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PAYROLL

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EXHIBIT C-1

PPS UPDATE RESPONSIBILITY CHECKLIST	
PERSON(S) RESPONSIBLE	**ACTIONS REQUIRED**

PPS DEPARTMENTAL CONTACT PERSON	Complete and return with appropriate signature to Nini in the Payroll Department (mail code 0952) the Department/Unit Delegation of Update Usage & Review packet. The packet contains:
	
	1. Chair/Director Delegation Form
	2. Departmental DSA Delegation Form
	3. Departmental PPS Contact Person Delegation Form
	4. Transaction Preparer/User Delegation Form
	5. Transaction Reviewer Delegation Form (Attach additional pages if needed)
	6. PAN Reviewer Worksheet – For Reviewers only
	7. For each Transaction Reviewer and Preparer/User these two forms:
	   a. Computer/Information Use and Security Statement
	   b. ACT Access Request Form for PPS Update access

DEPARTMENTAL CHAIR/DIRECTOR	1. Sign and Review Department/Unit Delegation of Update Usage & Review packet.
DEPARTMENTAL DSA	1. Ensure correct name and information is indicated on the DSA information in the Department/Unit Delegation of Update Usage & Review packet. 2. Review and sign ACT Access Request Forms for PPS Update access for each Transaction Reviewer and Preparer/User in your department.
EACH TRANSACTION REVIEWER	1. Ensure correct name and information is indicated on the Transaction Reviewer information section in the Department/Unit Delegation of Update Usage & Review packet. 2. Complete ACT Access Request Forms for PPS Update access and give to your Departmental DSA for approval 3. For a new user ID, Complete Computer/Information Use and Security Statement. 4. Enroll in PPS Inquiry prior to PPS Update or PPS Reviewer training.
EACH TRANSACTION PREPARER/ USER	1. Ensure correct name and information is indicated on the Transaction Preparer/User information section in the Department/Unit Delegation of Update Usage & Review packet. 2. Complete ACT Access Request Forms for PPS Update access and give to your Departmental DSA for approval. 3. Complete Computer/Information Use and Security Statement. 4. Enroll in PPS Inquiry prior to PPS Update or PPS Reviewer training.