

The Fusion Application uses SSO (Single Sign-On): Please use your Network Login to access Fusion.

DIRECTIONS: 1. Fill out form 2. Email form to the Role Owners for each area 3. Roles Owners will process the form and email the form to the Service Desk 4. Service Desk will ensure that the form has correct signature and log a ticket for IT Security to process.

Department: _____ Date: _____ Contact: _____

Contact Phone: _____ Contact Email: _____

Employee Name: _____ Employee Persons Number: _____

Request Change: User Account/Job Role: Mark an 'A' to add a Job Role; Mark a 'D' to Delete a Job Role:

You Are Required to have your Department Head Authorization Signature as well as the Application Owner's Signature next to each relevant Job Role being Requested.

Application	Owners Signature	Job Role	X
Budget		DC Budget Manager (New) Manages one or more control budgets, including relevant setup, budget loading, exception analysis, transactional overrides, and funds available analysis and reporting	
		DC General Ledger Budget (New) Analyzes the financial performance of an enterprise or an organization within an enterprise.	
GL		DC General Accountant (New) Records and reports financial transactions and manages revenue, expense, asset, liability and equity accounts.	
		DC General Accounting Manager (New) Manages the general accounting functions of an enterprise including general ledger, subsidiary ledgers, and cost accounting.	
		DC General Ledger Analyst (New) Analyzes the financial performance of an enterprise or an organization within an enterprise.	
Payables		DC Accounts Payable Invoice Supervisor NEW Individual responsible for creating accounts payable invoices.	
		DC Accounts Payable Manager Overrides exceptions, analyzes Oracle Fusion Payables balances, and submits income tax and withholding reports to meet regulatory requirements.	
		DC Accounts Payable Payment Supervisor Individual responsible for managing accounts payable payments.	
		DC Accounts Payable Payment Supervisor – Treasury Individual responsible for managing accounts payable payments.	
		DC Accounts Payable Specialist Enters invoices ensuring accuracy, uniqueness, and completeness.	
		DC Accounts Payable Supervisor Oversees the activities of Accounts Payables Specialists. Initiates and manages pay runs. Resolves nondata entry holds.	
		DC Accounts Payable Web Center (NEW) Enters invoices ensuring accuracy, uniqueness, and completeness. Matches invoices to correct purchase orders or receipts ensuring that invoices comply with company policy.	
Expenses		DC Expense Audit Manager Enters invoices ensuring accuracy	
		DC Expense Auditor Reviews and audits expense reports on a daily basis to ensure compliance with the company's reimbursement policy.	
		DC Expense Manager Manages company's expense policies and processes. Reviews and proposes changes to expense policies.	
Cash		DC Cash Inquiry VIEW ONLY	
		DC Cash Manager Protects and develops the company's liquid assets maximizing their use and return to the organization	

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Receivables		DC Accounts Receivable Setup Manages all accounts receivable activities, including defining policy and controls, establishing processes and procedures, resolving issues, monitoring and analyzing accounts receivable balances, and creating reports and business intelligence.	
		DC Accounts Receivable Customer Setup Individual responsible for creating and managing customer setup and maintenance, accounting, and accounts receivable setup.	
		DC Accounts Receivable Clerk (New) Manages and implements all customer payment activities, including receiving customer payments and electronic remittance advice, performing cash handling activities, processing customer payments, and applying payments to customer accounts.	
		DC Accounts Receivable Manager Non FEMA Manages all accounts receivable activities, including defining policy and controls, establishing processes and procedures, resolving issues, monitoring and analyzing accounts receivable balances, and creating reports and business intelligence.	
		DC Accounts Receivable Specialist Manages and implements all customer payment activities, including receiving customer payments and electronic remittance advice, performing cash handling activities, processing customer payments, and applying payments to customer accounts.	
		DC Accounts Receivable Treasurer (New) Manages and implements all customer payment activities, including receiving customer payments and electronic remittance advice, performing cash handling activities, processing customer payments, and applying payments to customer accounts.	
		DC FS Accounts Receivable Manager (New) Manages all accounts receivable activities, including defining policy and controls, establishing processes and procedures, resolving issues, monitoring and analyzing accounts receivable balances, and creating reports and business intelligence.	
Assets		DC Asset Accountant Performs asset transactions including additions, adjustments, transfers, and retirements, ensuring accuracy and completeness.	
		DC Asset Accounting Manager (New) Manages fixed assets department and personnel. Monitors and performs asset transactions, maintains asset books and set ups in Oracle Fusion Assets, and views asset information and accounting entries.	
Grants		DC Grants Accountant Oversees the collection, recording, allocation, and analysis of award and project costs and revenue. Analyses budget and actual costs and prepares project profit and loss statements. Reports financial performance to project managers and executives.	
		DC Grants Accountant No Workflow (New) Oversees the collection, recording, allocation, and analysis of award and project costs and revenue.	
		DC Grants Administrator (New) Assists the principal investigator with the administrative functions of an award and its related projects, particularly with data collection and data entry tasks.	
		DC Grants Department Administrator (New) Assists the principal investigator with the administrative functions of an award and its related projects, particularly with data collection and data entry tasks for one or more departments within the enterprise.	

