

## New Employee Orientation Sheet

### MY INFORMATION

My PID Number: \_\_\_\_\_

My Department Number: \_\_\_\_\_

### MY CONTACTS

My FACS Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

My HR Facilitator: \_\_\_\_\_ Phone: \_\_\_\_\_

My FRED Administrator: \_\_\_\_\_ Phone: \_\_\_\_\_

### Access Request Form :

[http://finance.unc.edu/images/stories/forms\\_fr/accessrequestform.doc](http://finance.unc.edu/images/stories/forms_fr/accessrequestform.doc)

The Consolidated Access Request Form is for access to the following systems:  
(Place a check beside each system for which you have access, so you will know which training modules you need to complete.)

- |   |  |
|---|--|
| <input type="checkbox"/> FRS                      | <input type="checkbox"/> Dept Online Budget Reallocation |
| <input type="checkbox"/> Check Request            | <input type="checkbox"/> Web Requisition & Receiving     |
| <input type="checkbox"/> Journal Entry System     | <input type="checkbox"/> UNC Account Request             |
| <input type="checkbox"/> Web Travel               | <input type="checkbox"/> Online Purchasing Card          |
| <input type="checkbox"/> CABS                     | <input type="checkbox"/> ITS Purchasing                  |
| <input type="checkbox"/> Flexible Budget Transfer | <input type="checkbox"/> Department Deposit Access       |
| <input type="checkbox"/> FRED                     | <input type="checkbox"/> Finance Data Warehouse          |

For access to other Finance related systems, please go to our [Resources page](http://finance.unc.edu/communications--training/communications--training-dept/resources.html).  
<http://finance.unc.edu/communications--training/communications--training-dept/resources.html>

**Don't forget to check out the [Finance Division Training webpage!!!](http://finance.unc.edu/finance-division/training/training-overview.html)**

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