



GOVERNMENT OF SAMOA
MINISTRY OF FINANCE

GOVERNMENT FINANCIAL, HUMAN RESOURCE & PAYROLL SYSTEMS (FMIS)

USER APPLICATION FORM (Ver4)

(COMBINED WITH MINISTRY OF FINANCE NETWORK APPLICATION)

Section 1 – User Information	
Full Name: _____	
Ministry: _____	Division: _____
Phone: _____	Position: _____
Email: _____	
User Type: <input type="checkbox"/> Full-Time Employee <input type="checkbox"/> Part-Time Employee <input type="checkbox"/> Casual/Consultant/Temp	
Expiration Date: _____ (if known, otherwise default will be used)	
Application Type: <input type="checkbox"/> New User <input type="checkbox"/> Additional Role <input type="checkbox"/> Replace Access (will replace existing user _____)	
Ministry ACEO/Supervisor: (print name) _____ (signature) _____	

Section 2 – Role Access	
Role Option(s)	Verification

Section 3 – User Acceptance (To be completed by the User)
<p>Terms and Conditions of Use</p> <ul style="list-style-type: none"> Access is limited to reasonable use that supports the Government of Samoa. Access is not to be use for Personal Business such as Entertainment purposes or for Commerce. Access is not to be use for illegal, unethical or socially unacceptable use. Unacceptable use includes bad language and chain letters. User is responsible for all IDs and passwords issued to them, and must comply with the FMIS User Access and Privacy Policy. Failure to follow this policy will result in the termination of User access to FMIS.
<p>By signing this application, I acknowledge that I have read and understand the above conditions and agree to adhere to it.</p> <p>I hereby accept the above: (User Signature) _____ Date: _____</p>

- Note:
1. Please retain a copy of this form for your information. Check that all information is completed before submission.
 2. New Users will be given an Introduction Training by the System Support and Services team before being given access to the FMIS.
 3. Please contact your supervisor if you have questions on where to submit this form.
 4. System Support and Services maintains account documentation of all Users



GOVERNMENT FINANCIAL, HUMAN RESOURCE & PAY-ROLL SYSTEMS (FMIS)

USER APPLICATION FORM

(COMBINED WITH MINISTRY OF FINANCE NETWORK APPLICATION)

I. GENERAL INSTRUCTIONS

- This is a combined application for a User to gain access to the Ministry of Finance network and Government integrated Financial, Human Resource & Payroll System (FMIS).
- This application should be used in the following circumstances:
 - Set up a new user
 - Modify a User's access
 - Replace/Disable a User's access
 - Access to certain roles/modules

II. COMPLETE THE APPLICATION

1. Complete Section 1:

- Name of the User
- User's Ministry, Division/Department names, User's Position and contact number and email address
- User type:
 - Full-time employees
 - Part-time employees and consultants will automatically expire after 90 days, unless an earlier date is indicated
- Application type:
 - New User – this is for a User who does not currently have access
 - Additional Role – this is for an existing User, and the access requested will be in addition to current access
 - Replace Access – this is for an existing User, and all access will be disabled and be granted to another existing User
- Name and signature of the ACEO/Supervisor of the User. Please note this is referring to the Corporate services/Accounts ACEO

2. Complete Section 2:

Access to certain roles/modules such as Accounts Payable Officer, Accounts Receivable Officer, Payroll Officer, Human Resource Officer etc. Please refer to attachment 'Role Function Access Chart' for list of available roles and details.

3. Complete Section 3:

Must be completed by the User when new access or a change in access is requested.

ROLE FUNCTION ACCESS CHART

Role Name	Description	
PURCHASING		
GOS.PURCHFIN	*Purchasing Officer - Finance	MOF use only
GOS.PURCHMIN	*Purchasing Officer - Ministry	
ACCOUNTS PAYABLE		
GOS.APOFFFIN	*AP Officer - Finance	MOF use only
GOS.APOFFMIN	*AP Officer - Ministry	
GOS.APADMIN	*AP Officer - Finance Management	MOF use only
ACCOUNTS RECEIVABLE		
GOS.AROFFICER	*AR Officer - Finance	MOF use only
GOS.AROFFICERMIN	*AR Officer - Ministry	
GOS.CASHIER	*Cashier	
ASSET		
GOS.ASSETFIN	*Asset Officer - Finance	MOF use only
GOS.ASSETMIN	*Asset Officer - Ministry	
AUDIT		
GOS.AUDITOFF	*Auditing Officer - Audit	
GOS.PAYROLL.AUDIT	*Internal Audit	
BANK RECONCILIATION		
GOS.BANKREC	*Bank Reconciliation Officer	MOF use only
GOS.MISSION	*Mission Officer	MOF/MFAT use only
BUDGET		
GOS.BUDOFFICER	*Budgeting Officer	MOF use only
HUMAN RESOURCE		
GOS.HRC	*GOS HRC	
GOS.HRCRECRUIT	*GOS HRC Recruitment	
GOS.HRC.TRG	*GOS HRC Training Officer	
GOS.PSC	*GOS PSC	PSC use only
GOS.PSCLEAVE.ADMIN	*GOS PSC Leave Accruals Admin	PSC use only
GOS.PSC.OFFICER	*GOS PSC Officer	PSC use only
GOS.PSC.RECRUIT	*GOS PSC Recruitment	PSC use only
GOS.PSC.TRG	*GOS PSC Training Officer	PSC use only
PAYROLL		
GOS.PAYADMIN1	*Payroll Administrator	MOF use only
GOS.PAYSTAFF1	*Payroll Officer - Senior Officer	MOF use only
GOS.PAYSTAFF2	*Payroll Officer - Salary Assistant	MOF use only
GOS.PAYROLLMINISTRY	*Payroll Officer - Ministry	
GOS.PAY.ENQ	*Payroll Enquiries	
GOS.MOFPAY.ENQ	*Payroll Enquiries - with Payment Advice	
REPORTING & ENQUIRIES		
GOS.FINADMIN	*System Administrator - Finance	MOF use only
GOS.GLENQ	*GL Enquiry and Reporting	
GOS.GLOFFPAY	*GL Officer - with Payroll Drilldown	MOF use only
GOS.MYMODULES	*Reporting and Enquiries	
OTHERS		
GOS.APPROVING	*Approving Officer	(Principal Accountants and ACEO Corporate Services)