# Administrative Systems Access Form

See [http://www.washington.edu/admin/admsystems](http://www.washington.edu/admin/admsystems) for details

<table>
<thead>
<tr>
<th>Requesting User</th>
<th>Name (please print):</th>
<th>Employee ID#:</th>
<th>Phone:</th>
<th>Box:</th>
<th>UW NetID:</th>
<th>Department (do not abbreviate):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supervisor/Department Contact</th>
<th>Name (please print):</th>
<th>Employee ID#:</th>
<th>Phone:</th>
<th>Box:</th>
<th>UW NetID:</th>
<th>Department (do not abbreviate):</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>Org Code &amp; Authorizing Signature</th>
<th>Organization code(s):</th>
<th>Please get the Chair/Dean/Director signature before submitting this form.</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>Access</th>
<th>Requesting user requires the following access (Check all that apply) Additional signatures may be required</th>
</tr>
</thead>
</table>

**BGT – Budgeting System**

- [ ] State & Grant Inquiry
- [ ] Grant Update
- [ ] State Update

State update requires Judy Golisch’s signature

- Judy Golisch, Budget Office, Box 359445

**FIN & PAS – Financial Accounting and Purchasing**

- [ ] FIN & PAS inquiry
- [ ] Enter Requisitions
- [ ] Enter & Approve Requisitions

**HEPPS**

Access to HEPPS is approved by the UW Payroll Office. To request access, fill out and submit the following HEPPS Access form to Payroll, Box #359555:


**Additional Requirements:**

For questions about OPUS, Time Reporting, UW Timesheet or Email Access send email to: pronline@uw.edu For questions with OWLS send an email to askowls@uw.edu

For Access to many other systems please contact your unit’s ASTRA Authorizers. Don’t know Your Authorizer, use the self-service lookup button ‘Who can authorize me?’ found on the ASTRA page here: [https://ucs.admin.washington.edu/astra](https://ucs.admin.washington.edu/astra). You will need to know your budget #, org code, or PUC (PUC only used to lookup HR/Payroll Authorizers).

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ROUTE: User → Supervisor → Chair/Dean/Director → UW-IT Service Center, Box 359540, phone (206) 221-5000 option 5, fax (206) 221-5002 Rev. 12/31/13