

Human Services FINET Access Procedures

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Revised:

Department of Human Services
FINET Access Procedures

The following procedures are applicable to all Utah Department of Human Services Employees needing FINET Security Access Setup, Changes, or Deletion:

- I. *DHS Network Access Request Form* must be completed with necessary approvals and submitted to the Human Services Office of Technology (OT).
- II. *DHS Mainframe Access Request Form* must be completed with necessary approvals and submitted to OT. CICS is a required application to use FINET and eForms. OT will email CICS ID to the user. CICS (completion of the Mainframe Access Request form) will be necessary until FINET is available as an Internet application.
- III. State Finance form SA- 8 *Financial Information Network (FINET) System Departmental Access Request Form* must be completed.
 - A. **DHS requires the eForm and electronic signatures be used.** Complete the eForm as applicable. Email the form to those needing to review and apply electronic signatures. The form must contain electronic signatures from the Employee, Supervisor, Manager (Division Budget and Accounting Officer), and the final approval signature from the DHS Finance Director.
 - B. The DHS Finance Director will email the completed form to State Finance and the Bureau of Finance will keep a copy on file.
- IV. Change: To make changes to a current employee's FINET security, complete a new State Finance form SA-8. The first box on the form "Request Type" will need to be "Change". The adjacent box will identify the type of change and the required sections to be completed. Email the eForm to those required to review and apply their electronic signature (the employee's signature is required). The DHS Finance Director will email the completed form to State Finance and the Bureau of Finance will keep a copy on file.
- V. Deletion: Upon an employee terminating employment with the Department of Human Services or changing jobs within DHS that no longer requires FINET access, the supervisor must complete State Finance form SA-8 processing a request to delete the employee from FINET access. Email the eForm to obtain required electronic signatures (Supervisor, Division Budget & Accounting Officer, and Finance Director; Employee's signature is not required). The DHS Finance Director will email the completed form to State Finance.