

# JSU P.A.W.S

## Finance Access Authorization Form

Complete this form, obtain appropriate signatures, and send to the Business Operation Specialist in the Division of Business and Finance \* JSU Box 17024 \* Jackson, MS 39215

<b>Employee's Name</b>	
<b>Employee's Job Title</b>	
<b>Employee's J Number</b>	
<b>Employee's E-mail Address</b>	
<b>Employee's Telephone Number</b>	
<b>Employee's Fax Number</b>	
<b>Name of Department</b>	
<b>Supervisor's Name</b>	

Enter "Yes" next to all that apply.

Replacing a Terminated/Current Employee

	<b>JSU PAWS Access</b>
	<b>Initiate Requisition</b>
	<b>Payroll Detail</b>

	<b>Replaced Employee's Name</b>
	<b>Replaced Employee's J #</b>
	<b>Replaced Employee's Job Title</b>

Fund Code Information: Identify all fund codes that the employee needs access to view budget, initiate requisitions, or has approval authority. Identify if the type code (F) Fund Code, (G) Grant Code, or (I) Index Code.

<b>Code Type</b>	<b>Fund Code</b>	<b>Title of Fund</b>

Identify all the organizations that the employee needs access to view budget, initiate requisitions, or has approval authority.

<b>Organization Code</b>	<b>Title of Organization</b>

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_