

HOW TO REQUEST TRAVEL AND EXPENSE CREATOR IN PEOPLESOFT



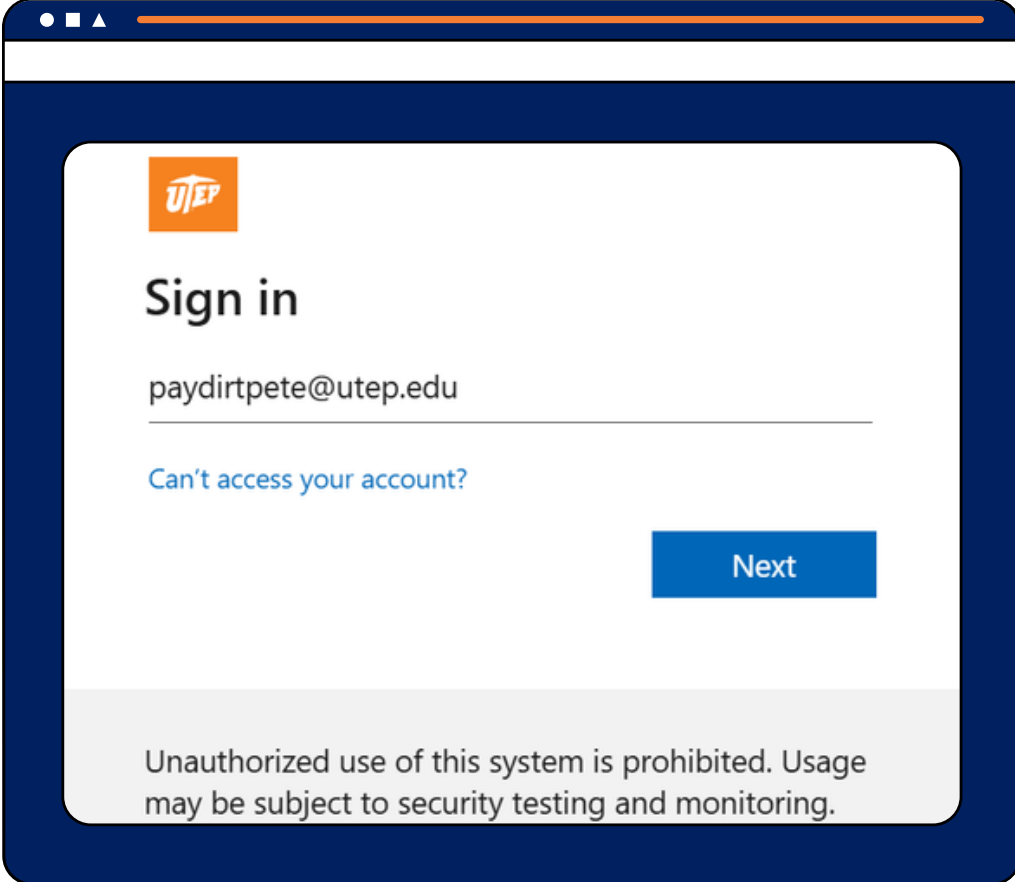
TRAVEL & EXPENSE CREATOR – HOW TO REQUEST ACCESS

1

[CLICK HERE](#) to access the Front Office Access Request Form or find it in the [forms] section of the PeopleSoft website.

2

Log in using your UTEP credentials.



The screenshot shows a web browser window with the UTEP logo at the top left. Below the logo is the text "Sign in". Underneath, there is a text input field containing the email address "paydirtpete@utep.edu". To the left of the input field is a blue link that says "Can't access your account?". Below the input field is a blue button labeled "Next". At the bottom of the page, there is a grey footer area with the text: "Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring."

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The form will auto-populate with your information!

3

Select the desired role; for this step, click “Travel & Expense Creator.”

4

Click SUBMIT

5

Your request will automatically route to your supervisor for approval.

6

Once your supervisor approves the form, the PeopleSoft team will review your request.

7

You will receive an email with a link to the designated training.

8

Check your email for instructions on how to begin your training.

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 and I agree to 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 and for any 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.
- 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 data 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 (<http://www.utep.edu/offices/DM/faco/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 termination. I understand that I may also be subject to criminal prosecution and/or civil liability.

Name: Paydirt Pete
Title: Coach
Phone:
Email: paydirtpete@utep.edu
Supervisor:

SPRIDEN ID: 80000000
EmplID: 6000000000
Dept: ATHLETICS
208000

Access Requested

DTN: 1060667

Role Requested

- Travel & Expense Creator
- [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

This role grants the user access to enter travel authorizations, cash advances, and process employee expense reports.

Define Command

VE5, VP2, VP5

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

Submit Cancel Changes

