

**Medical School Budget Submission System**

**Focus Authorization Request**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Box #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dept Name: \_\_\_\_\_ Dept #: \_\_\_\_\_ Divn Name: \_\_\_\_\_ Divn #: \_\_\_\_\_

1A Should this individual be authorized to submit the departmental budget to the Dean’s Office? (Yes/No) \_\_\_\_\_

1B Should this individual be authorized to submit the divisional budget to the Department Head? (Yes/No) \_\_\_\_\_

2 Should this individual be granted access to FIS data for these department numbers? (Yes/No) \_\_\_\_\_

3 Should this individual be granted access to Personnel/Payroll data for these department numbers? (Yes/No) \_\_\_\_\_

4 Enter the department, division, and security code ranges for access to data in the Budget Submission System:

From Dept	To Dept	From Divn	To Divn	From SC	To SC

From Dept	To Dept	From Divn	To Divn	From SC	To SC

**IMPORTANT:**

- The password assigned as a result of this request is **CONFIDENTIAL** and **MUST NOT BE GIVEN TO ANY OTHER INDIVIDUAL**.
- Systems & Procedures, Box 1110 must be notified in writing **IMMEDIATELY UPON TERMINATION OF AN EMPLOYEE** for deletion of this password.
- Return this completed form to the Office of Budgeting and Financial Reporting, Box 8099, or fax to 362-1670.

_____ SIGNATURE OF USER	_____ DATE	_____ APPROVED BY DIVN HEAD	_____ DATE	_____ APPROVED BY DEPT HEAD	_____ DATE
_____ APPROVED BY BUDGETING AND FINANCIAL REPORTING	_____ DATE	_____ APPROVED BY ACCOUNTING	_____ DATE	_____ APPROVED BY PERSONNEL	_____ DATE

Information systems use only: Space: _____ T-Space: _____ Acct: _____ Sys ID: _____ BFR rev depts: _____
FIS-ok: _____ chg: _____ dt: _____ PP-ok: _____ chg: _____ dt: _____ GB-ok: _____ chg: _____ dt: _____

# **Please, read and retain in your departmental records.**

## **Washington University Computer and Administrative Information Systems Security Policy**

Washington University's Computers and Administrative Information Systems (AIS) may be used only by designated University employees for the University's purposes. Information contained in these computers and systems is highly sensitive and must be treated as such, not only to comply with our legal and ethical responsibilities to protect the privacy of the University's students, alumni, faculty and employees but also to ensure the integrity of University data. Unauthorized use of AIS and unauthorized distribution of any AIS information is strictly prohibited.

All those who use the AIS system must follow these rules:

1. You may use AIS and any information stored in AIS for specifically authorized University purposes only.
2. You may not discuss information obtained from AIS with anyone except other University employees whose University responsibilities require access to that information.
3. You may not disclose information obtained from AIS by telephone, e-mail, mail, or any other means except as specifically authorized.
4. You may not share your password with others or disclose a password to anyone else. You are responsible for the security of your password and for any use of your password.
5. You should log off AIS when you are not using it. You may not allow others to use your workstation while logged on to AIS or leave your station unattended so that others have access to AIS.
6. You must change your password on a periodic basis.
7. You may not modify or alter computer data files or programs except as specifically authorized.
8. You may not place data or programs on University computers unless you are authorized to do so and the University has the right (by law or license) to do so.
9. Needless to say, you may not use the University's computers for any unlawful purpose and may not vandalize or otherwise damage the University's computer system.

Should your affiliation with the University change or terminate, these prohibitions will remain in effect.

Violation of any of these guidelines may result in disciplinary action, including dismissal, and may also result in referral for civil or criminal legal action.

This Policy supplements and does not replace the Washington University Computer Use Policy, located at <http://www.wustl.edu/policies/computing/compolcy.html>. Each employee must review and understand that computer use policy as well as the guide to legal and ethical use of software located at [http://www.wustl.edu/policies/computing/use\\_sw.html](http://www.wustl.edu/policies/computing/use_sw.html). Anyone with access to student records information must also review and understand the Student Records policy, located at <http://AISweb.wustl.edu/Registrar/ferpa.nsf/pages/ferpa>.

If you have any questions about these guidelines, contact Systems and Procedures at 935-5707.

## **MEDICAL SCHOOL BUDGET SUBMISSION SYSTEM FOCUS AUTHORIZATION REQUEST INSTRUCTIONS**

Use a separate form for each person in your department who will be using the FOCUS Budget Submission System or whose current authorization does not match the work that has been assigned.

#1A Only individuals specifically authorized by the Department Head will be allowed to electronically send the budget request data to the Dean's Office. Fill in "YES" if a person is to be allowed by the system to execute the "transmit" function for the department. For others, fill in "NO".

#1B Only individuals specifically authorized by the Department Head will be allowed to electronically send the divisional budget request data to the Department Head. Fill in "YES" if a person is to be allowed by the system to execute the "transmit" function for the division to the Department Head. For others, fill in "NO".

#2 Access to FIS (ledger and transaction) data in FOCUS is required for anyone using FIS data in the Budget Submission System. Answer "YES" to authorize this person to access FIS data for the department numbers listed on the form. Fill in "YES" if this person already has access to this data. If this person does not currently have access to this data, FIS access will be granted if "YES" is specified. Fill in "NO" if this person should not be able to access departmental FIS data.

#3 Access to PERSPAY (Personnel/Payroll) data in FOCUS is required for anyone using PERSPAY data in the Budget Submission System. Fill in "YES" if this person already has access to this data. If this person does not currently have access to this data, PERSPAY access will be granted if "YES" is specified. Fill in "NO" if this person should not be able to access all departmental PERSPAY data.

#4 Please specify the department numbers for which you have budgetary responsibility. "From DEPT" and "To DEPT" represent the "main department numbers" to which access is requested. "From DIVN" and "To DIVN" should only be filled in if the individual is to have access only to specified department numbers within the department. "From DIVN" and "To DIVN" should be left blank when access to that entire department is desired. "From SC" and "To SC" should only be used after consultation with Budget Office staff.

To use the Budget Submission System effectively, you must have a printer available for producing "hard copy" reports. While FOCUS has a convenient facility for viewing reports interactively on the screen, the ability to print reports on paper (for working at a desk, for filing, etc.) is essential. If you need to set up a printer in your area to print Focus reports or if you need help with printing problems please contact the Focus Helpdesk at 935-7979. There may be significant work required (i.e. possibly several weeks) to add a printer definition to the print function on the FOCUS mainframe computer. Please request printer definitions as early as possible.

Return completed forms (with the user's, Division Head's and Department Head's signatures) to the Budget Office, Campus Box 8099 or fax number 362-1670.

Please direct questions about this form to the Budget Analyst assigned to your department.

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