

NAVAJO COUNTY
New World Systems Access Request Form

Section 1. When this form has been processed and all applicable account(s) are created, the requestor will receive the relevant information via email.

Requestor Information:

Requested by: _____
Department: _____

New Hire	<input type="checkbox"/>
Change of Job Duties	<input type="checkbox"/>
Name Change	<input type="checkbox"/>
Transfer	<input type="checkbox"/>

Section 2. Enter information about the employee in this section.

Name (First, Middle, Last) _____
Date of Hire _____

Name Change: New Name: _____ Effective Date: _____
Transfer: Old Dept. _____ New Dept. _____ Effective Date: _____

Section 3. Use this section to specify accounts and access rights the user will need to

New World Systems:

<input type="checkbox"/>	Financial Management: Annual Budgeting	<input type="checkbox"/>	Human Resources: Department Payroll Entry
<input type="checkbox"/>	Revenue Receipting	<input type="checkbox"/>	Human Resource Inquiry
<input type="checkbox"/>	FM Inquiry		

Please list the funds that the employee is authorized to view or process transactions for in New World.

Supervisor Signature/ Date Requested _____
Finance Signature/ Date Approved _____
IT Signature/ Date Access Granted _____