

APPROVAL PATH REQUEST FORM
MIAMI DADE COLLEGE
BUSINESS AFFAIRS – ODYSSEY FINANCE/PAYROLL SECURITY
(DETAILED INSTRUCTIONS ON BACK)

Once this form is completed, print and mail original to Business Affairs – Odyssey Security, 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 Security at 7-2306 or 7-2962.

CONTACT NAME: _____ **PHONE:** _____
CAMPUS: _____ **DATE:** _____ **PAYROLL** **FINANCE**

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/QUAL NUMBER(S): _____
NEW ACCOUNT INFO: Fund: _____ Title: _____
USER GROUP: _____
COMMENTS: _____

Complete this section when: establishing an approval path for a new user group; changing the entire approval path on an existing user group in Finance; or when creating a new Qual for both Finance and Payroll.

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

FULL NAME: _____ **FULL NAME:** _____
USER ID: _____ **USER ID:** _____
EMAIL: _____ **PHONE:** _____ **EMAIL:** _____ **PHONE:** _____

EXECUTE BUDGET TRANSFER/QUAL APPROVER: PAYROLL APPROVER

FULL NAME: _____ **USER ID:** _____
DEPARTMENT: _____ **PAY GRADE:** _____
POSITION: _____ **EMAIL:** _____ **PHONE:** _____

APPROVER ALIAS/RESTRICTED APPROVER \$5,000 - \$14,999: PAYROLL APPROVER ALIAS

FULL NAME: _____ **USER ID:** _____
DEPARTMENT: _____ **PAY GRADE:** _____
POSITION: _____ **EMAIL:** _____ **PHONE:** _____

RESTRICTED APPROVER \$15,000 AND ABOVE

FULL NAME: _____ **USER ID:** _____
DEPARTMENT: _____ **PAY GRADE:** _____
POSITION: _____ **EMAIL:** _____ **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 MUST NOT PICK UP PAYROLL CHECKS.

PRINT NAME: _____ **TITLE:** _____
SIGNATURE: _____ **DATE:** _____

FINANCE/PAYROLL SECURITY DEPARTMENT ONLY

PROCESSED BY: _____ **SYSTEM:** _____ **DATE:** _____
LOGGED BY: _____ **LOG #:** _____ **DATE:** _____
APPROVED BY: _____ **DATE:** _____

INSTRUCTIONS

- Please type or print clearly.
- Use this form to establish the approval path on a new user group, 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*.
- 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 CO, DN, DS transactions.	Cannot prepare BTs or approve any transactions.	Any
APPROVER	PAYROLL	Approves/Rejects electronic roster.	Cannot Prepare rosters.	Paygrade 15 or higher.
APPROVER / BUDGET MANAGER 1 st Level Approver	FINANCE	Executes BT transactions. Approves/Rejects CO, DN, DS transactions.	An approver cannot prepare CO, DN, DS transactions, but is responsible for executing (entering and approving) BTs.	Academic — Paygrade 18 or higher. District or Non-Academic — Any administrative level.
Alias Approver	FINANCE	Back-up for Approver/Budget Mgr. in his/her absence.	An approver cannot prepare CO, DN, DS transactions, but is responsible for executing (entering and approving) BTs.	Academic – Paygrade 18 or higher. District or Non-Academic — Any administrative level.
RESTRICTED APPROVER (\$5,000 to \$14,999) (Supervisor of Approver/Budget Mgr.) 2 nd Level Approver	FINANCE	Approves/Rejects all transactions from \$5,000 to \$14,999. Backup for Alias Approver in his/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 (\$15,000 and above) 3 rd Level Approver	FINANCE	Approved/Rejects all transactions \$15,000 and above. Back-up for Rest. Approver \$5000 to \$14,999 in his/her absence.	Same restrictions as Approver/Budget Mgr.	Must be two levels higher than the Approver/Budget Mgr., but no higher than the Campus President.

CO = Commitment

DN = Department Requisition

DS = Disbursement Report

BT = Budget Transfer

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 don't 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. Actions are the functions a user can perform within a module (e.g., Add, Modify, Purge, etc.).**

MODEL ID	NAME	SYSTEM(S)
APPROVER	APPROVER (BT TRANS)	FI UT
CAMPERS	CAMPUS W/PERSONNEL ACCESS	PE
DISPLAY	USER DISPLAY ONLY	FI UT
HR-BROW	HUMAN RESOURCES – BROWSE	PE UT
PAYAUTH	PAYROLL AUTHORIZER	PE UT
PAYBROW	PAYROLL BROWSER	PE UT
PAYPREP	PAYROLL PREPARER	PE UT
UPDATE	UPDATE (DISB/DEPT REQ)	FI UT