, contractors, including returning contractors
- Changes in Position
- Changes to System Access
- Changes to Network Drive & Folder Access
- Changes to E-mail Distribution Lists

Approval signatures must be obtained via DocuSign.

The fully completed form, with approval signatures must be submitted to: rfoaccess@rfsuny.org

Incomplete forms will be returned and may delay the completion of the access request.

Process Flow - New Hires & Change in Position

1. **HR** - Completes the "Employee Information " section of the form and routes the form to the Supervisor.
2. **Supervisor** - Completes all remaining sections of the form and obtains approval signatures via DocuSign.
3. **Supervisor** - Submits completed form with signatures to: rfoaccess@rfsuny.org
4. **Supervisor** - Ensures workspace is prepared and ready for equipment setup.
5. **Customer Services** - Verifies form is completed properly. Prepares and tests computer and equipment. Grants the appropriate access. Coordinates with the supervisor to ensure equipment and access is set up prior to employees start date.
6. **Customer Services (Remote Employees)** - Coordinates with ITS to ensure the delivery of computer equipment prior to the employees start date.
7. **First Day**
 - a. **HR** - Administrative activities only. (No computer related activities.)
 - b. **Customer Services** - Computer Orientation.
 - i. Initial Computer Login & Change of Password.
 - ii. Connection to e-mail.
 - iii. VPN & Multifactor Authentication.
 - iv. Customer Services Contact Information.
 - c. **Supervisor** - Business applications (Oracle, Report Center, etc.)
 - i. Business application login.
 - ii. Timesheet & Self-Service.
 - iii. Business application features (role specific.)

Process Flow - Change in Access

1. **Supervisor** - Completes the form with the requested change in access.
2. **Supervisor** - Obtains approval signatures (if needed) via DocuSign.
3. **Supervisor** - Submits completed form with signatures to: rfoaccess@rfsuny.org
4. **Customer Services** - Verifies form is completed properly. Grants the appropriate access. Notifies supervisor that the access request is completed.

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Type of Request

New Hire

Contractor Access (end date required)

Change in Access

Intern Access (end date required)

Change in Department or Title

Other Temporary Access (end date required)

Note: Effective End Date is required for all Contractor, Intern, or Other Temporary Access End Date:

Employee Information

Name:

Employee Job Title:

Employee Hire Date:

Employee Already in System: Yes No

Department:

Supervisor:

HR Employee Number:

Company (contractors only):

Location

Department Floor:

Note: Department Floor is Required for RFCO E-mail Notifications

Additional Location Information (Remote Employees Only)

Street Address:

City:

State:

Zip Code:

Phone:

E-mail:

Note: Address is Required for Shipment of Computer & Peripherals

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Computer Hardware

Note: Laptops are standard for all paid employees, including interns. Contractors are provided desktops (with remote access, if needed)

Computer Peripherals

Please select any additional peripherals required:

Primary Monitor	Keyboard & Mouse
Secondary Monitor	Headset
Docking Station	Webcam

Note: Laptops have a built in webcam, but some employees prefer an external webcam.

Computer Software, Conferencing, & Telephony

Note: All systems are pre-installed with Microsoft Office (including Visio), & Adobe Acrobat Pro. All employees are provided a telephone extension. 35 State Street employees are provided a desk phone.

Please Select Any Additional Software Needed:

Please List Any Additional Software Needed:

Zoom (Only required to host meetings)	1.
DocuSign	2.
GL Wand	3.
Grammarly	4.
KBACE	5.
Microsoft Project	6.
SecureCRT/SecureFX	7.
SUNY PACS	8.
TOAD	9.

E-mail

Note: All employees are added to the "35 State - All RF employees" and "35 State Street <xx> Floor" distribution lists. Full time employees are provided an @rfsuny.org e-mail address. Contractors and Interns are optional.

Does this person require an @rfsuny.org e-mail address? Yes No

Please list any additional e-mail distribution lists or groups that are needed:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

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Network Drive & Folder Access

Note: Payroll employees are granted access to the R: drive (RF Public), Y: drive (personal drive), and their department drive. Other access requests, including contractors require additional approval based on the approval authorities listed below.

Please list any additional drive or folder access needed:

- | | |
|----|------------|
| 1. | Signature: |
| 2. | Signature: |
| 3. | Signature: |
| 4. | Signature: |
| 5. | Signature: |

Oracle Business Applications

Note: Employees are granted the "ORG Internet Expenses", "Employee Self-Service", and "ORG Supervisor Self-Service" responsibilities.

[RF Business Systems Access Administration information can be found here.](#)

Oracle User Location:

Please list any additional [Oracle responsibilities](#) needed:

- 1.
- 2.
- 3.
- 4.
- 5.

RF Report Center

RF Report Center Access Required?

Responsibility:

[\(Responsibilities can be found here\)](#)

Security Type:

[\(Security type can be found here on page 11\)](#)

Security Value:

(Can be organization, dept., award/project)

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Additional Information

Please use the space below to provide any additional information that can better assist us with setting up this access request:

Supervisor Approval

Name:

Title:

Signature:

Date:

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Drive Owners:

F: - Chris Ashley
H: - Peter Taubkin
I: - John Paris
J: - Dave Martin
K: - Joshua Toas
L: - Chris Ashley
N: - Ryan Farrell
P: - Kathleen Caggiano-Siino
Q: - Joshua Toas
S: - Scott Shurtleff
T: - Keith Palmer
U: - Joshua Toas
V: - Peter Taubkin
W: - Matthew Mroz
X: - John Paris

R: Drive Secure Folders and Owner:

Note: Any secure folders not listed here must have approval from Joshua Toas

R:\ACA 1094 Transmittal	Owner: Christa Taylor
R:\ACC	Owner: John Paris
R:\Audit Reports	Owner: Ryan Farrell
R:\AuthorIT	Owner: Nadia Digges
R:\Benefits - Retirement Reports	Owner: Christa Taylor
R:\Board of Directors	Owner: Chris Ashley
R:\FB Pool	Owner: Dave Martin
R:\MAS_MPS Recon	Owner: Robin Powers
R:\Paymode-X_Vendors Download	Owner: Megan Moran
R:\Payroll Compliance Reporting	Owner: Kathy Shattuck
R:\Payroll Reports	Owner: Kathy Shattuck
R:\Portal Content	Owner: Gaby Seim
R:\Retirement Audit	Owner: Keith Kaplan
R:\rfile1\ orgdata \ IRS 990	Owner: Keith Kaplan
R:\RFInvent	Owner: Dave Martin
R:\Streamserve Signatures	Owner: Robin Powers
R:\SPO	Owner: Jay Barclay
R:\SZV Files	Owner: Christa Taylor
R:\tnsnames	Owner: John Paris
R:\Union	Owner: Kate Malia