



# Odyssey Access Form/Finance and Payroll System

This form is to provide employees 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.

To add an account to an existing user group in Finance, list account(s) to be added and the user group number. To change the entire approval path on an existing user group, list the user group number.

**ACCOUNT NUMBER(S):** \_\_\_\_\_

**NEW ACCOUNT INFO.:** Fund: \_\_\_\_\_ Title: \_\_\_\_\_

**USER GROUP:** \_\_\_\_\_

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

Complete this section when establishing an approval path for a new user group, or when changing the approval path on an existing user group in Finance or when creating a new Payroll account.

### DEPARTMENT REQUISITION / DISBURSEMENT REQUEST PREPARER(S): PAYROLL PREPARER(S)

Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_

Network Id: \_\_\_\_\_ Network Id: \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

### BUDGET MANAGER APPROVER: PAYROLL APPROVER

Full Name: \_\_\_\_\_ Network Id: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Department: \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_

### RESTRICTED APPROVER \$5,000 – 14,999: PAYROLL APPROVER

Full Name: \_\_\_\_\_ Network Id: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Department: \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_

### RESTRICTED APPROVER \$15,000 AND ABOVE: PAYROLL APPROVER

Full Name: \_\_\_\_\_ Network Id: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Department: \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_

### CAMPUS/DISTRICT AUTHORIZING SIGNATURE (REQUIRED):

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

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

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

### FINANCE/SECURITY DEPARTMENT ONLY:

PROCESSED BY: \_\_\_\_\_ SYSTEM: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Logged/Scanned by: \_\_\_\_\_ 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  Budget Manager 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.  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 — Pay grade 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	Approves/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 – Pay grade 18 or higher.  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