



# Odyssey Access Form/Finance and Payroll System

This form is to provide an employee access to the Finance and Payroll System at Miami Dade College. All users executing this form are reminded that they must comply with all MDC policy and procedures governing the use and operation of MDC technology, including but not limited to [College Policy VII-1](#) and [College Procedure 7900](#). Unauthorized usage is prohibited. 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 7-0376.

**INFORMATION REQUIRED:**

| New Access              | Modify Access (as indicated) | Remove All Access<br>(*select reason below) |
|-------------------------|------------------------------|---|
| Network ID _____        | Name _____                   | Last 4 Digits of MDID _____                 |
| MDC Email Address _____ | Department _____             | Pay Grade _____ Telephone # _____           |
| Campus _____            | Network Printer # _____      | Room # _____ Effective Date _____           |
| Contact Person: _____   |                              | Telephone #: _____                          |

**Odyssey Finance/Payroll Access**

|                     |          |                    |   |   |
|---------------------|----------|--------------------|---|---|
| Payroll Access:     | Preparer | Approver           |   |   |
| Finance Access:     | Preparer | Budget Manager     | Restricted Approver<br>\$5000. To \$14,999. | Restricted Approver<br>\$15,000 and over. |
| Quals _____         |          | User Group # _____ |   |   |
|                     |          |                    |   |   |
| *Remove Access Left | College  | Department         | User Group                                  | Qual                                      |

**Additional Access Request**

|                      |                 |         |                    |     |                  |
|----------------------|-----------------|---------|--------------------|-----|------------------|
| Higher One:          | Financial Aid   | Bursars | Central Accounting | SFS | Accounts Payable |
| Odyssey Model: _____ | Modules : _____ |         | Actions: _____     |     |                  |
| Comments: _____      |                 |         |                    |     |                  |

**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 **Can Not** pick up payroll checks.

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

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

**FINANCE/PAYROLL SECURITY DEPARTMENT ONLY**

Processed By: \_\_\_\_\_ System: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Logged/Scanned By: \_\_\_\_\_ Log #: \_\_\_\_\_ Date: \_\_\_\_\_



# Odyssey Access Form/Finance and Payroll System

## INSTRUCTIONS:

- Please type or print clearly.
- Use this form to establish NEW ACCESS, MODIFY ACCESS or REMOVE ACCESS. If you are changing the approval path please complete the Approval Path 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   | PAY GRADE  |
|---|---------|--|---|--|
| 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<br><br>Budget Manager<br>1 <sup>st</sup> Level Approver up to \$4999.99.   | PAYROLL | Approves/Rejects electronic roster.  | Cannot prepare rosters.   | Pay grade 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 — Pay grade 18 or higher.<br><br>District or Non-Academic — Any administrative level.   |
| Restricted Approver<br>2 <sup>nd</sup> Level Approver<br>\$5,000 to \$14,999.99.<br><br><i>Supervisor of Approver/Budget Mgr.</i> | FINANCE | Approves/Rejects all transactions From \$5,000 to \$14,999.99.<br><br>Backup for 1st Approver in his or her absence. | Same restrictions as Approver/Budget Mgr.   | Academic — Pay grade 18 or higher.<br><br>District or Non-Academic — Any administrative level.<br><br>Must be one level higher than the Approver/Budget Mgr., but no higher than the Campus President. |
| Restricted Approver<br>3 <sup>rd</sup> Level Approver<br>\$15,000 and above.  | FINANCE | Approves/Rejects all transactions \$15,000 and above.<br><br>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 – Pay grade 18 or higher.<br><br>District or Non-Academic — Any administrative level.   |

BT = Budget Transfer

DN = Department Requisition

DS = Disbursement Request

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     |
| PAYPREP  | PAYROLL PREPARER       | PE UT     |
| UPDATE   | UPDATE (DISB/DEPT REQ) | FI UT     |