



OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS

Department Head

**Annual Approval of Statewide Enterprise Systems Security
CIW, HR/CMS, MMARS & InTempo**

- 1) **REVIEW** security reports for each enterprise system generated for your department. If changes are necessary, contact the appropriate system security administrator and submit all change requests for staff access as appropriate.
- 2) **SUBMIT** this completed form to SecurityRequest@MassMail.State.MA.US by the due date indicated below.

I have reviewed all statewide enterprise system security reports for (3 letter dept code)_____ and I personally approve all statewide system accesses for agency staff to CIW and HR/CMS, and approve all security roles and Department Head Signature Authorization Designations (DHSA) in MMARS. If I have made changes to security access for any enterprise system, these changes have been submitted to the appropriate system security administrator. This approval, along with any changes that may have been made as well as all restrictions and limitations, have been incorporated in our Departmental Internal Control Plan as mandated. I understand that failure to submit this approval evidence form to the Office of the Comptroller by the due date indicated above may result in delays in processing department requests.

Signature: _____

Date: _____

This form must be submitted electronically within 30 days of the seating of a new department head and by June 30 each year thereafter.

Please send this form to: SecurityRequest@massmail.state.ma.us

Or mail to: Office of the Comptroller, Security Administration,

One Ashburton Place 9th Floor

Boston MA 02108