

# ACCESS/CHANGE REQUEST FORM

MIAMI DADE COLLEGE

BUSINESS AFFAIRS – ODYSSEY FINANCE/PAYROLL SECURITY

(DETAILED INSTRUCTIONS ON BACK)

Once this form is completed, mail original to Business Affairs – Finance Security & COA Dept., Room 1142, Kendall Campus. In an emergency, forms may be faxed to 7-0957. If you have any questions regarding this form, please call Business Affairs at 7-0375 or 7-0395.

DATE: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

REQUEST FOR:  NEW ACCESS ONLY  CHANGE IN ACCESS  REPLACEMENT OF USER

## PERSON TO BE ADDED

NAME: \_\_\_\_\_ USER ID: \_\_\_\_\_  
LAST, FIRST MIDDLE RACF ID

POSITION: \_\_\_\_\_ PAYGRADE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_ CAMPUS: \_\_\_\_\_ ROOM#: \_\_\_\_\_

ORG. UNIT: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ USER GROUP: \_\_\_\_\_  
STATE ORG. QUAL.1 Loc.

ORG. UNIT: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ USER GROUP: \_\_\_\_\_  
STATE ORG. QUAL.1 Loc.

PAYROLL SYSTEM / ROLE: PREPARER APPROVER  
 FINANCE SYSTEM / ROLE: PREPARER APP./BUD. MGR. REST. APP. REST. APP.  
\$5,000-\$14,999 \$15,000+

FINANCE APPROVER ALIAS (BACK-UP TO BUDGET MANAGER/APPROVER)

MODEL: \_\_\_\_\_ MODULE ID: \_\_\_\_\_ ACTIONS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

## PERSON TO BE REMOVED

INDIVIDUAL LEFT: COLLEGE DEPARTMENT/ USER GROUP ACCOUNT  
CAMPUS

NAME: \_\_\_\_\_ USER ID: \_\_\_\_\_  
LAST, FIRST MIDDLE RACF ID

ORG. UNIT: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ USER GROUP: \_\_\_\_\_  
STATE ORG. QUAL.1 Loc.

ORG. UNIT: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ USER GROUP: \_\_\_\_\_  
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PAYROLL SYSTEM / ROLE: PREPARER APPROVER  
 FINANCE SYSTEM / ROLE: PREPARER APP./BUD. MGR. REST. APP. REST. APP.  
\$5,000-\$14,999 \$15,000+

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## CAMPUS/DISTRICT AUTHORIZATION

PLEASE NOTIFY ALL USERS IDENTIFIED ON THIS FORM IF THEY HAVE BEEN IDENTIFIED IN THE SYSTEM AS A PAYROLL PREPARER OR APPROVER THEY MUST NOT PICK UP PAYROLL CHECKS.

PRINT NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FINANCE/PAYROLL SECURITY DEPARTMENT ONLY

<b>PENDING:</b>			
<b>PROCESSED:</b>	BY: _____	SYSTEM: _____	DATE: _____
<b>LOGGED:</b>	BY: _____	LOG #: _____	DATE: _____
<b>APPROVED:</b>	BY: _____		DATE: _____
<b>SCANNED</b>	BY: _____		DATE: _____

## INSTRUCTIONS:

- Please type or print clearly.
- Use this form to establish the approval path on a new account, to add accounts to an existing user group, or changing the entire approval path on an existing user group. (See definition of *User Group* below.)
- **ALL CHANGES SPECIFIED ON THIS FORM WILL SUPERCEDE THE CURRENT APPROVAL STRUCTURE.** If you need to add, remove, or change access for an individual, use the form entitled *Access/Change Request Form*.
- The signature of the individual responsible for the account(s) or a campus authorizing signature is required on all requests.
- Do not complete the 'FINANCE/PAYROLL SECURITY DEPT. ONLY' section.

## APPROVAL PATH QUICK REFERENCE

USER TYPE	SYSTEM	FUNCTION	RESTRICTION	PAYGRADE
Preparer	PAYROLL	Prepares electronic rosters for approval.		Any
	FINANCE	Prepares DN and DS transactions.	Cannot prepare BT's or approve any transactions. Purchasing Card Data Entry Access is requested on a separate form.	Any
Approver  Budget Manager 1 <sup>st</sup> Level Approver up to \$4999.99.	PAYROLL	Approves/Rejects electronic roster.	Cannot prepare rosters.	Paygrade 15 or higher.
	FINANCE	Executes BT transactions. Approves/Rejects BT, DN, DS and PC transactions.	An approver cannot prepare DN nor DS transactions. An approver can enter Purchasing card data entry (separate access) and approve the transaction if using their qual. The reconciliation paperwork must be signed by the Approver's supervisor prior to submitting to the Purchasing Dept.	Academic — Paygrade 18 or higher.  District or Non-Academic — Any administrative level.
Restricted Approver 2 <sup>nd</sup> Level Approver \$5,000 to \$14,999.99.  <i>Supervisor of Approver/Budget Mgr.</i>	FINANCE	Approves/Rejects all transactions From \$5,000 to \$14,999.99.  Backup for 1st Approver in his or her absence.	Same restrictions as Approver/Budget Mgr.	Academic — Paygrade 18 or higher.  District or Non-Academic — Any administrative level.  Must be one level higher than the Approver/Budget Mgr., but no higher than the Campus President.
Restricted Approver 3 <sup>rd</sup> Level Approver \$15,000 and above.	FINANCE	Approved/Rejects all transactions \$15,000 and above.  Back-up for 2nd Approver in his or her absences.	Same restrictions as Approver/Budget Mgr.	Must be two levels higher than the Approver/Budget Mgr., but no higher than the Campus President.
Alias Approver	FINANCE	Back-up for Approvers in his or her absence.	Same restrictions as Approver/Budget Mgr. Alias Approver must be assigned prior to need and it is a person selected by the Approver to be their alias in their absence.	Academic – Paygrade 18 or higher.  District or Non-Academic — Any administrative level.

**BT** = Budget Transfer

**DN** = Department Requisition

**DS** = Disbursement Report

**PC** = Purchasing Card

## USER GROUPS

A User Group is identified by an eight-digit ID, assigned to all accounts within a shared approval path. All users in a User Group share account information. A User Group must have preparers and approvers, and at least one account number. User Groups and account numbers (Qual 1) are assigned by Business Affairs. All accounts within a User Group share the same approval path. If you do not know your user group number, use the User Group module to find it (Path = OD, CM, IQ, UG, UG).

## MODELS

The following is a listing of models available in ODYSSEY. Models are groups of **modules** (or Programs) that are assigned to users on a job-specific basis. While a single user can have multiple models assigned to them, no single user will ever be assigned all models. In other words, **models must be consistent with the user's job description.**

MODEL ID	NAME	SYSTEM(S)
APPROVER	APPROVER'S	FI UT
DISPLAY	USER DISPLAY ONLY	FI UT
PAYAUTH	PAYROLL AUTHORIZER	PE UT
PAYBROW	PAYROLL BROWSER	PE UT
PAYPREP	PAYROLL PREPARER	PE UT
UPDATE	UPDATE (DISB/DEPT REQ)	FI UT