UCPATH ACCESS FORM

This form must be completed and provided to 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

Employee or Contingent Worker Data	
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.

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

UCSC UCPath Security – Divisional Roles - Descriptions
For Workforce Admin access, only one option needed to be select.

UCPATH ACCESS FORM

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)	
☐ ITS	☐ Financial Aid
☐ SHR	☐ Career Center
☐ Academic HR Representative	☐ EPC (For Student Hiring)
☐ Financial Affairs	☐ Risk Services
☐ Budget Analysis & Planning	☐ Equity & Equal Protection
☐ Audit & Mgmt Advisory Services	☐ Other_____

Please Describe Role/Duties Within Central Office

Roles are assigned based on business need. Please contact 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 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