**A picture containing the EA logo**

**EA One system user set up request form**

**This form is for non-school based staff**

**ALL FIELDS ARE MANDATORY; INCOMPLETE FORMS CANNOT BE PROCESSED**

Please complete the following information.

**Information about you**

This information will enable us to set you up in the correct position in the organisational hierarchy on the system

|  |  |
| --- | --- |
| Name(*from your payslip*) |  |
| Staff number (*from your payslip* or enter word ‘Contingency’ for agency staff) |  |
| Start date *(date started in position)* |  |
| National Insurance Number |  |
| Section where you work (organisation name) |  |
| Email address *(must be EA or C2K personal email address)* |  |
| Payroll cost centre |  |
| Organisation cost centre (your department coding) |  |
| Procurement cost centre (generally the same as organisation cost centre i.e. your department coding) |  |
| Directorate  *e.g. Education, Operations & Estates* |  |
| Base location |  |
| Job |  |
| Your line manager’s full name \* |  |
| Your line manager’s staff number |  |
| Phone number |  |
| Does your position have supervisory / line management responsibility?  *Yes or No* |  |

\*Please note that if your line manager has not been set up on the system this could delay setting up your user account. It is advisable for them to request a user account.

**What is your role on the system?**

This information will help us to understand which responsibilities you will need. (Enter ü if required).

|  |  |
| --- | --- |
| Requisitioning on behalf of a budget holder |  |
| Budget holder |  |
| Non iProcurement responsibilities required for this position, please list\*  Please set me up as approver for requisitions e.g. prepared by SENIS Medical Senior Clerical Officer for this service | |

**Additional information for requisitioners only**

This information will enable us to set the correct defaults for your requisitions.

|  |  |
| --- | --- |
| Person responsible for approving the requisitions you raise\* |  |

\*Please note that the approver should be your direct line *manager or above.* If your approver has not been set up on the system this could delay setting up your user account. It is advisable for them to request a user account.

**Additional information for budget holders only**

If you require an approval level on the system, please ensure senior management in your directorate have approved it in writing to EA One (including the specific level). Senior management includes Chief Executive, Director or Assistant Director.

The following information is required to provide access to budget holder reports.

|  |  |
| --- | --- |
| Area(s) that you are responsible for - this could be a section across EA, a section within a local office or an earmarked initiative.  *List cost centres and function codes required* |  |

**What to do when you have completed the above information**

Please forward this form to your line manager for approval. Your line manager should then submit the form via a KACE help call to EA One

The KACE ticket subject should state user name to be setup as well as their employee number.

The ticket description should include I authorise [insert name] to be set up on the EA One system in accordance with the information in the attached form.

Please note

* the organisational structure is currently quite fluid, and we may need to carry out some additional checks before we can action your request
* Usernames and passwords will be provided to the individual named on this form.