Human Resources

UNIVERSITY OF CENTRAL FLORIDA

Human Resources Security Access Matrix				
Function	**WebCourse Required**	**PeopleSoft Role**	**Security Access Form Required**	**Contact for Additional Information**
Complete Electronic I-9 Forms	REC001: I-9 /E-Verify Web Training	-	Electronic I-9 Security Access Form	records@ucf.edu
PeopleSoft User	PSC001: PS SA/HR Basic Navigation	-		hris@ucf.edu
ePAF				
Submit ePAFs	*PAF002: ePAF Originator Training*	GT Department	HR Security eForm	records@ucf.edu
Approve ePAFs	*PAF003: ePAF Approver Training*	GT Vice President-Dean; GT Director-Chair	HR Security eForm	records@ucf.edu
eForms				
Submit Funding Distribution Change eForm	*PSC104 – Funding Distribution Change eForm - Originators*	GT Budget Originator	HCM Security Request Form	hris@ucf.edu
Submit Salary Cost Transfer eForm	*PSC108 – Salary Cost Transfer eForm - Originators*	GT SCT Originator	HCM Security Request Form	hris@ucf.edu
Submit Salary Supplement Request eForm	*PSC 106 – Salary Supplement Request - Originators*	GT Pyl Preparer	HCM Security Request Form	hris@ucf.edu
Approve Funding Distribution Changes	*PSC 105 – Funding Distribution Change eForm - Approvers*	GT Budget Dept Approver; GT Budget Approver	HCM Security Request Form	hris@ucf.edu
Approve Salary Cost Transfers	*PSC 109 – Salary Cost Transfer eForm - Approvers*	GT SCT Dept Approver; GT SCT Approver	HCM Security Request Form	hris@ucf.edu
Approve Salary Supplement Requests	*PSC 107 – Salary Supplement Request - Approvers*	GT Pyl Requester; GT Pyl Signature Authority**	HCM Security Request Form	hris@ucf.edu

Note: Webcourses in *Italics* have a prerequisite of PSC001 (PS SA/HR Basic Navigation)
**Users with the role GT Pyl Signature Authority must also comply with UCF Policy 2-107.   REV 26May2020

Function	Training Course Required	PeopleSoft Role	Security Access Form Required	Contact for Additional Information
eForms - Special				
Submit Salary Cost Transfer eForm for all UCF Departments	*PSC108 – Salary Cost Transfer eForm - Originators*	GT SCT Originator; GT Salary Cost Transfer UCF **Additional details on Form**	[HCM Security Request Form UCF](#)	[hris@ucf.edu](#)
Submit Salary Supplement Request eForm for all UCF Departments	*PSC 106 – Salary Supplement Request - Originators*	GT Pyl Preparer; GT Salary Supplement UCF **Additional details on Form**	[HCM Security Request Form UCF](#)	[hris@ucf.edu](#)
Payroll				
Process Payroll	*PER052: PeopleSoft Payroll Processor*	HR_TL_DEPT_PROC	[HR Security eForm](#)	[payroll@ucf.edu](#)
Approve Payroll	*PER053: PeopleSoft Payroll Authorizer*	HR_TL_DEPT_AUTH	[HR Security eForm](#)	[payroll@ucf.edu](#)
Reconcile Accounts	-	HR_COST_CENTER_REPORT	[Departmental Cost Center Authorization Form](#)	[payroll@ucf.edu](#)
PageUp - Talent				
Post vacant positions, review, and manage application process.	-	UL_HR_PU_SEC	[PageUp Security Access Form](#)	[hris@ucf.edu](#)
Training Administration				
Provide online or face-to-face employee training courses, available for registration in myUCF	PSC100: Training Administrator (not available in myUCF)	HR_TRN_LEAD_UPDATE	-	[hris@ucf.edu](#)
Read Only access to employee training history	-	HR_TRN_LEAD_DISPLAY	-	[hris@ucf.edu](#)

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