



# Northeastern University

## Instructions and Application for **TM1 Detailed Budget System Access Request**

10/31/12 Prior Versions Obsolete and Invalid for Use

- 1. Accountholder or Manager** prints a copy of these instructions.
- 2. Accountholder** completes and signs part 1. **The Director, VP or SVP** from your area completes and signs part 2A. All requests will be reviewed by the **Budget Office** and the current Human Resources key contact from the area TM1 access is requested. The decision for the access will be communicated to the requestor and Director, VP or SVP.
- 3. Manager** faxes pages to the primary or secondary Data Managers:

Primary Contact	Secondary Contact
Dana Ritter: d.ritter@northeastern.edu	Jeff Cheng: j.cheng@northeastern.edu

- 4. Data Manager** implements the requested access, and then notifies accountholder and manager.

### **IMPORTANT NOTICES**

#### **NOTICE OF APPROPRIATE USE POLICY (AUP) and RIGHT TO CHANGE APPROPRIATE USE POLICY**

All individuals accessing Northeastern University systems are required to read and comply with the Appropriate Use Policy for Computers and Networks. The current policy is located at <http://www.infoservices.neu.edu>. The University reserves the right to change the Appropriate Use Policy or any portion of the policy, at any time, without prior notice. Changes to the policy are effective upon posting at <http://www.infoservices.neu.edu>, where the most current version resides.

**NOTICE OF REQUIREMENT TO MAINTAIN CONFIDENTIALITY** All individuals engaged by the University are required to keep all Northeastern University Information strictly confidential. No use or disclosure of any kind is permitted, except only as may be authorized under the terms/scope of employment, engagement, and/or as may be explicitly authorized in writing by an officer of the University.

**NOTICE OF ACCOUNTHOLDER and MANAGER RESPONSIBILITY** **Accountholders** are responsible for all transactions conducted under their user ID. **Managers** are responsible to notify DBS Security when an individual whom they have approved for access is transferred or terminated from their department.

**Part 1: Accountholder Information**

Date: \_\_\_\_\_

Account Holder Name	Position Title	Department
Campus Address	Email Address	Telephone

**Current University Employee Roles-** If the end date is known, please write it in space provided. For Non-employee roles the end date MUST be shown, and cannot exceed one year from date required

Staff/Faculty _____	Part-time Staff or Faculty _____	Student (work study, Coop, Teaching /Grad Asst.) _____	Consultant _____	Temporary _____
End date MMDDYY	End date MMDDYY	End date MMDDYY	End date MMDDYY	End date MMDDYY

**Accountholder Agreement:** Northeastern University systems are to be used according to the terms of the Appropriate Use Policy ([www.infoservices.neu.edu](http://www.infoservices.neu.edu)). **I further agree to:** access, distribute and share data, including test data, only as needed to conduct University business as specified in my position/engagement description, respect the confidentiality and privacy of individuals whose records or data I access, observing all ethical and legal restrictions that may apply, protect and be personally accountable for all work performed under my user id(s) and password(s), logout when leaving my workstation, report knowledge of security breaches to the University Data Administrator, and comply with all department and University security policies and procedures. **NOTICE:** This application is not an employment contract in any form, although adherence to these standards is a condition of employment or continued role. Access granted pursuant to this application does not give rights of any kind, and may be changed by Northeastern University without notice at any time.

I have read and will abide by the above agreement and the Appropriate Use Policy ([www.infoservices.neu.edu](http://www.infoservices.neu.edu)). Under these terms, I request access to TM1 to be established according to the specifications on page 3 of this form.

**Accountholder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part 2A: Manager Approval and Agreement**

Manager Name	Position Title	Department
Campus Address	Email Address	Telephone

I approve this request for data access in accordance with University Policy. For the accountholder named above, I approve the grant or continuance of the TM1 roles listed above, in Part 3. I certify these roles are required to allow the named accountholder to perform assigned work-related duties.

