



# SEGREGATION OF DUTIES EXCEPTION

## Request for Job Data Access

### Section I: Request

The \_\_\_\_\_  
(College/VP Area)  
requests that \_\_\_\_\_  
(user name and user ID)

be granted an exception to the segregation of duties requirements for Job Data access to the Human Resources System. It is understood that granting this exception will allow a College or VP area system user who has been assigned approver roles to also be assigned access to enter Job Data transactions. It is also understood that additional mitigating controls **must** be in place in the area as described below, and that confirmation of those controls will be required on an on-going basis. **Failure to comply with defined control requirements will result in immediate termination of this Job Data entry access.**

#### User Requirements:

- The area’s Internal Control Structure and Delegation of Signature Authority must delegate approval authority to the Exception User.
- Exception User must be assigned College Approver status within the requesting College or VP area. Departmental users are not eligible for this exception.
- Exception Users shall not have initiator access to position data, job requisition, timekeeping, or additional pay.
- All Job Data actions must be compliant with university policy and must be supported by required documentation and approvals.
- All Job Data actions must be documented and must be approved by someone other than the initiator.

#### College/VP Area Requirements:

- A senior level approver with delegated approver authority within the College/VP structure **MUST** on a monthly basis review ALL Job Data transactions initiated by the Exception User and certify that those actions are appropriate and have the necessary documentation and approvals. Reviews must be completed within one week of month-end.
- Documentation and certification reports must be readily available for scheduled and unscheduled audits.

### Section II: Authorization

I will comply with the requirements stated in this agreement and understand that failure to comply will result in revocation of the Job Data initiation access.

_____	_____
User	Date
_____	_____
Senior Fiscal Officer	Date
_____	_____
Dean or Vice President	Date

### Section III: Approval

_____	_____
Director of Payroll	Date