



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	Online	None	Electronic I-9 Security Access Form	records@ucf.edu
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.	Talent@ucf.edu