

Financial Reports (Tableau Managed Reports)

1. Use MicroSoft Word to fill out this form. Tab between fields.
2. Users must accept the Agreement for Accessing University Information at <https://identityservices.rutgers.edu/agreement/>.
3. Please use full, formal names.
4. After obtaining required signature(s), email PDF of form to: cloudaccess@finance.rutgers.edu for processing.
5. Email subject line: [last name of applicant] - Tableau.

Applicant Information (Please Print) – ALL Fields are Required.

Effective Date: MM/DD/YY _____

Name: YOUR NAME HERE _____ Employee ID (8-digits): YOUR EMPLOYEE ID GOES HERE _____ ■

Title: YOUR TITLE HERE _____ UDO Number: 45062956253 _____ □

Unit Name: NB School of Arts and Sciences _____ Employee Class: 1 _____

Division Name: Office of the Dean _____ Phone: _____

Org Name: Office of Administration _____ Email Address: yourusername@rutgers.edu _____ □

Campus Address: YOUR ADDRESS HERE _____ Net ID (in CAPS): YOUR NETID HERE _____ □

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☐ **Payroll Distribution Report**

Includes access to: [1] Current RU Payroll Data, [2] Legacy RU Payroll Data (Jan 2014 to Oct 2016),
[3] RU General Ledger (GL) (Jan 2012 to Oct 2016), [4] RU Procurement (Jan 2012 to Oct 2016).

☐ **Other Legacy Reports**

Includes access to: [1] RU General Ledger (GL) (Jan 2012 to Oct 2016), [2] RU Procurement (Jan 2012 to Oct 2016)

(Required) PRINT NAME Name of Applicant	Net ID (in CAPS) (Required)	Signature Applicant	Date
(If Applicable) PRINT NAME Name of Business Manager	Net ID (in CAPS) (Required)	Signature Business Manager	Date
(Required) PRINT NAME Name of Dean, Director, or Dept. Chair	Net ID (in CAPS) (Required)	Signature Applicant's Dean, Director, or Dept. Chair	Date

BPO Approval: _____ Date _____ Processed By _____ Date _____