|  |  |
| --- | --- |
| **\*** Name:  | **\*** Employee number: |
| **\*** Email: | **\*** Telephone ext: |
| **\*** Network ID/Username: | **\*** Start date: |
| **\*** School/service: | **\*** End date (if applicable): |
| **\*** Room number: | **\*** All details required |

**What will you be using Unit4 for?**

|  |  |
| --- | --- |
|  | Expenses |
|  | Budget Holder (approving and monitoring budgets) |
|  | PAPA - academic (for costing and review approval) |
|  | LET (Local Equipment Tracker) |
|  | Requisitioning & E-Market Place (mandatory training required for access) |
|  | Purchase Cards (mandatory training required for access) |
|  | Sales Orders (mandatory training required for access) |

**Training**

To book onto training book via <https://staff.hud.ac.uk/hr/pod/finance-and-unit4/>

If you need any training that is not available on the website please contact FinanceSystemsSupport@hud.ac.uk

**PAPA**

If you have requested PAPA access please also fill in a Data Protection form which can be downloaded from <https://staff.hud.ac.uk/finance/financesystems/training/>

**Budget Holder**

If you are a budget holder, who (a colleague same level or above) should be your substitute for authorisation when you are on leave?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are a budget holder, who should be your supervisor (a colleague same level or above) to approve expenses on a subproject you are budget holder for?

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**Subprojects**

Which subprojects do you need access to?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Access**

Do you need access to H3 – The University of Huddersfield Enterprises Ltd? **YES / NO**

Manager’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email this completed form to the FinanceSystemsSupport@hud.ac.uk