

# Louisiana State University Security Access Form

Name of User   
 PAWS ID   
 MainFrame ID

Department Name   
 Department Phone   
 Printer Name (Destination)

Access Type	Scope of Authorization (Level of Account Access- Account Number)	Flag (D, V, U)	ADD	Delete

Access Types	Access Description	Flag
<b>HRSAUTH</b>	Allows a user to add an additional compensation form for an employee or graduate assistant, route the form for approval, and release the form for further processing.	*D
<b>HRSVIEW</b>	This profile allows user to view HRS transactions for the designated account(s). This profile also allows for printing payroll distribution reports.	*D
<b>PROAUTH</b>	All full-time faculty and staff are automatically given PROPUBLIC security which allows requisitions, purchase order alteration and receiving reports to be created- no special autorizations are required. PROAUTH security is required to electronically approve requisitions, bid tabulation and purchase order alterations.	*D
<b>GLSACCT</b>	<b>V</b> allows view access only to designated account information. <b>U</b> allows accounting entries, including IT's to be processed using designated accounts.	U or V
<b>HRM</b>	Allows view access to all personnel actions under designated accounts. Also allows ability to generate personnel actions for processing under designated accounts.	
<b>LVT</b>	Allows access to the leave tracking system to view and update employee leave records in designated area.	
<b>ETA</b>	Allows access to the time reporting system to view and update employee time and attendance records for the designated area.	
<b>BGT</b>	Allows access to the budget information, which includes salary information for all accounts within the designated organization ID. <b>V</b> allows view access to only designated account information. <b>U</b> allows user to update account information.	U or V
<b>DRAOFFICER</b>	Authorized to establish all routing profiles within a designated area.	*D

\* A flag of **D** allows for user to designate the authority granted to one other Logon ID.

Brief Explanation of  
Need for Each Access  
Type:

**Approval Signature:**

**Department Head**

If access is to be granted to all accounts within a department,  
(the first 5 digits of the account number).

**Dean**

If access is to be granted to all accounts within a college,  
(the first 3 digits of the account number).

**Chancellor**

If access is to be granted to all accounts within a campus,  
(the first digit of the account number).

Send Completed Form to: Security Officer  
 216 Thomas Boyd Hall  
 Fax #: 578-4588