



GOVERNMENT FINANCIAL, HUMAN RESOURCE & PAYROLL SYSTEMS (FMIS)

USER APPLICATION FORM (Ver6)

Section 1 – User Information *(Please note that it is a must to fill in all the details in this section)*

First Name: _____ Last Name: _____

Ministry: _____ Division: _____ Position: _____
Phone: _____ Email: _____

User Type: ☐ Full-Time Employee ☐ Part-Time Employee ☐ Casual/Consultant/Temp
Expiration Date: _____ (if known, otherwise default will be used)

Application Type: ☐ New User ☐ Additional Role ☐ Replace Access (will replace existing user _____)

Ministry Corporate Services ACEO/Principal : (print name) _____ (signature) _____

Section 2 – Profiles on CiA Live *(Please note that only one profile can be assigned to one person)*

Profiles on CiA Live	Verification (Compulsory)

Section 3 – User Acceptance *(To be completed by the User)*

Terms and Conditions of Use

1. Purpose of Access

Access is strictly limited to reasonable use in support of the Government of Samoa.

2. Prohibited Uses

Access must not be used for:

- Personal business, including entertainment or commercial purposes.
- Illegal, unethical, or socially unacceptable activities. This includes, but is not limited to, the use of inappropriate language and the distribution of chain letters.

3. User Responsibility

Users are responsible for all IDs and passwords issued to them and must comply with the **FMIS User Access and Privacy Policy**.

4. Consequences of Non-Compliance

Failure to comply with this policy will result in the termination of user access to FMIS.

By signing this application, I acknowledge that I have read and understand the above conditions and agree to adhere to it.

I hereby accept the above: (User Signature): _____ Date: _____

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 Introduction Training by the System Support team before being given access to the FMIS.
3. Please contact your ACEO CSSD/ Principal if you have questions on where to submit this form.
4. System Support and Services unit maintains account documentation of all Users



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I. GENERAL INSTRUCTIONS

This is a unified application form for users requesting access to the Government's integrated Financial, Human Resource, and Payroll System (FMIS).

Use this application for the following purposes:

- Creating a new user account
- Modifying existing user's access
- Replacing or disabling a user's access
- Requesting access to specific profiles or roles within the system

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 the 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.

Profiles on CiA Live		Roles Assigned to Profile
Samoa Audit Office ONLY		
1	C2L.AUDITORS	*CiA Live CPM Reporting & Analytics BR
	<i>Audit Officer</i>	
Government Ministries & Offices		
2	C2L.CORPORATE_MANAGER	*CiA Live Enquiry and Reporting
	<i>Manager Functions</i>	
3	C2L.CORPORATE.FIN1	* CiA Live AP Officer - Ministry
	<i>Officer Level1</i>	* CiA Live AR Officer - Ministry
		* CiA Live Asset Accountant - Ministry
		* CiA Live HRP Employee Management
		* CiA Live HRP Timesheet Management
		* CiA Live Payroll Management - Ministry
		*CiA Live SCM Purchasing Officer
4	C2L.Corporate FIN_ 2	* CiA Live AP Officer - Ministry
	<i>Officer Level2</i>	* CiA Live AR Officer - Ministry
		* CiA Live Asset Accountant - Ministry
		* CiA Live SCM Purchasing Officer
5	C2L.Corporate FIN_ 3	* CiA Live AP Officer - Ministry
	<i>Officer Level3</i>	* CiA Live Asset Accountant - Ministry
		* CiA Live SCM Purchasing Officer
6	C2L.Corporate HRP_1	*CiA Live HRP Employee Management
	<i>Officer Level4</i>	*CiA Live HRP Timesheet Management
		*CiA Live Payroll Management - Ministry
7	C2L.Corporate HRP_ 2	*CiA Live HRP Employee Management
	<i>Officer Level21</i>	
8	C2L.AR.OFFICER	*CiA Live AR Officer
	<i>Officer Level5</i>	
9	C2L.CASHIER	*CiA Live Cashier
	<i>Officer Level6</i>	
10	C2L.ASSET.OFFICER	*CiA Live Asset Accountant
	<i>Officer Level7</i>	
Ministry of Finance ONLY		
11	C2L.MOF.AP1	*CiA Live CPM Reporting and Analytics Basic Role
	<i>Officer Level8</i>	*CiA Live AP Officer
		*CiA Live SCM Purchasing Officer

