



## UCPATH ACCESS FORM

This form must be completed and provided to [ucpath@ucsc.edu](mailto:ucpath@ucsc.edu) prior to the signup and completion of training. After the form is processed, web-based training will be assigned within the UC Learning Center. Instructor-led training may also be required based on the type of roles assigned.

### Section 1 – General Information

Name	
UCPath Employee ID	
Email Address	
Phone	
Division	
UCSC Status	Staff _____ Student _____ Temp/Other _____
New Account or Change to Existing?	

### Section 2 – Role Level Access

For role access, only one section needs to be completed, divisional access or central office access.

#### **Divisional Access**

For the purpose of this form, Divisional Academic HR Representatives are included in the central office access section.

<b>Inquiry Access</b>	<b>Initiator</b>	<b>Approval Workflow (AWE) Approver</b>	<b>Other Roles</b>
Functions: <input type="checkbox"/> Workforce Admin (PII)  <input type="checkbox"/> Workforce Admin (no PII)  <input type="checkbox"/> Workforce Admin (Person Org Summary)  <input type="checkbox"/> Funding Data	Functions: <input type="checkbox"/> Funding Entry  <input type="checkbox"/> Salary Cost Transfers  <input type="checkbox"/> Budget Entry	Functions: <input type="checkbox"/> Funding Entry/SCT  <input type="checkbox"/> Position Control Form - (Part of Position Management for Staff Employees only)  <input type="checkbox"/> Person Profile	Functions: <input type="checkbox"/> ePerformance Admin (Staff Employees Only)

[UCSC UCPath Security – Divisional Roles - Descriptions](#)

For Workforce Admin access, only one option needed to be select.



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## Central Office/Unit Access

For the purpose of this form, Divisional Academic HR Representative are included in this central office access section

Central Offices (Select One)	
<input type="checkbox"/> ITS <input type="checkbox"/> SHR <input type="checkbox"/> Academic HR Representative <input type="checkbox"/> Financial Affairs <input type="checkbox"/> Planning & Budget <input type="checkbox"/> Internal Audit	<input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Center <input type="checkbox"/> EPC (For Student Hiring) <input type="checkbox"/> Risk Services <input type="checkbox"/> EEO/AA <input type="checkbox"/> Other _____

### Please Describe Role/Duties Within Central Office

Roles are assigned based on business need. Please contact [ucpath@ucsc.edu](mailto:ucpath@ucsc.edu) for more information or guidance.

## Section 3 – Row Level Access

Row Level Security
Please provide the department codes which the user should have access to and/or approval for.

[UCSC Departments & Department Security Tree](#). If you wish to provide access at the divisional level, please choose the dept ID in the level 2 column. If you wish to provide more granular access, please choose the appropriate departments in the level 3 or 4 columns. Please contact [ucpath@ucsc.edu](mailto:ucpath@ucsc.edu) for more information or guidance.

## Section 4 – Authorization

Employee Signature & Date	
Supervisor Signature & Date	
Data Access Grantor Signature & Date	

IMPORTANT: Completion of the [Access to Information Statement](#) is required for all new UCPath accounts. (CruzID Gold login required.)

Please refer to the list of [current DAG Grantors](#) for UCPath.

### Comments