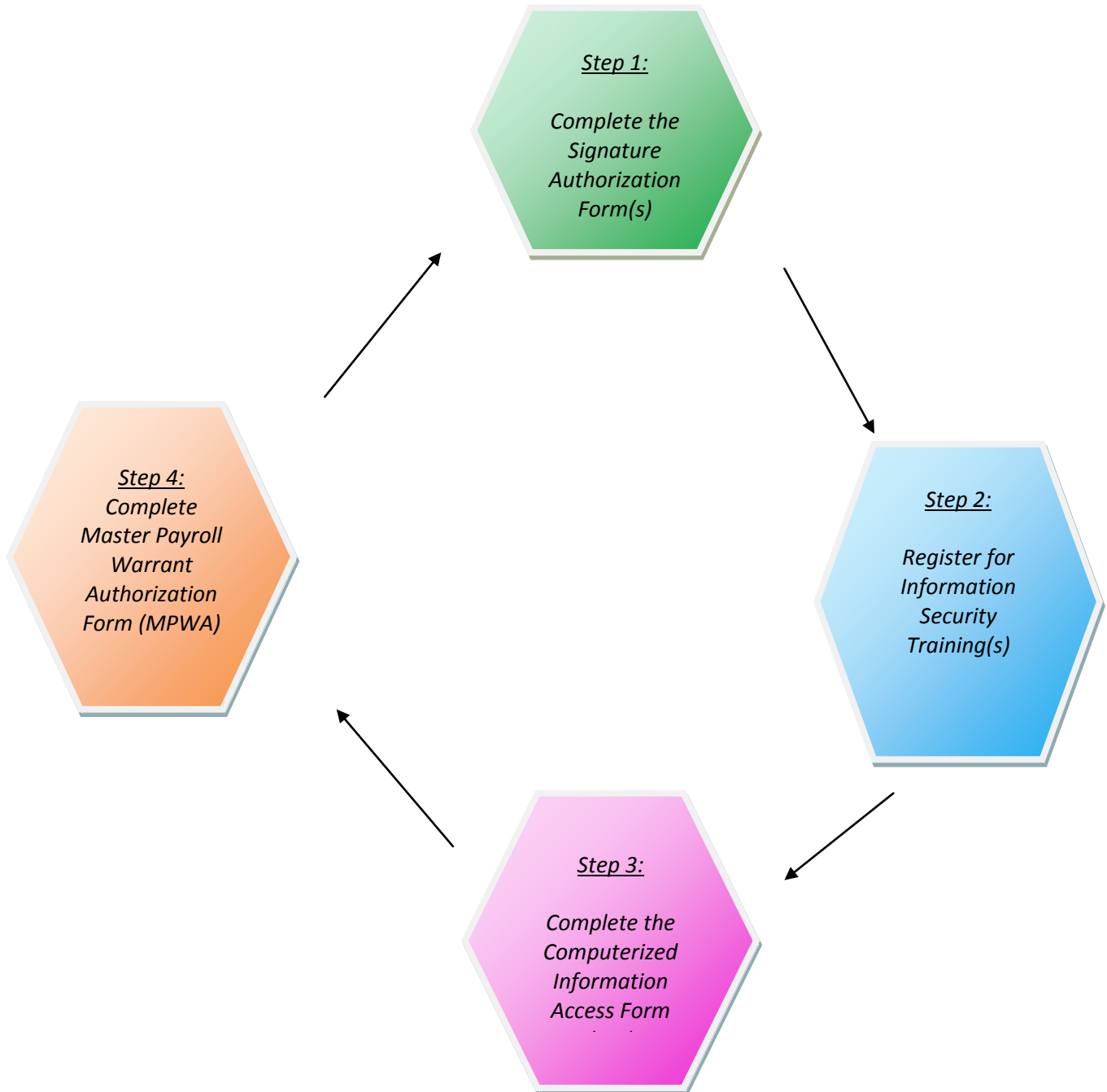


CSUSB Personnel/Payroll System Authorization Process



Please Note: All forms must be in sync (Department Designees; Check Sort Units; Department ID's) and new forms must be completed when there are changes in Designees, Departments and/or functions.

CSUSB Personnel/Payroll System Authorization Process

Step 1:

Complete the Signature Authorization Form:

- All Department designees who perform personnel/payroll functions must be identified on the Signature Authorization Form (who signs faculty/staff/student time sheets and/or supporting documents; who processes attendance; who approves attendance; who certifies master payroll pay warrants that issue; who picks up pay warrants).
- Only 1 completed Signature Authorization Form is required for each SCO department from which pay warrants are issued (e.g. 222-XXX; 222-001 = College of Business & Public Admin.).
- Designees who pick up pay warrants may not perform any of the other Payroll/Personnel functions due to Separation of Duties requirements (State Administrative Manual (SAM) 8580.1 – Duties Incompatible with picking handling warrants).

Step 2:

Register for Information Security Training:

- “This training will secure practices for minimizing risks and private information leaks as web interfaces are used. This on-line training will review the responsibilities for access of private information by addressing the Acceptable Use Policy for Electronic Communication and Federal and State laws”.
- Complete all required training courses for the PeopleSoft module(s) you require electronic accesses to (i.e. MPWA on-line training; Intro to HR; etc.).

Step 3:

Complete the Computerized Information Access Request Form (CIA)– CMS Access:

- Identify the PeopleSoft module(s) you require access to (i.e. Human Resources; Student Administration; Finance).
- Complete the Master Pay Warrant Authorization section of the CIA Form (if applicable/Attendance Clerk designee(s)), Identifying which PeopleSoft Department ID's you are designated to 'certify' pay warrants for (i.e. DS0260 = Payroll Department/Staff).
- Identify designees assigned to Absence Management Self Service Time-Keeper role(s) – entering leaves and/or earnings on behalf of employees in their departments.
- Identify designees assigned to Absence Management Self-Service Approver/Validator role(s) – approving/validating leaves and/or earnings on entered by Time-Keepers on behalf of employees in their departments.

Step 4:

Complete the Master Payroll Warrant Authorization (MPWA) Form:

- Identify which department ID's the designee(s) has been assigned to 'certify' in PeopleSoft. This process is approving that the pay warrants that issued for the given pay period in the State Controller's Office system are accurate and o.k. to distribute to the associated employees.