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 **STMS Account Request**

**Add, Remove, or Modify STMS User**

**Mail completed form to: accounting@justiceadmin.org State Employee**

 [ ]  Add New Employee [ ]  Modify Existing Employee [ ]  Remove Existing Employee

**Employee Information**

First Name: Last Name:

Email:

PF ID (Log-in Number, not Employee ID):

FLAIR Org Code (default):

Title:

STMS Profile:

 [ ]  Traveler [ ]  Proxy Traveler [ ]  Preparer

 [ ]  Fiscal Accountant [ ]  Auditor [ ]  Reporter

If Approver, type:

[ ]  Reviewer [ ]  Payment Approver
[ ]  Agency Head/Delegate Approver

Supervisor (first approver) in STMS:

STMS access approved by Supervisor: [ ]

**Office (CCRC, GAL, PD, RC, or SA):**

**Headquarters Information**

City:

[ ]  HQ is Home

**Misc.**

[ ]  Leadership (for Quarterly Senior Management Report)

The following indicators will be pulled from People First:

Sworn Protected Restricted Restricted Relative

Enter applicable indicator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Making the Request:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: