PAYROLL/PERSONNEL SYSTEM
ADVICE TO MANAGERS
# PAYROLL/PERSONNEL ONLINE SYSTEM
## ADVICE TO MANAGERS

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UNIVERSITY OF CALIFORNIA, SANTA BARBARA
I. INTRODUCTION

Advice to Managers guide contains general background information about the Payroll/Personnel System (PPS), as well as a discussion of some of the principles and concepts that have guided its use. Also included is a glossary of terms pertaining to the PPS, which will enable managers to communicate knowledgeably with their staff members who are responsible for the payroll/personnel process (see Appendix A., Terminology). Detailed information regarding system navigation may be found in the Payroll/Personnel Online System User’s Guide and instructions for inputting all categories of payroll/personnel actions are included in the manual, Payroll/Personnel Online System Procedures.

The two features of the PPS that will have the greatest impact on your organization are:

- It is designed to be a distributed system.
- It provides for post authorization notification.

A distributed system allows users in departments the ability to enter and make changes directly to employee database records. To be successful, it assumes that users are knowledgeable about the transactions they are responsible for entering. Post Authorization Notification (PAN) is review after-the-fact, that is, after a change has been recorded to the employee's record. To be successful, it assumes that review is done on a timely basis and that the employee entering a change has received the appropriate authorization and training before changing an employee’s record.

This guide introduces managers to the key concepts of readiness, both people readiness and technological readiness and accountability, as well as issues such as workflow and emergency planning. As with any system, PPS will present both challenges and opportunities. The challenges may include the need to master new and unfamiliar tools, workflows and ways of doing business. At the same time, opportunities will be opened for improved accuracy, timeliness and productivity.

The original Advice to Managers was prepared by the following members of the Payroll/Personnel Campus Work Group:

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- Teresa Everett, Department of Geography
- Joe Hackett, Internal Audit
- Carol Houchens, Human Resources
- Laurie Schock, College of Engineering
- Pat Sheppard, Academic Personnel
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II. ACCOUNTABILITY

The accountability for the management of payroll and personnel transactions is delegated to the departments on campus. Each department decides who in the organization is responsible for processing data in the Payroll/Personnel System (PPS). The responsibility is delegated to qualified individuals in the organization who have the necessary knowledge and sufficient authority to process transactions in PPS. This authority means that a qualified individual can refuse to process a transaction that is in violation of policy, without being subject to disciplinary action.

Accountability is fundamental to the internal controls that underlie PPS. PPS depends on departmental accountability because it relies on individuals to understand their responsibilities and be fully accountable for carrying them out.

Several topics are included in this section. The general principles of accountability provide a framework that may help guide your organizational decisions; unit reorganizations, personnel assignments and delegations. Also included is the principle of separation of duties, which is fundamental to maintaining good internal controls and an effective Organizational Plan. The Individual Accountability section sets forth responsibilities that should guide individual behavior. The section on Policy Compliance delineates one mechanism to insure that accountability is maintained. See Appendix B., Principles of Fiscal Management for a discussion of Principles of Fiscal Management.

GENERAL PRINCIPLES

Following are several general principles of accountability:

- Individuals who delegate authority may only do so to the extent that this same authority has been delegated to them.
- Individuals who delegate authority are responsible for ensuring the employees to whom they delegate are qualified and are properly fulfilling their responsibilities. Qualified individuals are those who:
  1) Are actively involved with the processing of PPS transactions.
  2) Possess an adequate level of technical skills required to use the PPS.
  3) Understand policies, rules, laws and regulations sufficiently to either ascertain compliance or seek additional assistance.
  4) Have been provided sufficient authority to fulfill their responsibilities without being countermanded or being subject to disciplinary action.
• Each PPS transaction must be reviewed on a timely basis by an responsible individual.

• Each organizational manager must officially record all delegations of accountability as well as any cancellations or changes in delegations or obtain the services of a Department Security Administrator (DSA), to maintain Organizational Plan of accountability. The delegations need to be kept secure, accurate and current.

