



Name		Username	
Group Leader		Ames Lab Emp. No.	
Program Director		Job Title	
Office ACSM or Group Administrator		Office Address & Phone	
Application			IS Use Only
COGNOS 8 REPORTS	<input type="radio"/> User (AIM) <input type="radio"/> Report Query <input type="radio"/> Business Administrator <input type="radio"/> Report Writer <input type="radio"/> Department / Program _____		
DELTEK TIMEKEEPING	<input type="radio"/> Viewer <input type="radio"/> T.S. Entry / Designee for Signing <input type="radio"/> Primary Business Admin <input type="radio"/> HR <input type="radio"/> Back-up Business Admin		
<div style="border: 1px solid black; padding: 5px;"> <i>All employees are automatically assigned a "seat" to access their timesheets.</i> </div>			
DELTEK TRAVEL	<input type="radio"/> Viewer <input type="radio"/> Administrator <input type="radio"/> ER entry – Adm Asst		
COSTPOINT CREDIT CARDS/ETC	<input type="radio"/> Credit Card <input type="radio"/> Employee is replacing: <input type="radio"/> Department Access _____ <input type="radio"/> New Employee <i>Attach Group Rights Report for prev emp</i>		
MAXIMO	<input type="radio"/> Office Group _____		
ENTERPRISE PLANNER	<p style="text-align: center;"><i>Indicate on line with R for read; W for write</i></p> <input type="radio"/> Assign ____ <input type="radio"/> HRx ____ <input type="radio"/> Admin Budget ____ <input type="radio"/> Budget ____ <input type="radio"/> XH ____ <input type="radio"/> Department Entry <input type="radio"/> Retro ____ <input type="radio"/> JO ____ Models (IS, ACC)		
OHM	<input type="radio"/> ESH&A <input type="radio"/> Occ Med Admin <input type="radio"/> ISU <input type="radio"/> Training <input type="radio"/> Occ Med Staff <input type="radio"/> OHM Admin		

	<i>Signature</i>	<i>Emp. No.</i>	<i>Date</i>
Program Director/ Group Leader			