

RF Central Office User Access Administration Form

Instructions

This form must be completed for **new employees**, **changes in position**, **changes to system access**, **changes to network drive and folder access**, **changes to email distribution lists**, and **accessing another user's or group's email**.

Please Read: RF Employee Number must be obtained by Human Resources prior to completing this form.

Approval signatures **must be** obtained via **DocuSign**.

Send the signed form to **CustomerServices@rfsuny.org**, CC **rfcoaccess@rfsuny.org**.

For **onboarding**, new user requests must be submitted **5 business days** prior to the start date. For **remote employees**, please submit the requests **10 business days** prior to account for the shipment of equipment.

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

Process Flow - New Hires

1. **HR** - Completes the "Employee Information " section of the form and routes the form to the Supervisor.
2. **Requester** - Completes all remaining sections of the form and obtains approval signatures via DocuSign.
3. **Requester** - Send the signed form to CustomerServices@rfsuny.org, CC rfcoaccess@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. Notify the requester that the user setup has been completed. 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. **Requester** - Completes the form with the requested change in access.
2. **Requester** - Obtains approval signatures (if needed) via DocuSign.
3. **Requester** - Send the signed form to CustomerServices@rfsuny.org, CC rfcoaccess@rfsuny.org.
4. **Customer Services** - Verifies form is completed properly. Grants the appropriate access. Notify the requester that the user setup has been completed. The requester notifies the employee that the access request is completed.

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Type of Request

New Hire

Intern Access (end date required)

Change in Access (permanent)

Other Temporary Access (end date required)

Change in Department or Title

End Date is required for all Intern, or Other Temporary Access

End Date:

Employee Information

Name:

Employee Job Title:

Employee Hire Date:

RF Employee Number:

Employee Already in System: Yes No

Department:

Employee Supervisor:

Location

Floor:

User Desk Location:

The department floor and user desk location are required for RFCO email notifications and equipment setup.

Additional Location Information (Full-Time Remote Employees Only)

Street Address:

City:

State:

Zip Code:

Phone:

E-mail:

Address is Required for Shipment of Computer & Peripherals

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Computer Hardware

Laptops are standard for all paid employees, including interns.

Computer Peripherals & Telephony

Please select any additional peripherals required:

- | | | |
|--|---|--|
| <input type="checkbox"/> Primary Monitor | <input type="checkbox"/> Keyboard & Mouse | <input type="checkbox"/> Physical Desk Phone |
| <input type="checkbox"/> Secondary Monitor | <input type="checkbox"/> Headset | |
| <input type="checkbox"/> Docking Station | <input type="checkbox"/> Webcam | |

Peripherals for home workstation setup are for full-time remote employees only and do not apply to hybrid or on-premise employees. Laptops have a built in webcam, but some employees prefer an external webcam. Employees at 35 State Street are provided with a desk or soft phone and a telephone extension.

Computer Software

All systems are pre-installed with Microsoft Office & Adobe Acrobat DC Pro. Please include only desktop applications below.

Please Select Any Additional Software Needed: Additional Software Installations or Access Required:

- | | |
|--|---|
| <input type="checkbox"/> Zoom (Only required to host meetings) | • |
| <input type="checkbox"/> Docusign | • |
| <input type="checkbox"/> GL Wand | • |
| <input type="checkbox"/> Grammarly | • |
| <input type="checkbox"/> KBACE | |
| <input type="checkbox"/> Microsoft Project | |
| <input type="checkbox"/> SecureCRT/SecureFX | • |
| <input type="checkbox"/> SUNY PACS | • |
| <input type="checkbox"/> SQL Developer | • |

ITS-Specific Software Installation or Access Required:

-
-
-
-

E-mail

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. Interns are optional.

Does this person require an @rfsuny.org mailbox? Yes No

Include any additional email lists or groups needed:

Include any shared mailboxes needed:

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

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

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Network Drive & Folder Access

Payroll employees are granted access to the R: drive and Y: drive (personal drive). If you require access to your department drive, please list it below. Other access requests, require additional approval based on the approval authorities listed below. List the complete path, which should include the network drive letter and any additional folder name(s) (e.g., A>Finance>Accounting).

Please specify any additional drive or folder access required: Approval signatures **must be** obtained via **DocuSign**.

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

Oracle Business Applications

Employees are granted the "ORG Internet Expenses" and "Employee Self-Service" responsibilities. If you are a supervisor, you will be granted "ORG Supervisor Self-Service."

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

Please list any additional Oracle responsibilities needed:
([Responsibilities can be found here](#))

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

RF Report Center

RF Report Center Access Required?

Oracle User Location: All Locations 650 Central Office Only

Security Type:
(Security type can be found here on page 13 and 14)

Security Value:
(Can be organization, dept., award/project)

Note: Report Center access can only be granted on the employee's start date and becomes effective the following day.

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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

Approval signatures **must be** obtained via **DocuSign**.

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: - Kerry Gilchrist
P: - Kathleen Caggiano-Siino
Q: - Joshua Toas
S: - Scott Shurtleff
T: - Ryan Farrell
U: - Joshua Toas
V: - Peter Taubkin
W: - Nicholas Querques
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: Kerry Gilchrist
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:\Paymode-X_Vendors Download	Owner: Megan Moran
R:\Payroll Compliance Reporting	Owner: Erica Wright
R:\Payroll Reports	Owner: Erica Wright
R:\Retirement Audit	Owner: Craig Osborne
R:\rfile1\ orgdata \ IRS 990	Owner: Craig Osborne
R:\RFInvent	Owner: Dave Martin
R:\Streamserve Signatures	Owner: Anna Hartz
R:\SPO	Owner: Jay Barclay
R:\SZV Files	Owner: Christa Taylor
R:\tnsnames	Owner: John Paris
R:\Union	Owner: Kate Malia