12	C2L.MOF.AP2	*CiA Live Enquiry and Reporting
	<i>Officer Level9</i>	*CiA Live CPM Reporting and Analytics Basic Role
		*CiA Live AP Manager
		*CiA Live AP Officer
		*CiA Live SCM Purchasing Manager
13	C2L.OVERSEAS.MISSION1	*CiA Live Finance Officer - Ministry
	<i>Officer Level10</i>	
14	C2L.MOF.BANK.RECONCILIATION	*CiA Live AR Officer
	<i>Officer Level11</i>	*CiA Live Bank Reconciliation Officer
		*CiA Live Finance Officer
		*CiA Live AR Officer
		*General Ledger
15	C2L.BANK.RECONCILIATION.MISSION	*CiA Live AR Manager
	<i>Officer Level12</i>	*CiA Live AR Officer
		*CiA Live Bank Reconciliation Manger
		*CiA Live Finance Officer
16	C2L.MOF.INAUDITORS	* CiA Live CPM Reporting and Analytics Basic Role
	<i>Officer Level13</i>	* CiA Live CPM Reporting and Analytics Data Sources role
17	C2L.MOF.REPORTING	*CiA Live Asset Accountant
	<i>Officer Level14</i>	*CiA Live Finance Officer
		*General Ledger
18	C2L.ASSET.MANAGEMENT	*CiA Live AR Officer
	<i>Officer Level15</i>	*CiA Live Asset Accountant
19	C2L.BUDGET	*CiA Live Budget Officer
	<i>Officer Level16</i>	*General Ledger
20	C2L.MOF.HRP2	*CiA Live HRP Employee Management
	<i>Officer Level17</i>	*CiA Live HRP Payroll Management
		*CiA Live HRP Timesheet Management
21	C2L.MOF.HRP3	*CiA Live HRP Employee Management
	<i>Officer Level18</i>	*CiA Live HRP Payroll Management
		*CiA Live HRP Timesheet Management
22	C2L.MOF.HRP4	*CiA Live Enquiry and Reporting
	<i>Officer Level19</i>	*CiA Live HRP Employee Management
		*CiA Live HRP Organisation Management
		*CiA Live HRP Payroll System Administration
		*CiA Live HRP Payroll Management

		*CiA Live HRP Timesheet Management
		*CiA Live HRP Workforce Management
23	C2L.MOF.INAUDITORS	*CiA Live CPM Reporting and Analytics Basic Role
	<i>Officer Level</i>	*CiA Live CPM Reporting and Analytics Data Sources role
Ministry of Foreign Affairs and Trade ONLY		
24	C2L.OVERSEAS.MISSION2	*CiA Live Finance Officer - Ministry
	<i>Officer Level20</i>	
Public Service Commission ONLY		
25	PSC_HRMIS	*CiA Live CPM Reporting and Analytics Advanced Role
		*CiA Live CPM Reporting and Analytics Basic Role
		*CiA Live CPM Reporting and Analytics Data Sources role
		*CiA Live HRP Employee Management
		*CiA Live HRP HR System Administration
		*CiA Live HRP My ESS
		*CiA Live HRP Organisation Management
		*CiA Live HRP Recruitment Management
		*CiA Live HRP Safety Management
		*CiA Live HRP Timesheet Management
		*CiA Live HRP Talent and Succession Management
		*CiA Live HRP Training Management
		*CiA Live Migration Administration Items