

PINELLAS COUNTY SCHOOLS
USER - ID REQUESTS FOR AS/400:TERMS

(1) Need by Date ____/____/____

(2) Department/School Name _____

(3) Action	(4) Employee Name	(5) Title	(6) Current AS/400 User ID *	(7) Profile Code	(8) Cost Center Number	(9) Prelist or Add'l Cost Center Number

* If an employee has a current Terms id at a different cost center than requesting, the current Terms id will be deactivated unless otherwise noted on this form.

*****Scan this form and select Landscape – Only return page 1*****

(10) **Authorization Signature** _____
Position/Title _____

Requestor/Contact Name ***Please Print** _____ Requesting School/Department (if different than above) _____ Date _____

Contact Email Address _____ *request cannot be processed without a phone # and Email address _____ Telephone _____

(11) For TIS Use Only

TIS Systems Security _____ Date _____

PROCEDURES FOR COMPLETING THE USER-ID REQUEST FORM FOR AS/400:TERMS

(Each number below refers to a corresponding number of the face of the form)

1. Need by date. Must be a future date. (All attempts to complete by this date will be made but are not guaranteed.)
2. Your department or school name.
3. An action code for each USER-ID requested. Enter only one per line.
A = add a person to TERMS for your center. **C** = change a person using TERMS at your center.
D = delete a person from TERMS from your center. **I** = inactivate a person using TERMS at your center.
4. Employee's name.
5. Employee's title.
6. To be filled in when changing, deleting, or inactivating a TERMS person at your center. Leave this AS/400 USER-ID section **blank** when adding a person.
7. The profile code (CHOOSE ONE FROM EACH GROUP) which best fits the employee's authority level. (see chart below)
8. The cost center number for you department or school. (Not a project number).
9. If you have a prelist destination number or if there's an additional cost center for your department or school (e.g. evening school) fill in. Otherwise, leave blank.
10. Principal or department head's signature, position or title. Printed requestor/contact name, requesting School/dept., date of request, **email and telephone number.**
11. LEAVE THIS SECTION BLANK.

**PONY YOUR REQUEST TO TIS SYSTEMS SECURITY OR,
 THE PREFERRED METHOD, SCAN AND EMAIL TO termsrequest@pcsb.org
 THE SUBJECT OF THE EMAIL NEEDS TO BE "TERMS REQUEST ATTACHED"**

PROFILE CODE	DESCRIPTION
FINANCE	
DIS 1	Update access to budget planning, budget amendments, requisition entry, requisition approval, and purchase order receiving. Future query access will be provided for security user id's.
DIS 2	Update access for requisition entry, and purchase order receiving
DIS 3	Update access for budget amendments, requisition entry, and purchase order receiving
DIS 4	Update access for budget amendments, requisition entry, requisition approval and purchase order receiving
DIS 5	Update access for budget planning, budget amendments, requisition entry, requisition approval and purchase order receiving
DIS 6	Update access for requisition entry, requisition approval and purchase order receiving
DIS 7	Update access for budget amendments
DIS 8	Update access for budget amendments and requisition approval
DIS 9	Update access for requisition approval
DIS A	Update access for purchase order receiving
DIS B	Update access for requisition entry
INQ 1	Inquiry only access - non supervisory personnel
INQ 2	Inquiry only access - supervisory personnel
PAYROLL	
PA01	Payroll data entry and instructional substitute data entry (C08, C09, C12,C13 update)
PA02	Payroll approval (C08, C12,C13 inquiry, C09 update) (Supervisor, Assistant Principal, Principal or higher)
PA03	Inquiry for payroll data entry and payroll time approval (C08, C09, C12,C13 inquiry)
PA04	Payroll data entry (C08, C09 update) (typically Head Plant Operator)
PA05	Instructional substitute data entry (C12, C13 update)
PERSONNEL	
PE01	Inquiry only panels B01 through B14
POSITION CONTROL	
PC01	Position Control - Inquiry only
FIXED ASSETS	
AST 1	Update access for asset transfer entry
AST 3	Update access for asset transfer approval for cost center (Supervisor level or higher)
INQR	Inquiry only
WAREHOUSE	
WH	Warehouse access