



USER INFORMATION

EMPLOYEE NAME: _____ EMPL ID NUM: _____ PCN: _____ PHONE NUMBER: _____

DEPARTMENT: _____ DIVISION: _____

IRIS AUTOMATION AUTHORIZATION

Mark the box for each automation for which the user is authorized.

ADD	NEW HIRE / REHIRE (NHRH) REQUESTS	Submit New Hire NEMP/HRDOC requests to the automation bot for processing in IRIS HRM to setup new employees and add users to the State Employee Directory.
RETAIN		
DELETE		

ADD	PAYROLL CORRECTIONS (PREXP)	Submit PREXP Errors spreadsheet to automation bot to correct rejected PREXP transactions and submit to workflow for certification.
RETAIN		
DELETE		

ADD	ADJ JOURNAL ENTRY (CH8)	Submit Interface Charges (CH8) Entry spreadsheet to automation bot to move expenses in IRIS. Bot will created and submit CH8 transaction to workflow for certification. (09-MVA, 16-DOH, 25-DOT, and 26-FCS only)
RETAIN		
DELETE		

ADD	COST ACCOUNTING JOURNAL VOUCHER (JVC)	Submit Cost Accounting Journal Voucher (JVC) Entry spreadsheet to automation bot. Bot will created and submit JVC transaction to workflow for certification. (09-MVA, 25-DOT, and 26-FCS only)
RETAIN		
DELETE		

User Signature

PRINTED NAME

SIGNATURE

DATE

Appointing Authority / IRIS Security Contact Approval

PRINTED NAME

SIGNATURE

DATE

Submit this form to:

Agency IRIS Security Contact or Appointing Authority for Approval
before sending to DOA DOF System Security for processing