



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

FACILITIES SERVICES

Financial Approver Changes in the Key Access Request Application

Changes are coming to the financial approver method for the Key Access Request Application.

Since the application's implementation in the fall, the financial approver role has been single threaded for each Cost Center, to either the cost center owner or an approved substitute. Going forward, all IRIS-identified approvers and substitutes for a given cost center, in addition to the cost center owner, will be notified and able to approve an access request. Only one approval from any of the designated Cost Center approvers will be required to move the request forward. Per campus rules, there will still only be a single building access approver.

Coinciding with this change, to minimize email in approver mailboxes, all approvers will receive one email per day indicating there are requests awaiting approval in the Access Request System, instead of one e-mail per request.

Cost Center approvers and Campus Building Representatives are able to login at any time to the Access Request System via myutk.utk.edu and approve outstanding requests or view a list of staff who have been approved for access to their areas.

In a related subject, the building access swipe card system continues to be upgraded across campus. To date, 60 buildings have been converted to the new Gallagher Cardax system and 43 buildings remain to be converted. The new system utilizes the new "Prox" cards being issued by the Volcard office as buildings come online with Cardax.

For additional information about the Access Request System or the Gallagher Cardax implementation, please contact Facilities One Call at 946-7777.