

UCSC - Payroll/Personnel System Access Form

(To be completed by the user's business office or supervisor.)

Important: Form must be filled out in [Adobe Reader](#) or Acrobat Professional 8.1 or above. To save completed forms, Acrobat Professional is required. For technical and accessibility assistance, contact finaff-tech@ucsc.edu. Form questions: Email pps_office@ucsc.edu.

Section 1: General Information

Name:	Employee ID:			
<table border="1"><tr><td><small>Last Name</small></td><td><small>First Name</small></td><td><small>Middle Initial</small></td></tr></table>	<small>Last Name</small>	<small>First Name</small>	<small>Middle Initial</small>	
<small>Last Name</small>	<small>First Name</small>	<small>Middle Initial</small>		
Email:	Please select UCSC status: <input type="radio"/> Staff <input type="radio"/> Student <input type="radio"/> Temp/Other			
Phone:	Please select one: <input type="checkbox"/> New Account <input type="checkbox"/> Existing Account Change To			
Division:	Title and, when possible, the name of person previously in this position:			
Campus Unit:				
If the user has current PPS access at another division, please note division here : _____				

Section 2: PPS Roles and Access

Indicate the type(s) of roles for which the user is authorized. For information regarding training, please visit: <http://pps.ucsc.edu>.

- Inquiry User (includes History and PAN) - PPS Basics Training Required
- Preparer (please make sure to complete Section 3) - PPS OPTRS and/or OEU Training Required
- Mandatory Post-Authorization Notification (PAN) Reviewer - PPS OPTRS and/or OEU Training Required
- Non-Mandatory Post-Authorization Notification (PAN) Reviewer - PPS Basics Training Required

Employee Population: list the home department name(s) and/or department code/level 4 org(s). If the user requires Universal or Central Office access to campus employees, please indicate it below.

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Section 3: Preparer Edit/Update Access

Select all that apply.

<input type="checkbox"/> Student Actions	<input type="checkbox"/> Payroll Adjustments - OPTRS, includes Rosters
<input type="checkbox"/> Staff Actions	<input type="checkbox"/> Payroll Adjustments - OPTRS TOPES only
<input type="checkbox"/> Academic Actions	<input type="checkbox"/> Other:

Section 4: Authorization *All signatures are required.*

To determine the appropriate Data Access Grantor (DAG) for your unit, please visit https://financial.ucsc.edu/Pages/Access_Authorizers_PPS.aspx.

Employee Signature:	Print Name:	Date:
Supervisor Signature:	Print Name:	Date:
PPS Data Access Grantor Signature:	Print Name:	Date:

Please submit this form to Enterprise Financial Systems:

Scan and e-mail to pps_office@ucsc.edu or mail to PPS Account Administration Mailstop: Accounting Office.

IMPORTANT: Completion of the [Access to Information Statement](#) is required for all **new** PPS accounts. (CruzID Gold login required.) For more information, please visit: <http://its.ucsc.edu/accounts/forms.html#pps>

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