• Organizational Plan and delegations must be reviewed to insure accuracy and currency.

• Organizational Plan/delegations must maintain appropriate internal financial controls. This includes the maintenance of separation of duties.

**Separation of Duties**

The design of the PPS includes features that help to insure that appropriate internal financial controls are maintained. First, it is not possible for an employee to update his/her own record. Second, the Post Authorization Notification (PAN) review process provides a review of transactions. Additionally, separation of duties is achieved by the requirement for a department to assign separate individuals to the roles of primary preparer and mandatory reviewer. An additional safeguard is the assignment of a back-up preparer/reviewer. As a consequence, departments need to plan for the following:

• **Primary Preparer:** The primary preparer is the individual responsible for updating PPS in a manner consistent with UC and campus policy.

• **Mandatory Reviewer:** A mandatory reviewer provides the following functions: (1) a secondary check for correctness and appropriateness; (2) a check for prior approvals and completion of other required documents.

• **Back-Up Preparer/Reviewer:** The back-up preparer/reviewer is the trained substitute. This is important not only to cover absences of the primary preparer or mandatory reviewer, but also because it is not possible for someone to change or update his/her own record.

In order to maintain required financial controls and separation of duties it may be necessary for a small department to form a liaison relationship with other departments or units.

**Individual Accountability**

Access to the PPS is granted to employees for the performance of payroll/personnel related job duties. Employees who have been granted access will be accountable to use the system con-
sistently with University policies and procedures (see Appendix B., Principles of Fiscal Management).

Individual accountability means:

- A logon ID is considered equivalent to a signature and an employee is responsible for all entries made under his/her logon ID.
- Updates to the system are to be in compliance with policies and procedures that govern the particular transaction to be performed.
- Computing resources are to be used only for the legitimate University business that an employee has been explicitly authorized to perform as stated in his/her job description.
- It is against University policy to peruse or use University records including, but not limited to, confidential information for personal interest or advantage.
- Proper password security is to be maintained.
- Proper physical security is to be maintained by not leaving a workstation/terminal unattended while logged onto University systems.
- Privacy and confidentiality of all accessible data is to be maintained.

Before access is granted, employees will be expected to sign that they acknowledge an understanding of and agreement to abide by the above policies (see Appendix C3., Request for Access to Payroll/Personnel System (PPS)).

**POLICY COMPLIANCE**

Departments are accountable for policy compliance and full understanding of all relevant policies. Failure to comply with UCSB policies, rules and applicable regulations is a serious breach of responsibility and may result in disciplinary action up to and including dismissal. Further, any violation of Local, State or Federal laws may carry the additional consequence of prosecution under the law, where judicial action may result in specific fines or imprisonment, or both; plus the costs of litigation or the payment of damages or both; or all.
III. System Principles

Objectives

The Payroll/Personnel System (PPS) is the result of a University-wide effort with several principle objectives. These include:

- **Impacting employee relations in a positive way:** By providing the means of improving data quality and timeliness; by accessing data quickly for the resolution of problems; and by a system structured to accommodate changes in personnel policies or labor contracts.

- **Minimizing administrative burdens:** By providing a system that is structured to accommodate changes quickly for both urgent and ongoing functional needs in a diverse, heterogeneous university setting and by providing a system that improves data quality and reduces the administrative burden associated with updating employee database records.

- **Protecting the integrity of the payroll-personnel system for the University:** By the use of a standardized core system to be supported by a current, technical environment.

Design Principles

In addition to these objectives, the system is designed as a distributed system so that users in individual departments could enter and make changes directly to the PPS. Appropriate security features and other safeguards were also incorporated into the design. Chief among these is the use of post authorization notifications which can be used to inform department managers and central offices of the changes made to the PPS.