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part 2B: TM1 Access**

Account Holder Name \_\_\_\_\_

Access request type (Check One)    New Access    Delete access    Modify Access

Reason for request (Check One)    New Hire    Termination    Transfer    New Responsibilities

**Part 3: Data Access Groups** (Check all that apply)

**Cost Centers – data entry**

CC-DIV01-DIV01 Office of the President  
CC-DIV02-DIV02 Finance  
CC-DIV03-DIV03 Central Finance  
CC-DIV04-DIV04 Central Use  
CC-DIV05-DIV05 Central Revenues and Expenses  
CC-DIV06-DIV06 Student Affairs  
CC-DIV07-DIV07 General Counsel  
CC-DIV08-DIV08 Public Safety  
CC-DIV09-DIV09 Athletics  
CC-DIV10-DIV10 Facilities  
CC-DIV11-DIV11 Human Resources  
CC-DIV12-DIV12 Business Services  
CC-DIV13-DIV13 Administration  
CC-DIV14-DIV14 External Affairs  
CC-DIV15-DIV15 University Advancement  
CC-DIV16-DIV16 City and Community Affairs  
CC-DIV17-DIV17 Information Services  
CC-DIV18-DIV18 University Health and Counseling  
CC-DIV19-DIV19 PAN  
CC-DIV30-DIV30 Provost  
CC-DIV31-DIV31 Library  
CC-DIV33-DIV33 Enrollment Management  
CC-DIV35-DIV35 Research and Graduate Education  
CC-DIV36-DIV36 Undergraduate Education  
CC-DIV40-DIV40 Business Services - Auxiliary  
CC-DIV41-DIV41 Facilities - Residence Halls  
CC-DIV42-DIV42 Residential Life  
CC-DIV44-DIV44 Business Services - Residence Halls  
CC-DIV45-DIV45 Enterprise Risk Management  
CC-DIV46-DIV46 Campus Planning & Development  
CC-DIV49-DIV49 VP Burlington  
CC-DIV43-DIV43 Digital Learning  
CC-DIV51-DIV51 Parking Residual  
CC-DIV52-DIV52 Graduate Campuses  
  
CC-DIV53-DIV53 Roux Institute  
CC-DIV54-DIV54 NCH London  
CC-DIV56-DIV56 Mills College at Northeastern  
CC-DIV57-DIV57 Impact Engines

**Academic Revenue Center – data entry**

RC-DIV20-BCHS Bouve College of Health Sciences  
RC-DIV21-DMSB D'Amore-McKim School of Business  
RC-DIV23-COE College of Engineering  
RC-DIV27-CPS College of Professional Studies  
RC-DIV28-SOL School of Law  
RC-DIV29- Khoury College of Computer Sciences  
RC-DIV32-UP University Programs  
RC-DIV34- Mobility - GEO  
RC-DIV37-COS College of Science  
RC-DIV38-CAMD College of Arts Media and Design  
RC-DIV39-CSSH College of Social Sciences and Humanities  
RC-DIV47-GLC Gordon Leadership Center  
RC - IU - DIV55

**Non Academic Revenue Center - data entry**

RC-DIV09-ATHL Athletics (historical data only)  
RC-DIV42-RH Res Life Residence Halls  
RC-DIV42-SMCN Res Life Summer Conferences  
RC-DIV40-CC Business Services Conference Centers  
RC-DIV40-RP Renaissance Park (historical only)  
RC-DIV44-RH Business Services Res Halls  
RC-DIV12-DS Business Services Dining  
RC-DIV44-DS Business Services Dining  
RC-DIV12-PK Business Services Parking  
RC-DIV40-PK Business Services Aux Parking  
RC-DIV10-PK Facilities Parking  
RC-DIV12-DIV12 Business Services

**Part 4: Application Role Groups (Select all the apply)**

	<u>Read Only</u>	<u>Read/Write</u>	<u>No Access</u>
Detailed Budget Model (non-salary data)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Employee Salary Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**BUDGET OFFICE USE ONLY**

**Data Rollups - view access**

EXEC01Office of the President  
EXEC02Provost  
EXEC03Finance  
EXEC04Chancellor  
EXEC05External Affairs  
EXEC06General Counsel  
EXEC07University Advancement  
EXEC09Administration  
NU- University level  
NU Read Only

**Administrative Levels(TM1 Only)**

SecurityAdmin  
SUPER  
ADMIN  
DataAdmin

Budget Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name