

**INFORMATION + TECHNOLOGY SERVICES**

REQUEST FOR ACCESS TO THE AMS SYSTEM -- CENTRAL OFFICE: INTERNAL AUDIT

Current Date \_\_\_\_\_ 20 \_\_\_\_\_

Effective Date \_\_\_\_\_ 20 \_\_\_\_\_

**INSTRUCTIONS**

- i. Print clearly & complete all applicable sections.
- ii. Keep a copy of this form for your records.

**AMS System Access**

Email to: [access.easi@utoronto.ca](mailto:access.easi@utoronto.ca)

**SECTION 1: APPLICANT INFORMATION**

**Check one:**     Update existing AMS System User     New AMS System User

**CASUAL EMPLOYEE:**    Casual Employed By –     U/Temp     Direct by department     External Co.

**Start Date:** \_\_\_\_\_    **Termination Date:** \_\_\_\_\_

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AMS SYSTEM USER ID

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Personnel No.

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Staff Appointed Employee  
Position No.

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Org  
Unit

Applicant Name: \_\_\_\_\_  
*Last name (Please print)*    *First name*    *Initial*

Faculty/  
Division/Campus: \_\_\_\_\_    Department \_\_\_\_\_

Job title: \_\_\_\_\_    Phone #: \_\_\_\_\_

Applicant Email: \_\_\_\_\_    Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_    Contact Person  
Email: \_\_\_\_\_

CENTRAL HR OFFICE: INTERNAL AUDIT DEPARTMENT

**SECTION 2: HRIS ROLES – SELECT THE ACCESS ROLE/S REQUIRED & ATTACH PG 2 SIGNATURES.**

SELECT	ROLE	DESCRIPTION – FOR INTERNAL AUDIT
ROLE 1	<u>DISPLAY</u>	<b>INTERNAL AUDIT – AUDITOR READ ALL</b> <ul style="list-style-type: none"> <li>Audit FI functions</li> <li>Display all HR Jobs, Organizational Units and Positions in the Organizational Management Module</li> <li>Display special Labour Relations Access in Organizational Management</li> <li>Display all Employee Info-types in Personnel Administration</li> <li>Display all SAP Info-types in Benefit Administration</li> <li>Display all HR SAP and UofT Customized Reports</li> <li>Display payroll reporting documents; History Payroll Results and Payroll Distribution</li> </ul>
ROLE 2	<u>DISPLAY</u>	<b>INTERNAL AUDIT – AUDITOR READ</b> NOTE: SAME AS ROLE 1 EXCEPT NO BENEFITS, NO EMPLOYMENT EQUITY AND NO GARNISHEES ACCESS <ul style="list-style-type: none"> <li>Audit FI functions</li> <li>Display all HR Jobs, Organizational Units and Positions in the Organizational Management Module</li> <li>Display special Labour Relations Access in Organizational Management</li> <li>Display all employee Info-types in Personnel Administration excluding Garnishees &amp; Employ Equity</li> <li>Display payroll reporting documents; History Payroll Results and Payroll Distribution</li> <li>Display payroll reporting documents; History Payroll Results and Payroll Distribution</li> </ul>
ROLE 3	<u>DISPLAY</u>	<b>INTERNAL AUDIT – AUDIT INFORMATION SYSTEM (AIS)</b> <ul style="list-style-type: none"> <li>Audit tech aspects of SAP R/3 system</li> <li>Audit FIS module</li> <li>Audit HRIS module &amp; data protection</li> </ul>

<b>OTHER</b>	
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**SECTION 3: SIGNATURE -- PLEASE SIGN AND OBTAIN DEPARTMENT HEAD'S SIGNATURE OF APPROVAL FOR AMS ACCESS REQUESTED**

**Signature Authorization**

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Head's Name (Please print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Univ. Tel.#*

\_\_\_\_\_  
*Department Head's Signature*

\_\_\_\_\_  
*Date*