

ACCESS REQUEST FORM – SYSTEM COGNOS REPORTING SYSTEM

The purpose of this form is to request access to specific UC Davis Cognos reports. Currently, Cognos reports are accessed via VPN. Instructions will be provided to the approved Requestor once the provisioned process is completed by UC Davis. Training is being developed as to how to gain access & use reports.

REQUESTOR INFORMATION

Name _____ ID # _____ UCCE Location _____

Position Title _____ Home Department _____

Position Type: UC Employee _____ Contingent Worker _____

Justification for access

Access is requested for the following report(s)

Statement of Earnings Report (#339)

Funding End Date Report (#391)

AUTHORIZATION STATEMENTS

Requestor

I understand that access to the UC Davis Cognos Reporting system is granted for the performance of my assigned duties only, and that misuse or abuse of computer access privileges are serious matters. I will take all necessary precautions to assure proper safeguards are established, protecting personal and confidential information, and will prevent unauthorized access to sensitive information. I understand that I may not disclose personal or confidential information concerning individuals to unauthorized persons or entities as specified by Personnel Policies, other UC Davis/ANR Policies and Collective Bargaining agreements.

Requestor Signature

Date

Unit Director

By approving this request for the Requestor, I accept responsibility for the requested access to the Cognos Reporting system for the individual. I acknowledge that I am responsible for ensuring that the individual will be appropriately trained and that such access is not misused. I understand that it is my responsibility to take appropriate action to notify the UCPath Security Access if/when the individual’s responsibilities change in such a way that access to Cognos is no longer required for successful completion of duties of this position.

UCCE County Director Approval

Date

BOC Approval

Date

Financial Services Approval

Date

UCPath Security Access Committee Approval

Date

Routing: UCCE initiates / BOCK (Emily LaRue) / Financial Services (Jing Yu) / UCPath Project Team / UC Davis