

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

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