



PeopleSoft

How to request a Front Office Access Request Form in PeopleSoft



How to request access to PeopleSoft

Once you have successfully completed the training

1. Go to the PeopleSoft website <https://www.utep.edu/vpba/peoplesoft/>.
2. At the top of the page select the menu **Forms**.
3. From the dropdown menu select **Forms**.

The screenshot shows the UTEP PeopleSoft Business Affairs website. The browser address bar shows [utep.edu/vpba/peoplesoft/](https://www.utep.edu/vpba/peoplesoft/). The website header includes the UTEP logo and the text "PEOPLESOFT Business Affairs". A navigation menu at the top contains links: ABOUT, NEWS, TRAINING, FORMS, PAYROLL CALENDAR, FAQs, and CONTACT. A search bar and links for MY UTEP, RESOURCES FOR, and QUICK LINKS are also present. A large banner image of a UTEP building features the text "NEED A REFRESHER? NEW EMPLOYEE? INSTRUCTOR-LED TRAINING AVAILABLE!" and a "LEARN MORE" button. On the left, a sidebar contains buttons for LAUNCH PEOPLESOFT, TRAINING RESOURCES, TRAINING CALENDAR, AVAILABLE QUERIES AND REPORTS, and BROWSER SUPPORT. The main content area displays the breadcrumb "UTEP > BUSINESS AFFAIRS > PEOPLESOFT", the "PEOPLESOFT" logo, and the text "PeopleSoft helps bring UTEP and the UT System into the 21st Century of data management." At the bottom, two large buttons are labeled "WHAT IS PEOPLESOFT?" and "ACCESSING PEOPLESOFT".

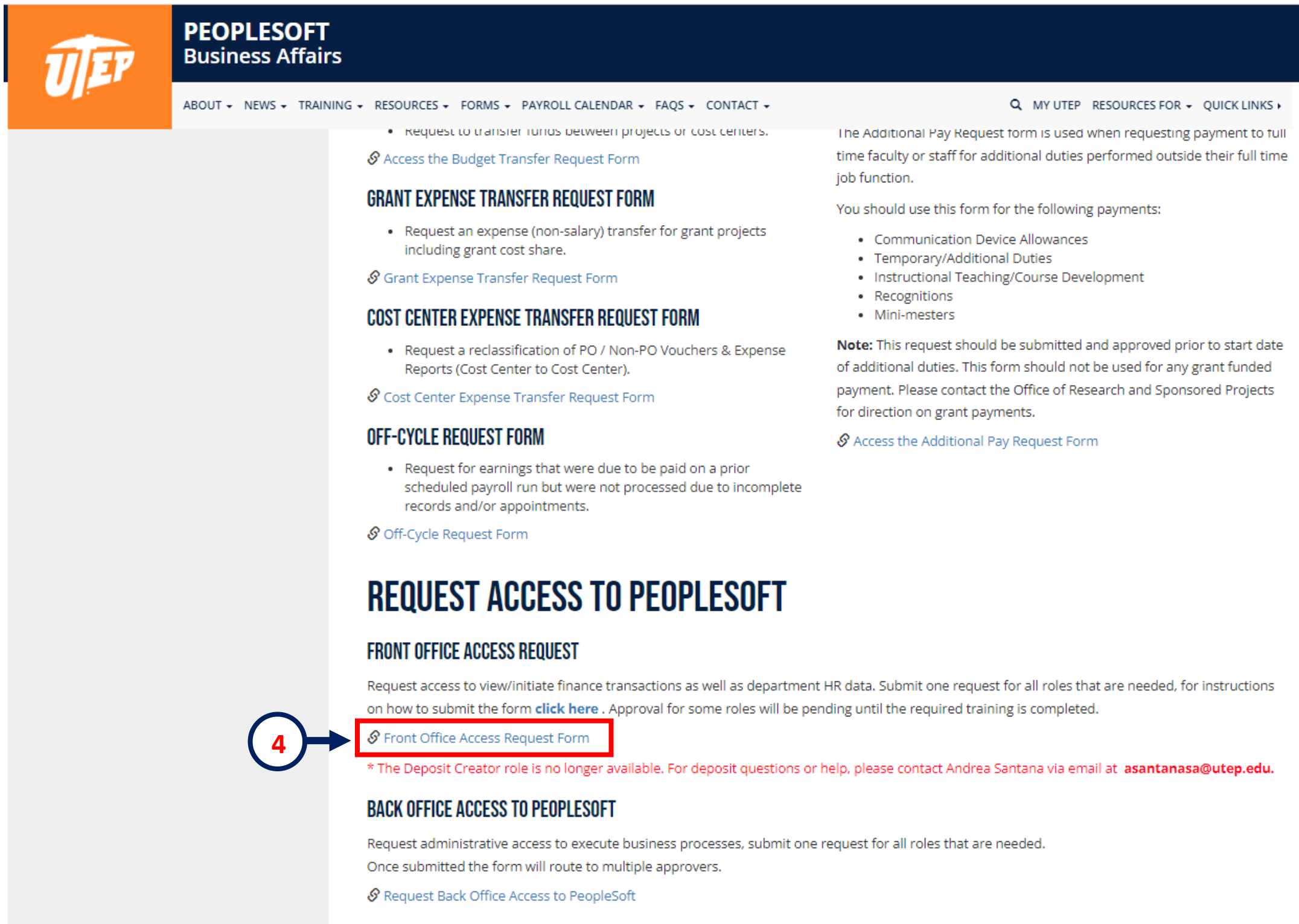
1. Address bar: [utep.edu/vpba/peoplesoft/](https://www.utep.edu/vpba/peoplesoft/)