The essence of the Post Authorization Notification (PAN) model for approvals is that there is no automated review process prior to the update of an employee record. The mechanisms to ensure correctness and appropriateness are system-embedded edits and an after-the-fact review process. **Further, a key concept in the implementation of the PAN model is that approvals/authorizations for the impending action are obtained prior to entry/update.**

To summarize, authorizations are obtained prior to entry; entry is performed; and the resultant change to the employee record is reviewed after-the-fact. PAN best addresses the objective of providing more current data and more timely processing of transactions.
ONGOING ENHANCEMENTS

Since the introduction of the system to the campus in 1994 there have been several modules added to the basic Inquiry/Entry/Update capabilities in PPS:

- Online Timesheets
- Online History
- Web interface including:
  - Web Inquiry
  - Web PAN Reviewing
  - Web Merits

We will continue to receive and install enhancements, which will include the following:
- Reporting Ability
IV. WORKFLOW

The PPS workflow needs to support the following organizational goals:

- Gathering approvals and authorizations.
- Notification for mandatory review of the transaction.
- Providing other organizational members information about the action.
- Informing employees of changes in personnel status.

The PAN model accomplishes the goals by providing "after-the-fact" notifications. The process is illustrated in Figure 1. Notification that an employee's records have been changed occurs simultaneously with the update of the database.

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Figure 1. PAN (Post Authorization Notification) Review Process Flow
V. ORGANIZATIONAL ROLES & RESPONSIBILITIES

Accountability for use of the Payroll/Personnel System (PPS) is best viewed as a team effort. Individuals may be assigned to one of several roles, each one of which carries a set of responsibilities.

**DEPARTMENT HEAD**

- Review and approve the Organizational Plan to ensure that it follows accepted accountability principles including separation of duties.
- Review and approve back-up plans including the assignment of back-up personnel and review official record of authority delegations on a regular basis, or whenever major changes in the Organizational Plan occur.
- Assign or obtain the services of a Department Security Administrator (DSA).

**DEPARTMENT HEAD OR DESIGNATED MANAGER**

- Responsible for recording all delegations, cancellations and modifications to the Organizational Plan.
- Monitor the effectiveness of the delegations to ensure that any significant instances of noncompliance with policies and guidelines are uncovered.
- Monitor delegations and procedures to ensure they remain secure, accurate and current.
- Ensure that appropriately skilled and knowledgeable personnel are assigned to be responsible for PPS transactions.
- Ensure that the staff member preparing payroll/personnel transactions has an appropriate working environment and proper equipment.
- Ensure that all departmental personnel under their authority have participated in the required training and are performing their functions in accordance with all policies, guidelines, laws and regulations.
- Accept accountability for all PPS transactions.

**PREPARER**

- Understand the purpose of the transaction.
- Ensure that he/she has prior authorization before implementing a change to the system.
- Ensure that valid account/fund numbers are entered.
- Ensure that appropriate and accurate data are entered into PPS.
- Understand basic policy and other regulatory requirements.
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• Resolve any questions that come to mind during the completion of the transaction or that are automatically raised via online edits and related error messages.
• Record an appropriate explanation of the transaction when required.
• Use the system in a manner consistent with UCSB policies and procedures.
• Make arrangements with assigned back-up preparer for absences.
• Notify the DSA if the preparer will be absent or is absent for two or more business days so backup preparation can be activated for another qualified individual. Upon return, notify the DSA so the interim action can be reversed.
• Accept responsibility for all entered PPS transactions.

MANDATORY REVIEWER

• Review transactions within two business days of receipt. It is strongly recommended that reviewers audit transactions daily, especially before a check write, in order to ensure that employees receive accurate paychecks.
• Inspect notifications and/or transactions to ensure that the Preparer properly fulfilled his/her responsibility.
• Review each transaction for compliance with policy and other regulatory requirements.
• Ensure that any questions about the transaction are resolved within two business days or that the transaction is reversed until it is resolved.
• Make arrangements with assigned back-up reviewer for absences.
• Notify the DSA if the reviewer will be absent or is absent for two or more business days so that notifications can be activated for another qualified individual. Upon return, notify the DSA so the interim action can be reversed.
• Accept responsibility for all reviewed PPS transactions.

