

UNIVERSITY OF CALIFORNIA, IRVINE SCHOOL OF MEDICINE DEAN'S OFFICE HUMAN RESOURCES GUIDELINES/PROCEDURES		PAGE	OF	CATEGORY
		1	1	HRIS
		PREPARED BY Doreen Martin		Payroll/ Personnel Manager
		APPROVED Michelle Quint		Human Resources Director
NUMBER 404	SUBJECT Online Systems Access Request	ISSUANCE DATE Feb 26, 2014	EFFECTIVE DATE Feb 26, 2014	

SUPERSEDES

None

PURPOSE

Identifying appropriate systems coordinators where access can be established for staff

PROCEDURE

To comply with our annual reporting and audit, all requests should be approved by the department and must be requested by the department Chief Administrative Officer.

DSS Access

- Submit the request to DSS-staff@uci.edu for matters pertaining to the SOM budget toolbox, salary worksheets, SOMRecruit, Tableau reports, and any other DSS tools.

Campus Financial Systems

- Submit the request to Debbie Martin at martindg@uci.edu for matters pertaining to the GL (general ledger) systems, Kual, payquest, purchasing, TOF (transfer of funds), TOE (transfer of expense), equipment management, PI Reports, EDL-financial reports, data warehouse – finance, etc.

DSS Access

- Submit the request to SOMHR@uci.edu for matters pertaining to PPS (payroll/personnel system), PAN Notifications, Quick Req, Fast Class, TRS, AP Review, Payroll Certification, EDL-payroll ledgers, data warehouse – EDB and payroll.