

April 2, 2019

DAVID OTT, EXECUTIVE DIRECTOR
DFA SHARED SERVICES

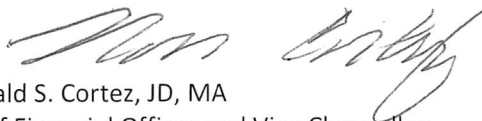
RE: Authority to Grant System Access

Dear David,

Effective today, I will serve as the approval authority for requests to grant administrative system access for employees in the Budget Office and in Accounting & Fiscal Services. Please advise your team that I should be added as a signatory, in addition to the pertinent Department Head, on the Security Access Management System (SAMS) request form (attached).

Thank you for your support.

Sincerely,



Ronald S. Cortez, JD, MA
Chief Financial Officer and Vice Chancellor

Cc: Controller and Assistant Vice Chancellor John Geraghty
Director of Academic Budget Katherine Gallardo
Interim Director of Budget Operations Jim Pavelko

Attachment



1. Listed below are the more common access requests. Indicate other access requests in the notes section.
2. Supervisor checks the appropriate box and selection for their department. Indicate any special remarks in the notes section.
3. Supervisor prints and signs the form and obtains their Department Head approval signature.
4. Supervisor scans and forwards the form to Genevieve Yulo (gyulo@uci.edu) and Ron Sellars (rsellars.uci.edu).

Employee Name: _____ UCInetID: _____

| Access Description | Check Box | Select Department |
|---|--------------------------|-------------------|
| KFS System User | | |
| Accounting Reviewer | <input type="checkbox"/> | -- Select -- |
| Basic Financial User C&G | <input type="checkbox"/> | -- Select -- |
| Chart of Accounts Maintenance User | <input type="checkbox"/> | -- Select -- |
| Organization Reconciler | <input type="checkbox"/> | -- Select -- |
| Organization Reviewer | <input type="checkbox"/> | -- Select -- |
| TEM Organization Profile Arranger | <input type="checkbox"/> | -- Select -- |
| User | <input type="checkbox"/> | -- Select -- |
| KSF Decision Support | | |
| KFS Decision Support Advanced User | <input type="checkbox"/> | -- Select -- |
| KFS Decision Support Central Office | <input type="checkbox"/> | -- Select -- |
| KFS Decision Support Report Reviewer | <input type="checkbox"/> | -- Select -- |
| KFS Decision Central Procurement Decision Support | <input type="checkbox"/> | -- Select -- |
| Document & Distribution Management (DDM) | | |
| User Admin | <input type="checkbox"/> | -- Select -- |
| View Billing Report | <input type="checkbox"/> | -- Select -- |
| View non-Restricted Documents | <input type="checkbox"/> | -- Select -- |
| View Reports | <input type="checkbox"/> | -- Select -- |
| View Restricted Documents | <input type="checkbox"/> | -- Select -- |
| Financial | | |
| Cashiering - Campus Deposits | <input type="checkbox"/> | -- Select -- |
| PURAP | | |
| Content Reviewer | <input type="checkbox"/> | -- Select -- |
| Electronic Documents (EDOCs) | | |
| EDL AP Payroll | <input type="checkbox"/> | -- Select -- |
| EDL Budget Office | <input type="checkbox"/> | -- Select -- |
| EDL Contract & Grants Accounting | <input type="checkbox"/> | -- Select -- |
| EDL General Accounting | <input type="checkbox"/> | -- Select -- |
| EDL Internal Audit | <input type="checkbox"/> | -- Select -- |
| EDL Payroll Unit | <input type="checkbox"/> | -- Select -- |
| IT Security | | |
| Confluence - A&BS Management User | <input type="checkbox"/> | -- Select -- |
| Confluence - OIT User (10448) | <input type="checkbox"/> | -- Select -- |
| Confluence - KFS Private User | <input type="checkbox"/> | -- Select -- |
| Confluence - KFS Staff | <input type="checkbox"/> | -- Select -- |
| Pinnacle Report Viewer | <input type="checkbox"/> | -- Select -- |
| Other (Non-KFS) | | |
| PI Report Browser | <input type="checkbox"/> | -- Select -- |
| PI Report Update | <input type="checkbox"/> | -- Select -- |

Notes

Approvals

Supervisor: _____

Date: _____

Department Head: _____

Date: _____