

JABSOM Fiscal Access Request Form (Revised 10/2019)

Personal Information:

Name: _____ UH Username: _____
Email: _____@hawaii.edu Employee ID #: _____ Phone #: _____
Employer: _____ UH _____ RCUH _____ UHP
Position Type: _____ Regular _____ Casual/Temp _____ Non-Comp _____ Student _____ Other
Department: _____
Office Address: _____

Requested System(s):

_____ KFS _____ KFS w/Payroll _____ KFS Account Supervisor (for PI/Department Chairs Only)
_____ eThority _____ eThority w/Payroll _____ eSF-1 (Non-UH Employees Only)
_____ UH Adobe Sign _____ RCUH eSign Other (specify) _____

Reason for Request: _____ New _____ Edit _____ Delete/Cancel

In accordance with [AP 2.215](#) Mandatory Training and Continued Education Requirements for Data Users, all users must 1) acknowledge the UH General Confidentiality Notice (GCN) and 2) complete the UH Information Security Awareness Training (ISAT) Certification. Failure to acknowledge and complete the certification will delay access setup. Please go to <https://hawaii.edu/its/acer/> to complete the two requirements.

User Signature (required): _____ Date _____

Supervisor Signature (required if not Dept Chair): _____ Date _____

Department Chair Signature (required): _____ Date _____

Two Options to submit completed request form:

1. Wet signature and email to respective Fiscal Administrator
2. UH Adobe Sign or RCUH eSign with email cc to cyasunag@hawaii.edu (Cheryl Yasunaga)