INFORMATION + TECHNOLOGY SERVICES

REQUEST FOR ACCESS TO THE AMS SYSTEM – CENTRAL FIS Automated Hierarchy Add/Delete Form

Current Date	20	Effective Date	20
INSTRUCTIONS			
-	complete all applicable sections. f this form for your records.	-	em Access <u>easi@utoronto.ca</u>
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:			
AMS SYS		Personnel No. Staff Appointed E Position N	
Applicant Name:	Last name (Please p	print) First name	Initial
Faculty/ Division/Campus: Department			
Job title:	Phone #:		
Applicant Email: Fax #:			
Contact Person:	Contact Person Email:		
CENTRAL FIS: AUTOMATED HIERARCHY ADD/DELETE FORM			
Section 2: Department Automated Hierarchy (Also called Data Roles) Your Automated Hierarchy controls which cost centres or fund centres you can run reports on. The Automated Hierarchy will automatically update about three days after the FAST Team or Research Services creates new FC/CCs or moves existing FC/CCs.			
To request a single FC or CC please use the Single Fund Centre or Cost Centre Add/Delete form.			
Add AUTOMA		Org Unit # Parent CFC # Required	CC Node/Group # Required
□ Add AUTOMA □ Delete HIERARG		Org Unit # Parent CFC # Required	CC Node/Group # Required
Signature Authorization SECTION 3: SIGNATURE PLEASE SIGN AND OBTAIN DEPARTMENT HEAD'S SIGNATURE OF APPROVAL FOR AMS ACCESS REQUESTED			
Applicant Signature	Date		
Department Head's Name (Please print) Fac		& Department U	niv.Tel.#
Department Head's Signature		D.	ate