DEPARTMENT OF ADMINISTRATION
Guam Financial Management Information System (GFMIS)
USER SECURITY ACCESS REQUEST

To: Director of Administration

From: _____

Subject: **GFMIS User Security Access Request**

Check One: ☐ New user   ☐ Delete user   ☐ Additional Access

Name _____
          Last,   First (*No Nicknames*)   M.I.

Department: _____   **Division:** _____

Job Title: _____   **Employee ID No.:** _____

Email (primary): _____   **Active Directory ID:** _____

Employment Type: ☐ Full-time/Permanent   ☐ Limited Term/Temporary   ☐ Contractor

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Please check **ONE User Category** and applicable Sub-Category(ies):

☐ **DOA Accounting/Treasury User**
   ☐ Accounts Payable
   ☐ Accounts Receivable
   ☐ Budgeting *(information only)*
   ☐ Cash and Banking
   ☐ Federal Grants
   ☐ Fixed Assets
   ☐ General Ledger
   ☐ Payroll   ☐ *Technician*   ☐ *Timekeeper*

☐ **Data Warehouse** *(browse)*

☐ **Business Information Development System (BIDS)** – BBMR
   Note: Access primarily for Certifying Officers

☐ **Human Resources User** *(detail reason for access below)*

☐ **Customs and Quarantine User**
   Location: _____

☐ **External User** *(detail reason for access below)*

Reason for access request (in detail):
_____
_____
_____
_____
_____
_____

Conditions and Acceptance of User ID and Password by Employee:

The User ID is authorized for the employee's exclusive use and is Government property. Employee's password must be safeguarded and protected from unauthorized persons. Use of the User ID/Password by other than the employee is an unauthorized use and could be prosecuted under Guam law. ***IMPORTANT: USERS WILL BE DISABLED IF INACTIVE 30 DAYS OR MORE WITHOUT PRIOR NOTIFICATION***

Employee Acceptance of Agreement: _____

Requestor's Department/Agency Head: _____
        Print Name/Title: _____

☐ Approved ☐ N/A	☐ Approved ☐ N/A	☐ Approved ☐ N/A	☐ Approved ☐ Disapproved
Chief Financial Officer	HR Administrator	Chief Payroll Officer	Director of Administration

Department Of Administration (DOA) USE ONLY. This form has been routed to the following for their records:

_____ Requesting Agency   _____ Office of Technology   _____ GSA   _____ HR   _____ Payroll   _____ BBMR