

Enter in the Employee's information whose profile needs to be updated. Examples: Update their default cost center, add a Vendor ID to their Concur profile, Add/Remove their approver role.

Concur Supplemental Form for Employee Access Updates

Print Form
Reset Form

Employee User Information

EmplID	Employee Name
<input type="text"/>	<input type="text"/>

Contact for Questions about this Request

Contact Name	Contact Phone
<input type="text"/>	<input type="text"/>

Required Access Updates

Check the applicable box(es) and provide necessary information below:

Update the default cost center***

New Default Cost Center (BU-Fund-Dept-Program-ProjectID)

Add the above employee's newly issued UH System Vendor ID for reimbursements.***

Vendor ID (10 digits)

Add/Remove approver role for the above employee to approve other employee's Travel Requests and Expense Reports in Concur:

Add or Remove Please check mark the appropriate box

Certifying Signatory Role* Dept ID State Local

Unit Head Role ** Dept ID State Local

Add/Remove delegates who can approve other employee's Travel Requests and Expense Reports on behalf of the above employee:

Add or Remove Please check mark the appropriate box

	EmplID	Employee Name
<input type="checkbox"/> Delegate for Supervisor Role	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Delegate for Certifying Signatory*	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Delegate for Unit Head	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Add/Remove the Cash (Travel) Advance eligibility

<input type="checkbox"/> Add	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Remove	Name of CDA to approve	EmplID of the CDA	CDA Signature

*Note: Certifying Signatory approval role can only be assigned/delegated to Certifying Signatories.
 **Note: Employees can only be a Unit Head or a Certifying Signatory in Concur, not both.
 ***Note: Only CDA or DBA Signature is needed for this change. Applicant Signature is not required.

Please provide all required signatures. See notes listed above.

Applicant Signature	Date
<input type="text"/>	<input type="text"/>
CDA or DBA Signature	Date
<input type="text"/>	<input type="text"/>

CDA or DBA Name

Please email this form to concur@central.uh.edu

This section is to be filled out when requesting to update the default cost center.

This section is to be filled out when requesting to add a Vendor ID to the Concur profile.

Supervisor is assigned in Concur based on HR records; for Employees only. Unit Head is the equivalent to a supervisor for all non-employees.

Please check mark the appropriate box

Check mark the first box when requesting to Add or Remove the above employee as a Certifying Signatory or as a Unit Head. Be sure to include the Department ID(s) that will be added to or removed from. Also, check mark if the request is for: State, Local or both Fund Types.

This section is to be filled out if requesting to add/remove a delegate for the above employee.

Check mark the first box when requesting to Add or Remove the Employee(s) listed on here as a Delegate for the Above Employee. Indicate whether this request is pertaining to: Supervisor Role, Certifying Signatory or as a Unit Head. Be sure to include the Employee's ID(s) as well as their Name(s)

This section is to be filled out when pertaining to Cash Advance eligibility