BACK-UP PREPARER/REVIEWER

• Receive training at a level equivalent to the primary preparer or mandatory reviewer.
• Fulfill the same responsibilities as the primary preparer or mandatory reviewer.
• Maintain currency of knowledge.

Note: The use of preparers or reviewers that serve more than one department may be a good idea. The advantage of economies of scale can be gained while minimizing the physical and/or organizational "distance" between the preparer or reviewer and the originating department.

DEPARTMENT SECURITY ADMINISTRATOR (DSA)

A DSA is responsible for:
• Record all delegations identified by the organizational head or designee.
• Provide appropriate access for all online preparers and the prescribed PAN reviewers of a department's online transaction activity.
• Update the Organizational Plan each time a change is required, such as when an individual leaves, is hired, or their responsibilities change.
• Ensure that the Organizational Plan is secure from unauthorized changes.
• Maintain a back-up copy of the Organizational Plan.

**COMPUTER SUPPORT COORDINATOR (CSC)**

A CSC is responsible for:
• Individual workstation set-up and local area network configuration and support.
• Providing first-line help in the event that workstation/network hardware, software, or printing problems exist.
• Contact Information Systems and Computing when help is needed during troubleshooting and for advice on current computing standards.
VI. EMERGENCY PLANNING & BACK-UP

It is important to have plans in place to cover emergencies and other unexpected occurrences. There is a range of situations where back-up is necessary.

Preparers may want to maintain sufficient documentation (on paper or otherwise) to enable them to re-create possible lost transactions.

In anticipation of the above situations, we provide the following responses and planning considerations.

1)  *The preparer or reviewer is on vacation, unexpectedly ill, or unavailable.*

   Assign or train a back-up in advance. If you are in a small department, it may be necessary to form a liaison with another unit to accomplish your transaction. It is important to form these relationships before problems occur.

2)  *The preparer's primary workstation fails.*

   Ensure that more than one workstation in the preparer's work environment is configured correctly to access the PPS.

3)  *The departmental network is unavailable or fails.*

   Depending on the estimated down time and the processing cycle deadlines, this may be a situation where it may be necessary to seek help from another department or implement your department's Business Continuity or Disaster Recovery plan.
VII. HELP

Various types of help are available depending on the problem or need. The contact department or reference is listed below for each problem type.

1) Workstation/Network hardware and software problems.
(When you can’t get to the Logon screen)
- Computer Support Coordinator (CSC) provides first line of help and is generally responsible for individual workstation set-up and local area network configuration and support.
- Communications Services provides help to the CSC during troubleshooting, network connections and problem resolution (893-4600).

2) Access and general application questions.
(When you can get to Logon screen but can’t get to the PPS main menu)
- For status of PPS Access Request forms, call Accounting, Hours: Monday - Friday, 8am-5pm, 893-2880.
- For password problems, call Accounting, Hours: Monday - Friday, 8am-5pm, 893-2880.
- For system availability, check your e-mail first, as reports of problems will be posted there.
- For data, navigation and screen issues, call the appropriate functional office: Accounting, Human Resources, Academic Personnel.

3) Payroll/Personnel System questions.
(When you can get into PPS, but have questions)
- Online Help: Accessed by positioning your cursor on the appropriate field and pressing the F1 key when logged onto the PPS application.
- Payroll/Personnel Online System User’s Guide
- Payroll/Personnel Online System Procedures

4) Policy and Procedure issues.
For policy and procedure issues and policy consultation:
- Payroll Office
- Human Resources
- Academic Personnel
A. TERMINOLOGY

While this glossary of terms is not exhaustive, the following terminology has been included to help in communications with your employees. It encompasses items or aspects of the system that the payroll/personnel preparers and reviewers will use as they work with the system.