2. Navigation menu: **FORMS**

3. Dropdown menu: **Forms**

How to request access to PeopleSoft

4. To request access to PeopleSoft for Travel scroll down and select **Front Office Access Request Form**.



UTEP **PEOPLESOFT Business Affairs**

ABOUT ▾ NEWS ▾ TRAINING ▾ RESOURCES ▾ FORMS ▾ PAYROLL CALENDAR ▾ FAQs ▾ CONTACT ▾

MY UTEP RESOURCES FOR ▾ QUICK LINKS ▾

- Request to transfer funds between projects or cost centers.
- [Access the Budget Transfer Request Form](#)

GRANT EXPENSE TRANSFER REQUEST FORM

- Request an expense (non-salary) transfer for grant projects including grant cost share.
- [Grant Expense Transfer Request Form](#)

COST CENTER EXPENSE TRANSFER REQUEST FORM

- Request a reclassification of PO / Non-PO Vouchers & Expense Reports (Cost Center to Cost Center).
- [Cost Center Expense Transfer Request Form](#)

OFF-CYCLE REQUEST FORM

- Request for earnings that were due to be paid on a prior scheduled payroll run but were not processed due to incomplete records and/or appointments.
- [Off-Cycle Request Form](#)

REQUEST ACCESS TO PEOPLESOFT

FRONT OFFICE ACCESS REQUEST

Request access to view/initiate finance transactions as well as department HR data. Submit one request for all roles that are needed, for instructions on how to submit the form [click here](#). Approval for some roles will be pending until the required training is completed.

[Front Office Access Request Form](#)

* The Deposit Creator role is no longer available. For deposit questions or help, please contact Andrea Santana via email at asantanasa@utep.edu.

BACK OFFICE ACCESS TO PEOPLESOFT

Request administrative access to execute business processes, submit one request for all roles that are needed. Once submitted the form will route to multiple approvers.

[Request Back Office Access to PeopleSoft](#)

The Additional Pay Request form is used when requesting payment to full time faculty or staff for additional duties performed outside their full time job function.

You should use this form for the following payments:

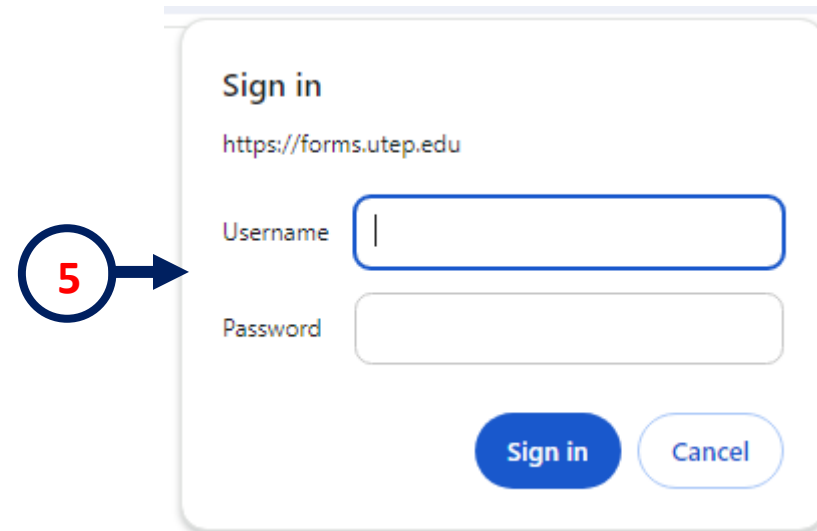
- Communication Device Allowances
- Temporary/Additional Duties
- Instructional Teaching/Course Development
- Recognitions
- Mini-mesters

Note: This request should be submitted and approved prior to start date of additional duties. This form should not be used for any grant funded payment. Please contact the Office of Research and Sponsored Projects for direction on grant payments.

[Access the Additional Pay Request Form](#)

How to request access to PeopleSoft

5. Login using your credentials, **Username**, and **Password**.



The image shows a 'Sign in' dialog box with the URL <https://forms.utep.edu>. It contains two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a red circle containing the number 5 and a blue arrow pointing to it. Below the input fields are two buttons: 'Sign in' (solid blue) and 'Cancel' (outline blue).

How to request access to PeopleSoft

6. Please ensure that the information in the form is filled out correctly.
7. Select the desired role from the dropdown menu.
8. Then click **Submit**, then you will receive an email where you can check the status of your request.



The University of Texas at El Paso
PeopleSoft Access Form
(Front Office)

Applicant Section

I understand that this administrative office staff account is assigned to me at the request of the Department Head to be used only in connection with my assigned duties as an employee of UTEP and may be revoked without notice upon the request of this administrator. I understand and accept the following terms and conditions:

- I am aware that passwords are the first line of security on PeopleSoft. I agree not to reveal my password nor allow anyone to use the account assigned to me. I am responsible for any changes made to the database under my user name.
- I agree to abide by the Family Education Rights and Privacy Act of 1974 (FERPA) regulations. Under this act, information about current and former UTEP students is legally designated as confidential. The information or knowledge obtained as a result of working with confidential records should not be disclosed (including verbal disclosure) further. I agree to refer all outside requests for student information to the Office of the Registrar, unless I have been authorized by the Registrar to release predesignated information. (<http://www.ed.gov/offices/OM/fepco/ferpa>).
- I must maintain the confidentiality of any and all data that I retrieve from BIS or Goldmine/Banner in the course of my job duties, including data that I use for reporting purposes or in other software products.
- Access to administrative data will be determined by the requirements of my job, and therefore I am only authorized to retrieve this data on a "need to know" basis.
- I agree to comply with all UTEP policies on security, computer access, and confidentiality of data, data entry standards, and data integrity.

I am aware that any violation of these policies may lead to the immediate suspension of my computer privileges. I understand that unauthorized release of confidential information is a breach of data security and may be cause for disciplinary action up to and including termination. I understand that I may also be subject to criminal prosecution and/or civil liability.

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Name:	Paydirt Pete	SPRIDEN ID:	987654321
Title:	Assistant Director	EmplID:	123456789
Phone:		Dept:	PEOPLESOFT
Email:	PaydirtPete@utep.edu		301500
Supervisor:	Miner Pete		

Access Requested

DTN: 1014242

Submitted 7/31/2024 3:27 PM

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Role Requested

[Select Item]

[Select Item]

Asset Workflow

Budget Reviewer

Budget Transfer Initiator

eForm Processor

eForm Reviewer

HR Reviewer

SAHARA Inquiry

SAHARA Reconciler

Timekeeper

Travel & Expense Creator

Travel & Expense Inquiry

Voucher Creator

Voucher Inquiry

Description

Define Command



Requested access is for processing transactions outside the department listed above, please list the department(s) below:

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☒ Submit ☐ Cancel Changes