

Send Copy to: Accounting, Computing Support/Mail Code 2040 or Fax (x8682)

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/hris/pdf/advice-to-managers.pdf>

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

				Designated Dept. Manager (MSO)	Inquiry Only	Primary Preparer	Back-Up Preparer	Time Reporting	Mandatory Reviewer	Back-Up Reviewer	Merit Department	Merit Control	Dept Security Admin (DSA)	Computer Support Coordinator(CSC)
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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