BACK-UP PREPARER/REVIEWER:
Individual who assumes the role of the preparer or reviewer in their absence.

BUNDLE:
A logical grouping of entry/update screens that may be needed to complete a payroll/personnel action. For example, the system contains a bundle called Academic Hire (AHIR). This bundle will walk a user through a logical sequence of screens to complete the hiring of an academic employee. Once a user enters a bundle, it must be completed or canceled; there is no way to store or save part of the entry.

COMPUTER SUPPORT COORDINATOR (CSC):
A CSC is responsible for individual workstation set-up and local area network configuration and support. Additionally, the CSC provides first-line help in the event that workstation/network hardware, software, or printing problems exist.

CONSISTENCY EDITS (CON-EDITS):
Tests the values of related data elements in the context of one another. Data elements keyed on a screen or screen bundle are subjected to different consistency edits depending upon which data elements have been entered. During consistency editing, the system examines the employee record as it would look after the application of the entered data, to detect inconsistencies among groups of data elements.

DEPARTMENT SECURITY ADMINISTRATOR (DSA):
A DSA is responsible to record all delegations identified by the department head or designee, provide appropriate access for all preparers and the prescribed PAN reviewers of a department's transaction activity, update the official record of delegations each time a change is required such as when an individual leaves, is hired, or their responsibilities change, ensure that the official record of delegations is secure from unauthorized changes and maintain a current back-up copy of the official record of accountability.

DISTRIBUTED SYSTEM:
Allows users in individual departments to enter and make changes directly to database records, with the appropriate security and safeguards. This is in contrast to a centralized system where entry is done by a key entry unit or a small group of specialists.

EMPLOYEE ID NUMBER:
The unique number that identifies an individual's employee record.

EMPLOYEE RECORD:
The set of data relating to an individual that is collected in the PPS.

MANDATORY REVIEWER:
A mandatory reviewer provides the following: (1) a secondary check for correctness and appropriateness; (2) a check for prior approvals and completion of other required documents.

ONLINE PPS ENTRY/UPDATE SUBSYSTEM (OEU):
The subsystem of the PPS that allows a user to update information in the employee database.

PAN: POST AUTHORIZATION NOTIFICATION:
A tool for notifying mandatory and optional reviewers that an update to an employee record has taken place.
PAYROLL/PERSONNEL SYSTEM (PPS):
The database and computer system that contains the current payroll and personnel data for each UCSB employee. This information can be viewed in the PPS Inquiry subsystem and updated in the PPS Entry/Update subsystem.

PPS EDIT AND UPDATE PROCESS:
The process that receives the data entered using PPS Entry/Update screens; evaluates the data according to established criteria; and then either returns messages to the preparer, or updates the PPS with entered values.

PPS INQUIRY SUBSYSTEM:
The subsystem of the Payroll/Personnel System that allows a user to view, but not change the current information contained in the PPS.

PREPARER:
The preparer is the individual responsible for updating PPS in a manner consistent with UC and campus policy.

RANGE AND VALUE EDITS:
Messages which appear on the screen to indicate when entered data is either not within an acceptable range or an invalid value for that data field.
B. **PRINCIPLES OF FISCAL MANAGEMENT**

The following principles have been implemented in conjunction with accountability delegation:

1) **Financial Management**

Each operating unit on campus requires financial resources in order to conduct their respective role in the University's overall mission of instruction, research and public service. Each organizational head or their designee is responsible for insuring that the units under their direction manage University funds in an efficient and cost-effective manner by adopting proven financial management practices.

