

Agency Checklist for New Fiscal Employees

Below is a list of possible systems, forms, or training needed for new employees depending on the position's duties.

PeopleSoft Financials

- Complete SFN 54418 ConnectND Financials Security Access Request Form and submit to OMB Fiscal Management.
<http://www.nd.gov/eforms/Doc/sfn54418.pdf>
- Complete SFN 59165 FIN/HCM Business Intelligence Security Access Request Form (COGNOS) and submit to OMB Fiscal Management.
<http://www.nd.gov/eforms/Doc/sfn59165.pdf>

PeopleSoft Human Resources

- Complete SFN 54176 ConnectND HRMS Security Access Request Form and submit to OMB Fiscal Management.
<http://www.nd.gov/eforms/Doc/sfn54176.pdf>

Internet Budget Analysis and Reporting System (IBARS)

- Email omb@nd.gov with a request for access to IBARS. Refer to the following link for additional information.
<https://www.nd.gov/omb/agency/financial/internet-budget-analysis-and-reporting-system-ibars>

JP Morgan (PaymentNet)

- Complete SFN 59053 Card Holder Employee Agreement Form and submit to your agencies Purchasing Card Administrator.
<http://www.nd.gov/eforms/Doc/sfn59053.pdf>
- Complete SFN 59054 Purchasing Card Administrator Change Request Form and submit to OMB Fiscal Management.
<http://www.nd.gov/eforms/Doc/sfn59054.pdf>

CAFR

- Email CAFR@nd.gov to update mailing lists for CAFR communication and/or receive training for CAFR reporting.

Procurement

- If the new employee will be the agency lead procurement officer, complete SFN 53112 Procurement Liaison Designation Form and submit to the State Procurement Office.
<http://www.nd.gov/eforms/Doc/sfn53112.pdf>

- If the new employee has a purchasing card or purchases on behalf of the agency
 - Contact State Procurement, Central Duplicating, and Central Supply to be added to the email distribution lists.
 - Register for Procurement training thru PeopleSoft Learning for the appropriate level.
 - Complete a Delegation of Purchase Authority Form, SFN 2566. <https://www.nd.gov/eforms/Doc/sfn02566.pdf>
- State Procurement Office Work Request System is used to submit documents for review and approval, request assistance, and make suggestions. For system access send email request to infospo@nd.gov
- **Surplus Property**
 - If the new employee will dispose or purchase property through State Surplus
 - Complete SFN 61230 Liaison/Approver and User Designation Form to receive access to Assetworks and submit the form to Surplus Property. <https://www.nd.gov/eforms/Doc/sfn61230.pdf>
 - Contact State Surplus for Assetworks training.
- **Vendor Registry**
 - If the new employee will be requesting set up of accounts payable vendors, the employee must receive access to the Vendor Registry Work Request System which is used for supplier requests or changes. For system access send email request to infospo@nd.gov
- **Risk Management**
 - If any roles being requested on SFN 54176, SFN 54418, or SFN 59165 require a background check, please review the following information. Call 328-7584 if you have any questions. <https://www.nd.gov/omb/sites/omb/files/documents/agency/huma-n-resource-mgmt/chbc-process-peoplesoft-access.pdf>

Contact Other State Agencies

Department of Transportation (DOT)

- State Fleet Billing Usage System (BUS) - additional information regarding the BUS system is provided in the following link:
<http://www.dot.nd.gov/divisions/fleet/fleetbusinfo.htm>

Information Technology Department

- Request access to the ITD BILLIT system to retrieve data processing billing and telecommunications billing information. Refer to the following link for instructions:
<https://www.nd.gov/itd/support/billing/billit-user-guide>

Office of the State Treasurer

- Complete/Update Authorization to Receive Checks from State Treasurer (treasurer@nd.gov).
- Email stnwires@nd.gov to request access to outstanding check system.
- Email stnwires@nd.gov to update email list for daily outstanding wires/ACH transactions email.

Public Employees Retirement System

- Complete SFN 17029 Notice of Appointment of Authorized Agency or Contact Form and submit to NDPERS.
<https://ndpers.nd.gov/image/cache/SFN-17029-notice-of-appointment-of-authorized-agent-contact.pdf>