

PPS Roles Matrix – EDB
Who's Doing What for EDB Actions?

This matrix must be completed for each Service Center (SC). All Service Center employees with a PPS Role as a Preparer or Mandatory Reviewer, and their back-ups, for EDB actions must be included. In addition, a PAN Routing Worksheet must be completed for each individual who will serve as a Mandatory or Automatic, Non-Mandatory Reviewer. (A PAN Routing Worksheet is not required for any individual serving solely as a Preparer.)

<u>Distribution Criteria/Split Up of Responsibilities</u> <i>Only use the criteria that you are using to split up duties in your Service Center; leave all other criteria blank</i>			<u>Service Center Roles</u>			
Dept. Codes	Employee Population	Events	Preparer	Back-Up Preparer	Mandatory Reviewer	Back-Up Mandatory Reviewer
	Staff	All Events prepared by a Central Office	Staff Employment	Staff Employment		
	Students	All Events prepared by a Central Office	Career Center	Career Center		

↪ See Page 2 for additional rows

Service Center Staff Information:

Name:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PPS User ID:

Ext.:

Email Address:

Effective Date: _____

Submit to:

PPS Office, pps_office@ucsc.edu
 Phone: x 9-1310