- An operating unit needs resources (money, space, equipment, staff, etc.) to operate.
- Each operating unit has an integral role in delivering the University's "product" (instruction, research and public service).
- Each operating unit has their own subset of the University's mission and goals. Some may deliver part or all of the University's product types.
- Each operating unit needs to know what part of the mission they are responsible to deliver (goals), understand the details necessary to achieve the goal (a plan) and demonstrate how they expect to achieve their goal with the resources they have available to them (a budget).
- The organizational head or designee is responsible and accountable for their unit, their unit's goals and actions of their staff.
- Each operating unit must use their resources effectively, efficiently, prudently and:
  - Consistent with standard business practice (methods and procedures that are globally understood and accepted).
  - In compliance with the terms and conditions that were agreed to when the resources were given.
  - In a manner that can be measured, monitored and validated (auditable and reportable).

2) **Data Integrity**

Each unit must adopt proven data integrity practices which provide reasonable assurance that transactions which occur are in accordance with management's general and specific authorization and that all financial activities which occur are recorded in the financial records of the University. Each organizational head or their designee is responsible for establishing a system that ensures data integrity.

- Each operating unit is responsible for assuring that their administrative data is correct and in compliance with all policies (University, Local, Federal, etc.). This data resides in various locations, including:
  - The General Ledger.
Campus feeder systems (Facilities Management, Communications Services, Central Stores, etc.).

Department Shadow systems that mimic general ledger data and other departmental data such as equipment management data.

- Each operating unit needs reliable data (timely, accurate and complete) to make good decisions.
- In order to have good data available, operating units must have access to systems to record, update and manipulate centrally maintained data.
- Systems must be reliable and simple.
- When using PPS or when maintaining local systems (financial databases, reporting systems, etc.), each operating unit must adopt universally accepted practices for maintaining and protecting data, such as:
  - Backing-up data regularly.
  - Keeping off-site back-ups.
- The Department Head or designated manager must manage the data within the unit:
  - Inform staff which data they are allowed to update or view and monitor that staff is complying.
  - Monitor the use of systems and data to assure that they are used in a manner consistent with University and Departmental policy.
  - Assure that staff are sufficiently trained in system security. For example, not sharing Logon IDs and not performing work under another's Logon ID.
  - Assure that staff have easy access to data they need to perform their University duties.

3) Regulatory Compliance

Each organizational head or designee is responsible for ensuring that units under their direction commit funds only in accordance with legal and regulatory requirements.

- The University is accountable to and receives money from various sources (State, Federal, Private, etc.).
- The Department Head or designated manager is responsible and accountable for proving that the financial resources in their unit are used appropriately.
- The monies within the operating unit must be used in a manner consistent with the intent of the donor, grantor, or contractor. (Money given for a specific purpose must be used only for that purpose.)
- The operating unit must comply with all regulations in effect.
University policy must be strictly adhered to for all financial resources maintained within the operating unit.

In addition to University policy, there may be additional policies, rules, regulations, laws, etc., in effect that were specified by the provider of the resources. These must be strictly adhered to.

- If it is determined that an operating unit misused or inappropriately recorded, documented, or processed transactions and is required to return funds to the provider, the operating unit must return those resources from resources within the operating unit.

- Each individual who expends, manages, or records financial transactions must understand all the policies, regulations, rules, laws, in effect. Ignorance of such is not justification for noncompliance.
C. Forms

**PPS ORGANIZATION PLAN - Department:**

It is the responsibility of the department to maintain the plan and keep for their records.

For further explanation of PPS roles and responsibilities, please see the "Advice to Managers" at
http://hr.ucsb.edu/hrts/pdf/advice-to-managers.pdf

Please check the appropriate box that identifies the position(s) filled by each individual.

*Restrictions: If needed, please call x2800 for further details.

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I understand and assume responsibility for the delegations and the accountability structure that I have established and listed.

