

URGENT PROCESS AS PRIORITY
Under policy "Access to SAP for staff whose position number has changed"
Fax to Pam Greenwood, Corporate Finance Division, x56357
Hard copy to follow by mail.
PO Box 3F, Monash University, Vic, 3800

Request to Renew SAP User Access
For Staff Members who have lost or may lose access to SAP

TITLE:MISS / MRS / MS/ MR /PROF /DR / OTHER

*NAME: (First name and Last name)

*SAP USER NAME (= Novell user name):

EMAIL ADDRESS:(if known)

PHONE NUMBER:

PERSONNEL NUMBER:

CAMPUS:

OLD POSITION NUMBER:

*NEW POSITION NUMBER:

*DATE NEW POSITION NUMBER IS EFFECTIVE FROM:/...../.....

SELECT ONE:

- MOVED TO NEW POSITION (WITHIN SAME DEPT)
- MOVED TO PART-TIME APPOINTMENT
- MOVED TO FULL-TIME APPOINTMENT
- MOVED TO CASUAL APPOINTMENT
- OTHER:

HAVE YOU LOST ACCESS TO SAP YET?:

*SIGNATURE:.....

DETAILS OF AUTHORISING STAFF MEMBER (Head of department or equivalent)

*SIGNATURE:

*PRINT NAME:

AUTHORISOR'S POSITION:

AUTHORISOR'S EXT:

*AUTHORISOR'S EMAIL:

*** marked fields are mandatory to enable this form to be processed.**
This form may not be used if the staff member is commencing in a new department or requires access to a new cost center, purchasing group or organisational unit.