

Procure to Pay

Departmental RIAS/P2P Preparer/Approver Hierarchy Maintenance

When certain personnel changes occur, such as change in reporting relationship, promotions and changing departments, it will affect RIAS access for those individuals. These changes cause the current employee position number used in RIAS to be replaced with a new number.

When this happens, the preparer will “drop out” of the hierarchy and not be listed under a valid approver. For approvers, any preparers listed under them will lose their default approver. To correct this, a new [RIAS Access Request Form](#) should be completed for an approver to add them back into the hierarchy and reinstate their organization approval responsibilities and for each preparer to put them back under their default approver. [Instructions](#) on how to complete the access form are listed on the RIAS website.

All applicants **must** and accept the [Agreement for Accessing University Information](#). This agreement **must** be accepted to have a RIAS account

Send this completed and signed Access Request Form via campus mail to University Human Resources, Administrative Services Building II, Cook Campus, 57 US Highway 1 South or fax to University Human Resources at 732-932-0046.