**Signature of Designated Dept. Manager or DSA**

**Printed Name**

**Date Prepared**

When there's a change in the Designated Manager and/or DSA, Department Chair/Director must sign below:

**Signature of Designated Dept. Chair/Director**

**Printed Name**

**Date Prepared**

AIDLP1203008
Directions for PREPARING THE Organizational Plan

1) Identify and enter the name of the Primary Preparer. The person assigned to be the Primary Preparer cannot be the Department Security Administrator (DSA). You may decide to have different individuals designated to be Primary Preparers for staff, academic and student actions. If so, you will need to enter each one on a separate line. Their Access Request Form will identify the population they will be entering.

2) Enter the name of the Mandatory Reviewer. To insure separation of duties, the Mandatory Reviewer may not be a Primary Preparer. For small departments, it may be necessary to form a liaison with another department to serve in this capacity.

3) Enter the names of the Back-Up Preparer/Reviewer. If you have indicated a person outside of the Home Department be sure to include the name of the individual's department.

4) Review your listing to see that it is complete and reflects a separation of duties.

5) After updating the Organization Plan, complete one "Request for Access to Payroll/Personnel System (PPS)" form for each person listed in your Organization Plan that has a new or changed responsibility so their PPS account can be added/modified/deleted.

6) Keep the original Organization Plan in department. Send a copy to Accounting as indicated on the form.

7) Send the Request for Access to Payroll/Personnel System form(s) to Accounting.
### C2. Request for Access to Payroll Personnel System (PPS)

**REQUEST FOR ACCESS TO PAYROLL PERSONNEL SYSTEM (PPS)**

RETURN FORM TO: Accounting Services & Controls, Mail Code 2040, or Fax to Computing Support (x8682)

For further explanation of PPS roles and responsibilities, please see the "Advice to Managers" at [http://scc.ucsb.edu/pdf/advice-to-managers.pdf](http://scc.ucsb.edu/pdf/advice-to-managers.pdf)

Please use this form to request access for the user responsible for: PPS Inquiry, Entry/Update, Time Reporting, PAN distribution and/or Web Merit Functions. Please allow two business days for processing, and please see the third page for terminology explanations.

<table>
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<tr>
<th>Accounting to Assign</th>
<th>Add (new account):</th>
<th>Modify:</th>
<th>Delete:</th>
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<tbody>
<tr>
<td>New Logon ID: $B</td>
<td>Transferring to a new department or a new employee to the university.</td>
<td>Making changes to an existing account.</td>
<td>Transferring to a new department or separating from the university.</td>
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If applicable, existing ID: $B  
Date Last Used PPS:  
Employee ID:  

User's Name:  
Job Title:  
Department:  
Phone (805):  
E-mail:  

Please fill out the fields this user will be responsible for.

**Designated Manager**  
**DSA**  
Computer Support  
Coordinator

If you have any of the above responsibilities, please check if you require a PPS account.

Yes  
No

**MERIT ACCESS**  
Control Point  
Department(s)

Please list 4-letter dept. codes:

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Access to the PPS is granted based on your need to know the information for performance of your assigned job duties. Misuse or abuse of computer access is a serious matter that may constitute violations of federal and/or state criminal statutes for which prosecution will be pursued in accordance with the California Information Practices Act, and the Privacy Act of 1974. Employees with access to personal and confidential records shall take all necessary precautions to assure that proper safeguards are established and followed to protect the confidentiality of records. Employees may not disclose personal or confidential information concerning individuals to unauthorized persons or entities as specified by Personnel Policy and Collective Bargaining Agreement. Violation of relevant policies and legislation could result in penalties such as suspension, termination, expulsion or fines.

Signature of Person Receiving Access  
Date

Signature of Designated Dept. Manager or DSA  
Printed Name  
Phone/Ext.  
Date

If this request is a change in the Designated Manager and/or DSA access, Department Chair/Department must sign below:

**Signature of Dept. Chair/Department**  
Printed Name  
Phone/Ext.  
Date

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<th>Accounting Office Use</th>
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Accounting Check by:  
Date:  
User ID:  
Screen Group:  

**ALC/LS Revised 9/2007**