

# REQUEST FOR ACCESS TO PAYROLL PERSONNEL SYSTEM (PPS)

RETURN FORM TO: **Dwight "Hoppen" Service**, Mail Code 2044, or Fax to: Computing Support (x8682)

For further explanation of PPS roles and responsibilities, please see the PPS Section at <http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps>

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

<b>Accounting to Assign</b> New Logon ID: <u>SB</u>	<input type="checkbox"/> <b>Add (new account):</b> Transferring to a new department or a new employee to the university.	<input type="checkbox"/> <b>Modify:</b> Making changes to an existing account.	<input type="checkbox"/> <b>Delete:</b> Transferring to a new department or separating from the university.
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If applicable, existing ID: SB      Date Last Used PPS: \_\_\_\_\_      Employee ID: \_\_\_\_\_

User's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
(please print name: LAST, FIRST, MIDDLE)

Department: \_\_\_\_\_ \*Phone: (805) \_\_\_\_\_ \*E-mail: \_\_\_\_\_

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

<b>**Designated Manager</b> <b>**DSA</b> Computer Support Coordinator  If you have any of the above responsibilities, please check if you require a PPS account: Yes _____ No _____	<p style="text-align: center;"><b>INQUIRY</b></p> Functions: Inquiry <input checked="" type="checkbox"/> <input type="checkbox"/> Access Rules: Universal Access <small>(Central Office Functions Only)</small> Control Point Individual Depts. Please list 4-letter dept. codes: _____ _____ _____ Additional Restrictions: <i>Appointment Type</i>  <i>Personnel Program</i>  <i>Student Status</i>	<p style="text-align: center;"><b>PREPARER</b></p> Primary Back-up Functions to be prepared: Entry/Update Time Reporting Access Rules: Universal Access <small>(Central Office Functions Only)</small> Control Point Individual Depts. Please list 4-letter dept. codes: _____ _____ Additional Restrictions: <i>Appointment Type</i>  <i>Personnel Program</i>  <i>Student Status</i>	<p style="text-align: center;"><b>PAN REVIEWER</b></p> Mandatory Back-up Functions to be reviewed: Entry/Update Time Reporting PAN Routing Rules: Universal Access <small>(Central Office Functions Only)</small> Control Point Individual Depts. Please list 4-letter dept. codes: _____ _____ _____ Other Routing Rules: _____ _____
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E-Verify – Add    Delete    Homeland Security account, for employees paid from specified federal contracts.

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 Action, and the Privacy Act of 1984. 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/Director must approve:

\_\_\_\_\_  
 \*\*Signature of Dept. Chair/Director      Printed Name      Phone/Ext.      Date

**Accounting Office Use**

Accounting Check by: \_\_\_\_\_ Date: \_\_\_\_\_ User ID: \_\_\_\_\_ Screen Group: \_\_\_\_\_

## RULES FOR CONDUCT FOR UNIVERSITY EMPLOYEES INVOLVED WITH INFORMATION REGARDING INDIVIDUALS

Employees responsible for the collection, maintenance, use and dissemination of information about individuals which relates to their personal life, including their employment, financial transactions, marital status and dependents, shall comply with the State of California Information Practices Act. Policy 7000, Access to and Privacy of Information, shall be used as a basic source of guidance in administering the Act's provisions.

Employees shall not require individuals to disclose personal information which is not necessary and relevant to the purposes of the University or to the particular function for which the employee is responsible.

Employees shall not disclose personal and confidential information relating to individuals to unauthorized persons or entities. The intentional disclosure of such information to such persons may be cause for disciplinary action.

Employees shall not seek out or use personal or confidential information relating to others for their own interest or advantage. The intentional violation of this rule may be cause for disciplinary action.

Employees responsible for the maintenance of personal and confidential records shall take all necessary precautions to assure that proper administrative, technical, and physical safeguards are established and followed in order to protect the confidentiality of records containing personal information and to assure that such records are not disclosed to unauthorized individuals or entities.

### REFERENCES:

- A. Policy and Procedure Manual 7000, 7005, 7010, 7015, 7020, Access to and Privacy of Information
- B. Academic Personnel Manual Section 160, Academic Personnel Records/Maintenance of, Access to, etc.
- C. Use and Release of Student Records, Policy 4005
- D. California Public Records Act (1976)
- E. California Information Practices Act (1977)
- F. California Education Code, Chapter 1.2 Division 16.5
- G. California Penal Code, Section 502, Chapter 858, relating to Computer Crime
- H. Federal Privacy Act of 1974
- I. Federal Family Educational Rights and Privacy Act of 1974
- J. Electronic Communication Privacy Act of 1986

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TERMINOLOGY EXPLANATIONS

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**1. ADD NEW ACCOUNT**

If the user is adding an account, he/she will be assigned a new Logon ID and password by the Accounting Department.

**2. EXISTING LOGON ID**

If you have not used PPS within the last two years, you must retake the PPS Series of Classes. For class schedules, please contact HR Training at (x3482).

**3. \*PHONE AND \*EMAIL**

Note that Phone and Email address data will be extracted from the UCSB Directory Service to keep the PPS directory synchronized with our local services. Please verify or correct your information at <http://directory.ucsb.edu/>

**4. \*\*DESIGNATED MANAGER OR DSA**

The Department Chair or Department Director must sign the access form to confirm the change in Designated Manager or DSA is taking place.

**5. COMPUTER SUPPORT COORDINATOR**

This individual installs the PPS application, TN3270, on the desktop for all preparers.

**6. UNIVERSAL ACCESS**

Campus-wide access is just for Central Offices only (i.e. HR, Academic Personnel, Payroll, Financial Aid/Work Study, etc.)

**7. CONTROL POINT**

Parent organization and all of its children

**8. TIME REPORTING**

Use the [www.isc.ucsb.edu/forms/uform2.php](http://www.isc.ucsb.edu/forms/uform2.php) to request PYLV01 Leave Reporting in COMPLETE.