

UNIVERSITY OF HAWAI'I AT MĀNOA
FISCAL OFFICER POSITION TRANSFER CHECKLIST

Request purchasing authority for new FO Code

UH FO Appointment Form & UH FO Purchasing Authority Form

AP A8.026, Attachments A & B

<http://www.hawaii.edu/svpa/apm/fisc/a8026.pdf>

Change FO code access, default printer, PageCenter mailbox, etc. using

FMIS Form 40: <http://www.fmo.hawaii.edu/fmis/pdf/fmis40.pdf>

APT Broadband System: Update contact information

<https://login.its.hawaii.edu/cas/login?service=https://www.pers.hawaii.edu/hrin/contact/default.asp>

Campus Mailroom: Update FO user access in Department Information section

<http://www.hawaii.edu/mailroom/default.htm>

eFacilities (AiM On Line Work Request System): Update access

<http://www.hawaii.edu/efacilities/index.php>

E-Mail - if have separate departmental e-mail (*Name@XXX.hawaii.edu*):

Coordinate transition between e-mail addresses

Update e-mail address for LISTSERV subscriptions

<http://www.hawaii.edu/askus/1099>

ePurchasing: Update profile (Purchasing Main Menu, Maintain Users)

<https://www.hawaii.edu/fmis/purchasing.do>

eTravel: Update profile and group information via Profiler

<http://www.hawaii.edu/profiler/>

eVision (Bank of America DCS check viewing system): E-mail Director of

Disbursing & Payroll to change access (J. R. Kashiwamura,

jkashiwa@hawaii.edu)

Financial Data Mart:

For financial accounting access, e-mail user's full name, UH username,
and RACF ID to Jon Omoto, jomoto@hawaii.edu

For payroll detail access, e-mail user's full name, UH username, and
RACF ID to Tammy Vandevender, tammy@hawaii.edu

ORS: E-mail ORS Project Fiscal Accounting Manager of changes
(Joanne Yama, jyama@hawaii.edu)

PCard: Notify OPRPM to cancel card; request card in new position
(Joyce Teraoka, teraoka@hawaii.edu)

PeopleSoft and HR Data Mart: Complete PeopleSoft Security Worksheet
<http://www.hawaii.edu/ohr/download/SECFOR2.pdf>

RCUH: Financial Portal - Notify RCUH Accounting Manager to update accounting records and for system access (Maile Wai, mwai@rcuh.com)

Human Resources Portal – Complete HR AMP Delegation of Authorization and Request for Access Form
http://www.rcuh.com/WebHelp/Attachment_Files/HR_AMP_Delegation_Form_%28RCUH_Form_D-78%29_revised_4-21-2009.pdf/

Student Employment: Update profile: <https://sece.its.hawaii.edu/sece>
Contact SECE to request access to job records

SuperQUOTE: Update profile: <https://www.commercepoint.com/index.shtml>
Notify Support Desk (support@commercepoint.com) with new FO code and name of new department

Telecom: Complete Department Telecom Coordinator Change Request Form
<http://www.hawaii.edu/telecom/Forms/Form02b.pdf>

UHF: Remove/add account administrator or support staff access
<http://www.uhf.hawaii.edu/finance/forms.aspx> - see Account Changes