

Financial Reports (Tableau Managed Reports)

1. Use MicroSoft Word to fill out this form. Tab between fields.
2. Users must accept the Agreement for Accessing University Information at <https://identityservices.rutgers.edu/agreement/>.
3. Please use full, formal names.
4. After obtaining required signature(s), email PDF of form to: cloudaccess@finance.rutgers.edu for processing.
5. Email subject line: [last name of applicant] - Tableau.

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|---|--|--------------------------------|
| Applicant Information (Please Print) – ALL Fields are Required. | | Effective Date: MM/DD/YY _____ |
| Name: YOUR NAME HERE _____ | Employee ID (8-digits): YOUR EMPLOYEE ID GOES HERE _____ | ■ |
| Title: YOUR TITLE HERE _____ | UDO Number: 45062956253 _____ | □ |
| Unit Name: NB School of Arts and Sciences _____ | Employee Class: 1 _____ | |
| Division Name: Office of the Dean _____ | Phone: _____ | |
| Org Name: Office of Administration _____ | Email Address: yourusername@rutgers.edu _____ | □ |
| Campus Address: YOUR ADDRESS HERE _____ | Net ID (in CAPS): YOUR NETID HERE _____ | □ |

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|---|------------------------------------|
| <input type="checkbox"/> | Payroll Distribution Report |
| Includes access to: [1] Current RU Payroll Data, [2] Legacy RU Payroll Data (Jan 2014 to Oct 2016), [3] RU General Ledger (GL) (Jan 2012 to Oct 2016), [4] RU Procurement (Jan 2012 to Oct 2016). | |
| <input type="checkbox"/> | Other Legacy Reports |
| Includes access to: [1] RU General Ledger (GL) (Jan 2012 to Oct 2016), [2] RU Procurement (Jan 2012 to Oct 2016) | |

| | | | |
|--|---------------------------------------|--|----------------------|
| (Required) PRINT NAME Name of Applicant | Net ID (in CAPS) (Required) | Signature Applicant | Date _____ |
| (If Applicable) PRINT NAME Name of Business Manager | Net ID (in CAPS) (Required) | Signature Business Manager | Date _____ |
| (Required) PRINT NAME Name of Dean, Director, or Dept. Chair | Net ID (in CAPS) (Required) | Signature Applicant's Dean, Director, or Dept. Chair | Date _____ |

BPO Approval: _____ Date _____ Processed By _____ Date _____