

FMIS APPLICATION TERMINATION FORM

FMIS FORM #TERM03 04/2009

USER INFORMATION	ADC LOGONID <input style="width:95%;" type="text"/>	Email Address <input style="width:95%;" type="text"/>	Effective Date <input style="width:95%;" type="text"/>
Employee Name <input style="width:95%;" type="text"/>	Employee Title <input style="width:95%;" type="text"/>	Phone <input style="width:95%;" type="text"/>	
Agency Name <input style="width:95%;" type="text"/>	Agency Code <input style="width:95%;" type="text"/>	Employee Termination/Transfer Date <input style="width:95%;" type="text"/>	

**FORM IS ONLY TO BE USED WHEN EMPLOYEE LEAVES OR
ACCESS IS NO LONGER NEEDED TO FMIS APPLICATIONS**

ADPICS - PURCHASING	<input type="checkbox"/> INACTIVATE	COMMENT <input style="width:95%;" type="text"/>
R*STARS - ACCOUNTING	<input type="checkbox"/> INACTIVATE	COMMENT <input style="width:95%;" type="text"/>
ADHOC - FOCUS	<input type="checkbox"/> DELETE R*STARS Access <input type="checkbox"/> DELETE ADPICS Access <input type="checkbox"/> DELETE TESS Access	COMMENT <input style="width:95%;" type="text"/>
TESS - TIMEKEEPING	<input type="checkbox"/> DELETE	COMMENT <input style="width:95%;" type="text"/>

FMIS Office Use Only: <input type="checkbox"/> Remove R*stars Vendor Coordinator _____ GAD Signature	<input type="checkbox"/> FMIS Office Use Only: Remove ADPICS Vendor Coordinator <input type="checkbox"/> Remove ADPICS Commodity Liaison _____ DGS Signature
---	---

APPROVALS: Ensure Functional Coordinator is for proper Application

Agency FMIS/ADPICS Functional Coord: Approved___ Denied*___ Signature_____	Date_____	Phone_____
Agency R*STARS Functional Coord: Approved___ Denied*___ Signature_____	Date_____	Phone_____
Agency TESS Functional Coord: Approved___ Denied*___ Signature_____	Date_____	Phone_____
Agency FMIS Security Officer: Approved___ Denied*___ Signature_____	Date_____	Phone_____
DoIT FMIS Security Officer: Approved___ Denied*___ Signature_____	Date_____	Phone_____
FMIS Control Clerk: Date Completed _____	Initials _____	*Reason for Denial _____

The following procedures should be used to delete a security profile from ADPICS, R*STARS, FOCUS ADHOC and TESS Security.

ADC Logon ID: Enter logon ID of the user who is no longer at the agency.

Employee Email Address: Enter the employee email address

Effective Date: Enter the date that the request is to be effective.

Employee Name: Enter the full name of the user.

Employee Title: Enter the title of the user.

Phone: Enter user telephone number, including area code and any extension.

Agency Name: Enter the home agency name of the user.

Agency Code: Enter the Agency Profile Code associated with the user's Financial Agency.

Employee Termination/Transfer Date: The date the employee leaves the agency.

APPLICATION REMOVAL SECTION:

Check box for each application (Adpics, Rstars, Adhoc & Tess) that is applicable to employee leaving agency

For Adhoc: check which access application will be removed

Note: Adpics and Rstars are inactivated; Adhoc and Tess are deleted.

APPROVALS SECTION:

Agency FMIS/ADPICS Functional Coordinator: The Agency FMIS Functional Coordinator OR if the agency has specific Functional Coordinators for Adpics indicates whether the request is approved or denied and signs and dates the form.

Agency R*STARS Functional Coordinator: The Agency R*STARS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.

Agency TESS Functional Coordinator: The Agency TESS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.

Agency FMIS Security Officer: The Agency FMIS Security Officer indicates whether the request is approved or denied and signs and dates the form. The Security Officer scans and emails the form to securityservices.doit@maryland.gov

DoIT FMIS Security Officer: The FMIS Security Officer initials and dates the form when the data entry is complete, indicates whether the request is approved or denied and signs and dates the form