Texas Workforce Commission
CashDraw Operator Security Request

Request Date: _____   User Department: _____

☐ New User Set Up   ☐ Change to Existing User   ☐ Delete User

Reason: _____

User Name: _____   Phone #: _____

User ID: _____   Title: _____

Employee ID: Email: _____
(In Chaps)

Select one: ☐ TWC Internal   ☐ Vendor and Vendor Name _____

In the blocks below, please indicate either an 'A' to Add or 'X' to Delete an operator class.

Vendor Users:

☐ Edit Cash Draws	☐ Certify Expenditure Reports
☐ Submit Cash Draws	☐ Edit Expenditure Reports
☐ View Cash Draws	☐ View Expenditure Reports
☐ Edit Adjustments	■ Edit Budgets
☐ Submit Adjustments	View Budgets
☐ View Adjustments	Certify Contract Closeout Packages
☐ Edit Refunds	Edit Contract Closeout Packages
☐ Submit Refunds	View Contract Closeout Packages
☐ View Refunds	
** ☐ Security Administrator	

TWC Users:

Cancel Cash Draws	Edit Budgets
View Cash Draws	Export Final Expenditures
Approve Adjustments	Export Monthly Expenditures
Edit Adjustments	Initiate Revised Reports
View Adjustments	View Expenditure Reports
Approve Refunds	Accept Contract Closeout Packages
Edit Refunds	View Contract Closeout Packages
View Refunds	*** Supplemental Data
Administer Codes	*** Lock Vendor Account
Establish Parent Programs	*** Administer Application
Change Budget Rules	*** Administer Email Notification
View Budgets	*** Administer Users

** Name and Title of Security Administrator _____

*** Justification for this permission _____

Executive Director/Manager: _____

*** **Executive Director/Manager's Signature:** _____

E-mail _____ Phone # _____

***If TWC is the security administrator, this form, when e-mailed to PeopleSoft - Financials Security as an attachment from the Executive Director/Manager's online mailbox, will be accepted as their signature and they will not be required to sign a paper document that is retained on file. If TWC is not the security administrator, the signed form must be kept on file.