

Human Resources Security Access Matrix

| Function | Training Course Required | Class Mode | Training Course Prerequisite | Security Access Form Required | Contact for Additional Information |
|---|--|------------------|-------------------------------------|--|--|
| Complete Electronic I-9 Forms | REC001: I-9 /E-Verify Web Training OR | Online OR | None | Electronic I-9 Security Access Form | records@ucf.edu |
| | I-9: I-9/E-Verify | Face to Face | | | |
| PeopleSoft User | PSC 001: PS SA/HR Basic Navigation | Online | N/A | N/A | hris@ucf.edu |
| Submit ePAFs | PAF 002: ePAF Originator Training | Online | PSC 001 (PS SA/HR Basic Navigation) | HR Security eForm | records@ucf.edu |
| Approve ePAFs | PAF 003: ePAF Approver Training | Online | PSC 001 (PS SA/HR Basic Navigation) | HR Security eForm | records@ucf.edu |
| Process Payroll | PER 052: PeopleSoft Payroll Processor | Online | PSC 001 (PS SA/HR Basic Navigation) | HR Security eForm | payroll@ucf.edu |
| Approve Payroll | PER 053: PeopleSoft Payroll Authorizer | Online | PSC 001 (PS SA/HR Basic Navigation) | HR Security eForm | payroll@ucf.edu |
| Reconcile Accounts | N/A | N/A | N/A | Departmental Cost Center Authorization Form | payroll@ucf.edu |
| Post vacant positions, review, and manage application process. | PER 006: Interview Certification Course (optional but strongly encouraged for users to complete) | Face to Face | N/A | PeopleAdmin On-Line Security Access Form AND log into www.jobswithucf.com/hr and request an account. | employment@ucf.edu |

Registration for all training offered by Human Resources is completed via the myUCF portal. To use the interactive system, go to

<https://my.ucf.edu> and follow these steps:

1. Log on to the myUCF portal using your NID and NID password.
2. On the myUCF Menu, select Employee Self Service
3. Select Learning and Development
4. Select Request Training Enrollment
5. Choose one of the four search methods to continue the enrollment process