



## INSTRUCTIONS

- PLEASE TYPE OR PRINT CLEARLY.
- Give as much information as possible.
- Be sure to indicate whether this is a request for New Access or a Change and follow the correct approval path (see below). If this is a replacement, you must complete the '*PERSON TO BE REMOVED*' section. The individual in that section will be purged from the system as requested.
- List all applicable account numbers **or** user groups (attach a list if necessary). If listing a user group, all accounts within the group will be selected.
- Be sure to obtain the user signature on the '*Payroll Procedure Notification*' section.
- The signature of the individual responsible for the account(s) or campus authorizing signature is required on all requests.
- Do not complete the 'SECURITY DEPT. ONLY' section

### APPROVAL PATH QUICK REFERENCE

USER TYPE	SYSTEM	FUNCTION	RESTRICTION	PAYGRADE
PREPARER	PAYROLL	Prepares electronic rosters for approval.		Any
	FINANCE	Prepares CO, DN, DS transactions.	Cannot prepare BTs or approve any transactions.	Any
APPROVER	PAYROLL	Approves/Rejects electronic roster.	Cannot Prepare rosters.	Paygrade 15 or higher.
APPROVER / BUDGET MANAGER 1 <sup>st</sup> Level Approver	FINANCE	Executes BT transactions. Approves/Rejects CO, DN, DS transactions.	An approver cannot prepare CO, DN, DS transactions, but is responsible for executing (entering and approving) BTs.	Academic — Paygrade 18 or higher. District or Non-Academic — Any administrative level.
Alias Approver	FINANCE	Back-up for Approver/Budget Mgr. in his/her absence.	An approver cannot prepare CO, DN, DS transactions, but is Responsible for executing (entering and approving) BTs.	Academic – Paygrade 18 or higher. District or Non-Academic — Any administrative level.
RESTRICTED APPROVER (\$5,000 to \$14,999) <i>(Supervisor of Approver/Budget Mgr.)</i> 2 <sup>nd</sup> Level Approver	FINANCE	Approves/Rejects all transactions from \$5,000 to \$14,999.  Backup for Alias Approver in his/her absence.	Same restrictions as Approver/Budget Mgr.	Academic — Paygrade 18 or higher.  District or Non-Academic — Any administrative level.  Must be one level higher than the Approver/Budget Mgr., but no higher than the Campus President.
Restricted Approver (\$15,000 and above) 3 <sup>rd</sup> Level Approver	FINANCE	Approved/Rejects all transactions \$15,000 and above.  Back-up for Rest. Approver \$5000 to \$14,999 in his/her absence.	Same restrictions as Approver/Budget Mgr.	Must be two levels higher than the Approver/Budget Mgr., but no higher than the Campus President.

CO = Commitment

DN = Department Requisition

DS = Disbursement Report

BT = Budget Transfer

### USER GROUPS

A User Group is identified by an eight-digit ID, assigned to all accounts within a shared approval path. All users in a User Group share account information. A User Group must have preparers and approvers, and at least one account number. User Groups and account numbers (Qual 1) are assigned by Business Affairs. All accounts within a User Group share the same approval path. If you don't know your user group number, use the User Group module to find it (Path = OD, CM, IQ, UG, UG).

### MODELS

The following is a listing of models available in ODYSSEY. Models are groups of **modules** (or Programs) that are assigned to users on a job-specific basis. While a single user can have multiple models assigned to them, no single user will ever be assigned all models. In other words, **models must be consistent with the user's job description.** Actions are the functions a user can perform within a module (e.g., Add, Modify, Purge, etc.).

MODEL ID	NAME	SYSTEM(S)
APPROVER	APPROVER (BT TRANS)	FI UT
CAMPERS	CAMPUS W/PERSONNEL ACCESS	PE
DISPLAY	USER DISPLAY ONLY	FI UT
HR-BROW	HUMAN RESOURCES – BROWSE	PE UT
PAYAUTH	PAYROLL AUTHORIZER	PE UT
PAYBROW	PAYROLL BROWSER	PE UT
PAYPREP	PAYROLL PREPARER	PE UT
UPDATE	UPDATE (DISB/DEPT REQ)	FI UT