MID-HUDSON
REGIONAL INFORMATION CENTER
USER ACCESS FORM

Please Email the Completed forms to: getmeinfinance@mhric.org

Date: _____ **Same Rights As User:** _____

Please attach permission forms when the Same-Rights-As is NOT specified.

District: _____ **Building:** _____

User Name: _____ Re-activate: ☐ New User: ☐ Existing User: ☐

Position: _____ Training By: MHRIC: ☐ District: ☐

Phone: _____ Email: _____

PLEASE ALLOW FIVE (5) BUSINESS DAYS FOR REQUESTS TO BE PROCESSED.

Module Selections			Additional Permissions for Human Resources and Payroll	
	Permissions Attached	**Request**		
Accounting	☐	☐	Allow Take from Donation Attendance Entries	☐
Accounts Receivable	☐	☐	Allow Donation Attendance Entries	☐
Budgeting	☐	☐	Allow Pay out Attendance Entries	☐
Human Resources	☐	☐	Allow Unit Taken Attendance Entries	☐
Negotiations	☐	☐	Allow Earned Accrual Attendance Entries	☐
Payroll	☐	☐	Allow Prior Balance Attendance Entries	☐
Requisitioning	☐	☐	Allow leave Request Attendance Entries	☐
Timepiece	☐	☐	Grant access to employees that are not assigned a Bldg	☐
Permission Forms Passkey = getmeinfm			Grant access to employees that are not assigned a Dept	☐
			Grant access to View/Modify Employee SSN	☐
			Grant access to View/Modify Dependent SSN	☐
			Buildin _____ All	☐
			Dept's _____ All	☐

Additional Permissions Accounting / Requisitioning

Requisitioning: Allow Account Balances to Be Viewed ☐ View/ Modify Vendor Federal Id ☐

Remote PO Printing: Buildings: _____ Dept's _____

Accounting:				
Access to Standard Journal Entries	☐	Exceed PO Acct. Balance up to	_____	☐
Access to Budgetary Adjustments	☐	Exceed Balance on CD up to	_____	☐
Access to Opening Entries - Ledger	☐	Exceed PO Balance up to	_____	☐
Access to Opening Budget -Subsidiaries	☐	Enter Unbalanced Entries		☐
Requires Budget Transfer Approval	☐	Approve Budget Transfer		☐
Requires Journal Entry Approval	☐	Approve Journal Entries		☐
Requires Cash Receipt Approval	☐	Approve Cash Receipts		☐
Requires Cash Disbursment Approval	☐	Approve Cash Disbursment		☐

Authorized Signature: _____

Print Name and Title: _____