

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
SYSTEM SECURITY REQUEST

NAME				SOC. SEC. NO.		ORG. NO.	DATE
New <input type="checkbox"/>	Add Only <input type="checkbox"/>	Remove Only	Change <input type="checkbox"/>	Terminate <input type="checkbox"/>	Current Logon:		SECURITY LEVEL

Remote Entry Management Information System			Org.	Dist.	State
DAILY REPORTING	01	Enter DOT-12 Daily Work Report, REMIS Correct. & Emp. Phone Nos. (DR, RC, PH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	02	Process Inventory Records and Fixed Assets (IN, IT, IU, IG, FA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	03	Enter Receipts for Goods and Services & VISA Reconciliation (PR, RV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	04	Record Completed Equipment P.M. & Meter Readings (EM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	05	Journal Entry for Turnpike Credit Card Charges (JE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MASTER MAINTENANCE	11	Purchase System, Goods and Commodities (105, SPB, SCO, RPO, DPO, ECO, EPO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12	Purchase System, General Administrative (EXP, BLV, BSA, SPO, UTL, IGT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13	Right of Way Special Purchasing (RPR, ROW, RUR - DOH Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14	Contract Construction Special Purchasing (CON, PAG - DOH Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15	Equipment System - Transfer Equipment (EM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16	Equipment System - Change Equipment Status (EM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17	Inventory System - Add, Change Min./Max., Bin Location (IM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18	Maintenance Management - Update Accomplishments (MM - DOH Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INQUIRY	31	DOT General Inquiry (HWIQ) -- standard with the issuance of a logon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	32	Payroll Time Sheet Inquiry (PI) - must have authority to enter DOT-12's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	33	Personnel Master Inquiry (HW03) - includes Employee Evaluations (EV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34	Payroll Master Inquiry (HW05)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restricted Maint.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

TSO / Field Report Access			
From Org.:	To Org.:		
Default Printer:		Other Specialized Access	
PR – Payroll Reports	MCS&T	Bridge	<input type="checkbox"/>
EQ – Equipment Reports	FIMS		<input type="checkbox"/>
IN – Inventory Reports	TEAM		<input type="checkbox"/>
AP – Accounts Payable Reports			
AC – Accounting Reports	Other:		

APPROVAL:	TO BE COMPLETED BY BI:
_____	LOGON NUMBER ASSIGNED:
Dist. Eng / Div. Director / Comptroller	TSO ACCESS SET: <input type="checkbox"/>
Date:	ENTERED BY:
	DATE: