



UCSC Campus Business Systems Supplemental

University of California, Santa Cruz

Return to: ITS Support Center, Kerr Room 54, (831) 459-4357, Fax #: (831) 459-4171, Mailstop: ITS-Kerr

Name (First MI Last)

Date of Request

Financial Information System (FIS Banner) applicants must complete all forms under the FIS Accounts section at:

<http://its.ucsc.edu/accounts/forms.html>. Training is required before accounts will be issued.

Training schedule and online registration can be found at: <https://financial.ucsc.edu/Pages/TrainingFIS.aspx>

Login _____ Action Type _____ UID _____ Date _____ Access Grp _____
 _____ Action By _____ Comments: _____

PPS (Payroll/Personnel System) This section must be signed at the bottom by an approved Data Access Grantor for this applicant. Note: Applicants must complete the appropriate training session(s) before access will be granted. www2.ucsc.edu/pps/training

Check functions for which applicant is responsible:

Inquiry User Preparer Mandatory PAN Reviewer Non-Mandatory PAN Reviewer Other _____

Type of Access (check ALL that apply):

Service Center/Departmental Central Office

Inquiry (includes History and PAN)

On-line Entry Update: **TYPES:** Student Actions Staff Actions Academic Actions Payroll Adjustments (OPTRS)

Special (Please describe): _____

Describe the employee population for which you are requesting access by listing the Home Department name(s), code(s) and/or Appointment/Distribution department code(s) (org level 4 of COA). If you are requesting universal access to the entire campus, please indicate this below.

Home Dept: _____ **Appt/Dist. Dept:** _____ **Data Access Grantor Name:** _____

Data Access Grantor Signature: _____ **Date:** _____

Login: SC _____ RACF Group: PP7 _____ ARSM Rule(s): _____
 Additional Restrictions: _____ Date: _____ Action By: _____

AIS (Academic Information System) Applicants must provide the following additional information:

Access Type (Check *all* that apply):

Undergraduate Admissions Graduate Admissions Student Financials Financial Aid Student Records Web Reports

Portal Advising (*please attach the supplemental AIS Form for this option. Fax supplemental form to 459-1608*)

Test _____ Development _____ Production _____ Date: _____

Login: _____ Action Type: _____ Action By: _____ Module Approval Initials: _____

Data Warehouse - Additional material required – available at <http://its.ucsc.edu/accounts/forms.html>

- o Data Warehouse Supplemental Application
- o Data Warehouse Training Registration Form

Login: _____ Action Type: _____ Action By: _____ Date: _____

NESWeb (Narrative Evaluation System)

Login: _____ Action Type: _____ Action By: _____ NES Analyst Approval: _____ Date: _____