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Projects		DC Custom Objects Administration Create (New) This role is granted privileges to custom objects.	
		DC Enterprise Contract Administrator (New) Performs the duties of both customer contract administrator and supplier contract administrator.	
		DC Enterprise Contract Manager (New) Manages a team of enterprise contract administrators.	
		DC Project Contract Invoice Management Perform tasks related to managing project contract invoices, billing events and billing transaction exceptions.	
		DC Project Contract Revenue Management Perform tasks related to managing project contract revenue, billing events and billing transaction exceptions.	
		x Collects, imports, and processes project cost transactions. Authorizes project cost adjustments and expenditure item status changes. Manages project allocations. Views project billing exceptions and project contract invoices. Views financial summaries for projects and tasks.	
		DC Project Inquiry (New) Assists the project manager with the administrative functions of a project, particularly the functions related to collecting and entering information into the project application.	
		DC Principal Investigator (New) Controls and monitors the technical direction and academic quality of research projects such as laboratory studies or clinical trials.	
		DC Project Accountant (New) Manages and analyzes the collection, recording, and allocation of project costs and revenue. Ensures accurate project profit and loss calculations.	
		DC Project Accountant (New) Manages and analyzes the collection, recording, and allocation of project costs and revenue. Ensures accurate project profit and loss calculations.	
		DC Project Administrator (New) Manages and analyzes the collection, recording, and allocation of project costs and revenue. Ensures accurate project profit and loss calculations.	
		DC Project Billing Specialist Job role that supports the project billing related requirements in a business	
		DC Project Billing Specialist – Approver Job role that supports the project billing related requirements in a business	
		DC Project Billing Specialist – Submitter Job role that supports the project billing related requirements in a business	
		DC Project Integration Specialist Individual responsible for planning, coordinating, and supervising all activities related to the integration of project management information systems	
		DC Project Management Duty Manages individual projects and is not assigned the project manager job role. Performs web service operations to create and update projects, tasks, resources, and associated attributes. Manages the integration between Oracle Fusion Project Foundation and Oracle Fusion Project Management.	
		DC Project Administrator (New) Assists the project manager with the administrative functions of a project, particularly the functions related to collecting and entering information into the project application.	
		DC Project Application Administrator SETUP ROLE Collaborates with project application users to maintain consistent project application configuration, rules, and access.	
		DC Project Manager (New) Manages the execution and completion of a single project. Creates budgets, plans, and schedules. Sources and allocates resources such as labor, subcontractors, materials, and equipment.	
		DC Project Team Member (New) Identifies the person assigned to a project as a team member to perform specific roles and functions for that project.	
		DC Project Time Entry Mobile Allows the user to report time and manage time cards on mobile device.	

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Purchasing		DC Advanced Procurement Requester (New) Prepares requisitions on behalf of others and has access to advanced requisition creation permissions.	
		DC Procurement Preparer (Purch) Prepares requisitions on behalf of others	
		DC Buyer Procurement professional responsible for transactional aspects of the procurement processes.	
		DC Category Manager (New) Procurement professional responsible for identifying savings opportunities, determining negotiation strategies, creating request for quote, request for information, request for proposal, or auction events on behalf of their organization and awarding future	
		DC Data Steward Manager (New) Manages customer data stewards and has additional privileges including assigning requests.	
		DC Procurement Contract Administrator (New) Procurement professional responsible for creating, managing, and administering procurement contracts.	
		DC Procurement Manager (New) Procurement professional responsible managing a group of buyers in an organization.	
		DC Procurement Preparer (New) Prepares requisitions on behalf of others.	
		DC Procurement Requester (New) Prepares requisitions for themselves.	
		DC Procurement Requester (PURCH) Prepares requisitions for themselves.	
		DC Purchase Analysis (New) Allows a user to preform line of business analysis on requisitions, purchase orders, and suppliers.	
		DC Sourcing Project Collaborator (New) Key organization stakeholder helping to determine negotiation strategies, award decision criteria, and objective scoring on behalf of their organization.	
		DC Supplier Bidder (New) Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.	
Purchase & Supplier		DC Supplier Contract Team Member (New)	
		DC Enterprise Contract Inquiry (New) Performs the duties of both customer contract administrator and supplier contract administrator.	
		DC Supplier Manager (New) Manages supplier information and authorizes promotion of prospective suppliers to spend-authorized suppliers.	
		DC Supplier Self Service Administrator (New) Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.	
		DC Supplier Self Service Clerk Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.	
		DC Supplier Contract Administrator (New) Works with internal buyers and legal to negotiate and author supplier contracts and agreements. Tracks critical contract milestones, monitors supplier performance, and assists buyers during contract renewals, closeout, and amendments.	
		DC Supplier Accounts Receivable Specialist Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.	
		DC Supplier Accounts Receivable Specialist View Only View invoices and payments for the supplier company. Primary tasks tracking invoice and payment status.	
		DC Supplier Qualification This is a discretionary role provisioned to end-users on an as required basis for the purpose of performing supplier qualification duties. Supplier qualification is the process of qualifying suppliers according to a set of predefined criteria to meaningfully support the procurement function within an organization. Supplier qualification includes defining the requirements that a supplier should meet, qualifying the supplier by performing the required verification and audits, and assessing and maintaining supplier qualifications.	
		DC Supplier Customer Service Representative Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include tracking, acknowledging, or requesting changes to new orders. Communicates order schedules that are ready to be shipped by	

