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**C. IRF Database Access Authorization -- FAS Data**

Use this section to describe access rules for FAS data. Please see the explanation at the end of this section.

**Exec Level Authorization**

If you are permitted to see monetary information for all (or almost all) FAS accounts within an Exec Level, fill out this sub-section.

Authorized FAS Exec Level(s): \_\_\_\_\_

All FAS accounts in this FAS Exec Level

Only for accounts in this FAS Exec Level in Ledger Code(s): \_\_\_\_\_

All FAS accounts in this FAS Exec Level, EXCEPT:

Dept. Code(s): \_\_\_\_\_

**Department Authorization**

Fill out this sub-section if you are permitted to see monetary information for all (or almost all) FAS accounts within one or more Department Codes.

Authorized FAS Exec/Dept. Code(s): \_\_\_\_\_

All FAS accounts in this FAS Dept Code

Only for accounts in this FAS Exec/Dept in Ledger Code(s): \_\_\_\_\_

All FAS accounts in this FAS Dept Code, EXCEPT:

Dept./SubDept. Code(s): \_\_\_\_\_

**SubDepartment Authorization**

Use this sub-section to define access to monetary information for specific FAS SubDepartment Code(s), if none of the above sub-sections apply.

Authorized FAS Dept./SubDept. Code(s): \_\_\_\_\_

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**Account Authorization**

Use this sub-section only if you are not permitted to see monetary information for all of the FAS accounts in a department or sub-department and your access must be limited to a list of specific FAS accounts.

Authorized FAS Account(s): \_\_\_\_\_

**Additional FAS Data Authorization**

Use this sub-section if you need access to monetary information for FAS accounts, or even departments, outside of the above authorization categories.

Additional Dept./SubDept. Codes(s): \_\_\_\_\_

Additional Exec/Ledger Codes(s): \_\_\_\_\_

Additional Account(s): \_\_\_\_\_

Other: \_\_\_\_\_

**Approved By:** \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Your IRF Database Access Authorization must be approved by your department head or financial administrator.**



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
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**D. IRF Database Access Authorization -- Payroll Distributions**

Use this section to describe access rules for **payroll distributions**. Please see the explanation at the end of this section.

**Exec Level Authorization**

If you are permitted to see payroll distributions charged to all (or almost all) FAS accounts within an Exec Level, fill out this sub-section.

Authorized FAS Exec Level(s): \_\_\_\_\_

Pay charged to all FAS accounts in this Exec Level

Pay charged only to accounts in this Exec Level in Ledger Code(s): \_\_\_\_\_

Pay charged to all FAS accounts in this Exec Level, EXCEPT:

Dept. Code(s): \_\_\_\_\_

**Department Authorization**

Fill out this sub-section if you are permitted to see payroll distributions charged to all (or almost all) FAS accounts within one or more Department Codes.

Authorized FAS Exec/Dept. Code(s): \_\_\_\_\_

Pay charged to all FAS accounts in this Dept Code

Pay charged only to accounts in this Exec Level in Ledger Code(s): \_\_\_\_\_

Pay charged to all FAS accounts in this Dept Code, EXCEPT:

Dept./SubDept. Code(s): \_\_\_\_\_

**SubDepartment Authorization**

Use this sub-section to define access to payroll distributions charged to specific FAS SubDepartment Code(s), if none of the above sub-sections apply.

Authorized FAS Dept./SubDept. Code(s): \_\_\_\_\_

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**Account Authorization**

Use this sub-section only if you are not permitted to see payroll distributions charged to all of the FAS accounts in a department or sub-department and your access must be limited to a list of specific FAS accounts.

Authorized FAS Account(s): \_\_\_\_\_

**Additional Payroll Distribution Authorization**

Use this sub-section if you need access to payroll distributions charged to FAS accounts, or even departments, outside of the above authorization categories.

Additional Dept./SubDept. Codes(s): \_\_\_\_\_

Additional Exec/Ledger Codes(s): \_\_\_\_\_

Additional Account(s): \_\_\_\_\_

Other: \_\_\_\_\_

**Approved By:** \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Your IRF Database Access Authorization must be approved by your department head or financial administrator.**

**NSIT/Core Systems**  
**IRF ENROLLMENT FORM**

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**Explanation of Database Access Control for FAS Data**

IRF Database Security controls a user's access to monetary information in IRF. Each user is assigned to a security profile, which identifies the accounts for which he can access dollar amounts.

The simplest and most efficient way to identify accounts is by the use of major organizational groupings, such as Exec Level or Department Code, rather than by explicit account numbers.

Exec Level Authorization

If you are permitted to see monetary information for all accounts within one or more Exec Levels, fill in the Exec Level code(s) in this section.

Exclusions to the Exec Level definition can be specified. For example, if you are permitted to see monetary information for all of the accounts in all of the departments in an Exec Level but one, enter the Department Code for which you don't have access in the 'except' line.

Department Authorization

Use this sub-section if your access is limited to one or more Department Codes within an Exec Level.

Access to accounts within a Department Code can be restricted by SubDepartment Code. For example, if you are permitted to see monetary information for all of the accounts in a department except those belonging to a given SubDepartment, enter the SubDepartment Code for which you don't have access in the 'except' line.

SubDepartment Authorization

Use this sub-section to define access to specific SubDepartment Code(s), if none of the above sub-sections apply.

Account Authorization

Use this sub-section only if you are not permitted to see all of the accounts in a department or subdepartment and your access must be limited to a list of specific accounts.

Additional FAS Authorization

Use this sub-section if you need access to accounts that fall outside of your authorized Exec Level or Department Code. For example, you are authorized to see all of the accounts in Exec Level 58, but you also need to see specific GL accounts that belong to another Exec Level. Use this sub-section to list those additional GL accounts. (Additional approval from the head of the other area may be required.)

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**Explanation of Database Access Control for Payroll Distributions**

IRF Database Security controls a user's access to payroll distributions stored in IRF. Users are granted access to payroll distributions according to the FAS accounts to which the distributions are charged.

As for FAS data access, the simplest and most efficient way to identify accounts is by the use of major organizational groupings, such as FAS Exec Level or Department Code, rather than by explicit account numbers.

Access rules for payroll distributions are established independently from access rule for FAS data. The method of defining the rules, however, is the same for each.