Colleague Financials

Wesleyan Information Network (WIN: Ellucian Colleague) Application Access Request Form

IMPORTANT: Only select those accounts the user should have access to at the time this document is submitted. Keep in mind that the user's access will always reflect the most recent form received by the Information Technology department.

Date:

Employee Name: _____ **Employee ID:** _____

Department: _____ **Position:** _____

Is this person replacing another employee? ◯ Yes ◯ No   If Yes, provide previous employee's name: [_____]

Select only one: 6 digit department code(s)

To view the budget in RamLink with no ability to create or approve requisitions. **BUD.VIEW** ☐	[_____]
	[_____]
To approve requisitions in Colleague and view the budget in RamLink. **BUD.MGR** ☐	[_____]
	[_____]
To access and input Annual Budget amounts during the annual budget cycle (typically Deans and above.) **BUD.ANNUAL** ☐	[_____]
	[_____]
	[_____]
	[_____]
To create requisitions in Colleague and view the budget in RamLink. **REQ.INIT** ☐	[_____]

Access to salary lines?   Yes ◯
                           No ◯

Supervisor Name: _____

Supervisor Signature: _____   Date: _____

Module Custodian Name: _____   **Title:** _____

Module Custodian Signature: _____   Date: _____

IT Use Only	**Technical Specialist:** _____ **Date Completed:** _____