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		submitting advance shipment notices and monitors the receipt activities performed by the buying organization.	
Human Resources		DC HCM Human Resource Manager Performs duties of a human resources manager.	
		DC HCM Human Resource Manager View All View All Data	
		DC Contingent Worker Identifies the person as a contingent worker	
		DC HCM Human Resource Analyst No PII Performs duties of a human resources analyst Performs duties of a human resources analyst. No Personal Data	
		DC HCM Human Resource Analyst No PII View All Data View All Data	
		DC HCM Human Resource Analyst No Salary Performs duties of a human resources analyst.	
		DC HCM Human Resource Analyst No Salary View All DC Human View All Data	
		DC HCM Human Resource Specialist View All View All Data	
		DC HCM Human Resource Specialist No Salary Performs duties of a human resources specialist.	
		DC HCM Human Resource Specialist No Salary View All DC Human Resource Specialist No Salary View All Data	
Benefits		DC HCM Benefits Administrator View All View All Data	
		DC HCM Benefits Manager View All View All Data	
		DC HCM Benefits Specialist View All View All Data	
		DC HCM Benefits Administrator View All View All Data	
		DC HCM Benefits Specialist Manages administration of an individual employee's benefits using the service center and professional pages	
		DC HCM Benefits Administrator Manages Administration of benefits business objects and batch processes	
		DC HCM Benefits Manager Manages implementation and administration of benefits business objects and batch processes	
Time & Labor		DC HCM Time and Labor Administrator View All View All Data	
		DC HCM Time and Labor Manager View All View All Data	
		DC HCM Time and Labor Manager Manages setup, maintenance, and support of Time and Labor. Supervises other roles that support the Time and Labor infrastructure.	
Payroll		DC HCM Payroll Administrator View All View All Data	
		DC HCM Payroll Interface Coordinator View All View All Data	
		DC HCM Payroll Manager View All View All Data	
Learning & Performance		DC Learning Assignment Administrator View AOR	
		DC Learning Catalog Offering Administrator View All	
		DC HCM Learning Specialist View All	
		DC HCM Human Resource Analyst No Salary View All	
		DC HCM Human Resource Specialist No Salary View All	
INQUIRY (Read Only)		DC Accounts Payable Inquiry (New)	
		DC Accounts Receivable Inquiry (New)	
		DC Budget Control Inquiry	
		DC Enterprise Contract Inquiry (New)	
		DC Fixed Asset Inquiry (New)	
		DC General Ledger Inquiry (New)	
		DC Grants Inquiry (New)	
		DC Procurement Inquiry (New)	
		DC Project Inquiry (New)	
		DC Supplier Inquiry (New)	

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		DC HCM REC Recruiting Reporting Specialist ViewAll	
Recruiting		DC HCM REC Recruiting Setup ViewAll	
		DC HCM REC TA Recruiter ViewAll	
		DC HCM REC Department Recruiter_Restricted	
		DC HCM REC Recruiting Administrator ViewAll	
		DC HCM REC TA Recruiter Sensitive ViewAll	

		DC HCM Compensation Reporting Specialist View All	
Compensation		DC HCM Compensation and Salary Maintenance View All	
		DC HCM Compensation Inquiry View All	
		DC HCM Compensation Setup View All	
		DC HCM Compensation Administrator View All	
		DC HCM Compensation Manager View All	
		DC HCM Compensation Department Head and Liaison_Restricted	

Requesting Department.

Department Head Signature: _____ Date: _____

Please Print Name: _____

Please EMAIL Form to: the below Role Owners to Obtain approval signature. Role owners will email the signed form to the Service Desk for processing.

Fusion Role Owners – Authorized Approval Signatures

ERP

Purchasing/Supplier – Mario Alvarado

GL – Tye Randle

AP – Marilyn Ross

Expenses – Marilyn Ross

AR (Treasury) – Pauline Madrano

Cash Management – Christina Jacinto

FS AR (Forensics) – Cathy Self

PPM – Nag Perumalla/Sujata Ramakrishnan

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Cash Management – Christina Jacinto

HCM

Payroll –Lavonda Haynes

HR/Time&Labor/Learning – Shirley Johnson

Benefits – Ricky Patridge

Learning & Performance Mgt – Shirley Johnson