

# CS Link Authority Form

**Business Unit** LBFDN

**Report Name**  Payroll Expenses by Fund  Payroll Expenses by Department

**Request Type**  New Employee Access  Update Employee Access  Inactivate and/or Replace Employee Access

**Specify the Employee(s) Information**

Empl ID	First Name	Last Name	Email	Phone

**Specify the Security Level** - Fund level security only applies to the "Payroll Expenses By Fund" report, and Department level security only applies to the "Payroll Expenses By Department" report. Attach a separate page for additional Funds or Departments.

<b>Update Only</b>	<b>Funds</b> - Add the Fund(s) to view in the "Payroll Expenses By Fund" reports.										
	<b>Select Type</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>Departments</b> - Add the Department(s) to view in the "Payroll Expenses By Department" report. This report is restricted to users that have been granted level 4 or above (e.g. ASM, Chair, or Dean) in PeopleSoft's Delegation of Authority (DOA) screen. Please Note: If only a Division or Sub-division is entered, then all of its departments will automatically be included.											
	<b>Division Name</b>	<b>Sub-Division</b>	<b>Dept ID</b>	<b>Dept ID</b>	<b>Dept ID</b>	<b>Dept ID</b>	<b>Dept ID</b>	<b>Dept ID</b>	<b>Dept ID</b>	<b>Dept ID</b>	<b>Dept ID</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Inactivate and/or Replace Access** - Provide the employee to be inactivated and/or replaced.

**Inactivate:** Empl ID  Name

**Move security access to another employee?**  No  Yes (If yes, then enter the new employee information below.)

Empl ID	First Name	Last Name	Email	Phone

**Requestor**

Requestor: \_\_\_\_\_ Date:  Comments:   
 Requestor Email: \_\_\_\_\_

**CS Link Approval**

By checking this box, I have reviewed and approve this CS Link access request.

CS Link Approver: \_\_\_\_\_ Date:  Comments:   
 CS Link Approver Email: \_\_\_\_\_

**FIS Help Desk**

Name: \_\_\_\_\_ Date:  Comments:

**Workflow Submittal -** The CS Link Authority form attached to the requestor and approver's "csulb.edu" e-mail is an acceptable method of authentication, so signatures are not required as long as both e-mail receipts are sent to the FIS Help Desk.