

PPS Roles Matrix – OPTRS
Who's Doing What for Time-Reporting 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 Time-Reporting (OPTRS) 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 for Time-Reporting actions. (A PAN Routing Worksheet should not be completed for any individual serving solely as a Preparer.)

<u>Distribution Criteria/Split Up of Responsibilities</u> Only use the criteria that you are using to split up duties in your Service Center; leave all other criteria blank. Please note: OPTRS Reviewer responsibilities cannot be split up by employee type.			<u>Service Center Roles</u> Please note: OPTRS Reviewer responsibilities cannot be split up by employee type.			
Dept. Codes	Employee Population	Events	Preparer	Back-Up Preparer	Mandatory Reviewer	Back-Up Mandatory Reviewer

↪ See Page 2 for additional rows

Service Center Staff Information:

Name:

- 1.
- 2.
- 3.
- 4.
- 5.

PPS User ID:

Ext.:

Email Address:

Effective Date: _____

Submit to:

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

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