

Escape User Request  
District

**DISTRICT:**

**ORG #** \_\_\_\_\_

New User \_\_\_\_\_ Change Permissions \_\_\_\_\_

User Name	User School Site (if applicable)	Job Title	Finance Role	HR Role	District System Role	Read Only
Academic Department:						
Locations:						

Departments:


Component Permissions: (what account components do you want this person to see?)

--	--	--	--	--	--	--

What does this user need to do?:

Activity	Activity Task(s)	Edit Role	Read Only	Is the User an Approver?	Approvals

Requested By.:	Request Date:
Approved by Prog Mgr.:	Approval Date:

Approved by Asst. Sup. Bus. Services: \_\_\_\_\_  
Date: \_\_\_\_\_

Entered into Escape:  
By:

Comments:

## Escape User Permission Definitions

### FINANCE

- Read-only – This user has access to almost every activity in the Finance module. These users can run reports and look at documents, but they cannot make any changes to the system. This role is generally the one assigned to your independent auditors.
- Admin- This is the most basic user. They can submit requisitions, run reports and a handful of other activities.
- AP – This is for accounts payable and receivable clerks. They can submit requisitions, run reports and a handful of other activities.
- DeptUser – Generally a user in the district office. They have more update capabilities than an Admin user.
- DeptMgr – Similar to a department user by they have more permissions for process and setup.
- Fiscal – Power user. They have full access to almost every finance activity and report.

### HR/PAYROLL

- Read-only – These users can run reports and look at documents, but they cannot make any changes to the system.
- Admin – Can only access a handful of activities.
- HRUser – Generally a user in the District Office. They have update and read only access to most “personnel” activities.
- HRMGR – More permissions than HRUser
- PayUser – Generally a user in the district office. They have update and read-only access to most pay activities and read-only access to some “personnel” activities
- PayMgr – Similar to a PayUser but with more permissions for processes and setup

### System Support

- ✓ Read-only – Same as above
- ✓ OrgMgr – more access to setup activities than a Fiscal or any HR user. These are for district level maintenance, usually apply to COE users only