



SANTA CLARA COUNTY
OFFICE OF EDUCATION

QSS Security Access Request Form

Choose One: *NEW USER:* _____ *APPEND :* _____ *REPLACE SECURITY:* _____

Using Adobe Acrobat Reader, fill out this form completely and then print it out. Have your manager sign and date the printed form. Fax the signed and completed form to RTC Help Desk at (408) 453-6795. **Incomplete, handwritten, or printed entries will not be accepted and will be returned.**

Last Name (Typed) First (Typed) MI (Typed) E-Mail Address (Typed) Phone#/Ext (Typed)

Fax Number District District # Dept. Position

QSS Security by Module (Y/N)

Mail Code (Dist. 90 Only) _____

General Ledger

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|------------|
| JE | DC | CT | PT | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inquiry |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Data Entry |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approval |

ACCESS POINT

- Reports Center
- District Rpts

Budget

Transfers

- Inquiry
- Data Entry
- Approval

Budget

Development

- Inquiry
- Data Entry
- Approval

Purchasing

- Hierarchy
- Data Entry
- Approval
- Print PO
- PO Chg Ord
- Site Purchasing
- Remote PO
- Remote Admn

Remote Site #

Accounts

Payable

- Inquiry
- Data Entry
- Release for Pay

Accounts Receivable

- Invoice Entry/Print
- Customer Mstr File Maint.
- Other AR Master File Maint (Terms, types, tax juris.)
- AR Receipts Entry & Deposits

____AR Invoicing: RV = by Revenue
RS = by Reserve

Stores

- Inquiry
- Data Entry
- Fill Orders
- PO Receiving
- Master Files

Fixed Asset

- Inquiry
- Data Entry
- Approval

Other

- Budget Blocking
- Indirect Costs
- Updt Chart Acct
- Vendor Mstr File

COMPLETE PG 2

- Absence
- Tracking
- Benefits Management
- Payroll
- Personnel

COMPLETE PG 3

- DBAS

Comments: _____

AUTHORIZED SIGNATURE

Date: _____ Manager Name (Typed): _____ Mgr. Phone Number (Typed) _____ Manager Signature _____

FOR RTC USE ONLY

Dist 90 Finance Apprvl: _____ Dist 90 Payroll Apprvl: _____

Security Request #: _____ MPE/IX ID: _____

Main QSS Menu: _____ MPE/IX Password: _____

QCC SR #: _____ RTC Initial/Date: _____ Initial/Date: _____



QSS Security Access Request Form--Payroll/Personnel

Last Name **First** **MI** **E-Mail Address** **Phone # / Ext.**

Employee Maintenance Masterfile : Please check the appropriate screen access: (PPSECXX) XX=CODE (where CD = CODE; N = NONE; R = READ; W = WRITE)

CD	MASTER FILE	N	R	W	CD	MASTER FILES	N	R	W	CD	MASTER FILES	N	R	W
AH	ACTION LOG HISTORY				PR	PAYLINE MAINTENANCE				LV	LEAVE INFORMATION			
AP	APPLICANT DATA				SK	SKILLS/CRED/SUBJ/DEG/INSERV.				ME	MEDICAL/EMERGENCY INFORMATION			
CL	CLIENT DEFINED DATA				TE	TERMINATION INFORMATION				PE	PAYROLL EVENTS			
CR	EMPLOYEE CREDENTIALS				VE	EMPLOYEE VERIFICATION				PO	POSITION ASSIGNMENTS (OLD)			
EC	EMPLOYEE CONTRACT				AL	ACTION LOG				SI	SENIORITY INSPECTION			
EV	EVALUATION SCREEN.				BM	BENEFIT MANAGEMENT				TC	TIME CARD ENTRY			
JS	JOB HISTORY SUMMARY				CO	FREE FORM COMMENTS				TS	TEACHING HISTORY, SUBJ/SITE PREF.			
MA	MAIN DEMOGRAPHIC SCREEN				EA	EMPLOYEE POSITION CONTROL				W4	W4/PAYROLL CONTROL DATA			
PD	PAYROLL DEDUCTIONS				EU	EDUCATION/UNITS				ADD	ADD: EMPLOYEE			
PI	PAYROLL INFORMATION				JH	JOB HISTORY INFORMATION								

PER/PAY Masterfiles: Please check the appropriate screen access: PP0010I# or PP0010X# (where #=0-9)

CD	Master Files	N	W	CD	Master Files	N	W	CD	Master Files	N	W
AF	Absence FTE Codes			PR	Pay Deduction Rule Codes			EM	Employee Type		
AI	Absence Indice			PE	Payroll Edit Rules			VS	Evaluation Schedule		
AC	Accrual Rules			PN	Pending Ret Status Codes			FP	Freeze Placement Reasons		
BU	Bargaining Units			PG	Program of Graduation			HO	Hospital Codes		
BC	Bonus Code Values			RC	Report Codes			IE	Inservice Ed Component		
CN	Contact Type			RO	Roll Codes			IC	Insurance Carrier		
DT	Degree Types			SN	Seniority Class			JC	Job Codes		
EX	Experience Type			SU	Subject Codes			LG	Leave Groups		
HA	Handicap			TM	Test Master Codes			MC	Medical Claim Type		
IM	Immunization			IR	Absence Interface Rules			PF	PAF Actions		
IN	Institutions (College)			AR	Absence Reasons			PP	Payroll Profiles		
JB	Job Categories			AS	Accrual Schedules			PB	Position Cntl Bonus Codes		
LA	Language Codes			BD	Board Dates			RR	Refusal Reason		
LO	Location Org Level Fields			CO	Comment Type			SM	SMF Status Codes		
ME	Medical Codes			CG	Control Group			SK	Skill Codes		
PA	PAF Categories			DR	Deduction Table			TE	Termination Codes		

AUTHORIZED SIGNATURE

Date: **Manager Name (Typed):** **Manager Signature** **RTC Signature**



QSS Security Access Request Form

--DBAS ONLY--

Last Name First MI E-Mail Address Phone # / Ext.

MENU TO ASSIGN	CHOOSE ONE ONLY	ADDITIONAL USER SECURITY	YES	NO
SC-DBAS-ACT-MAIN		STARS TRANSACTIONS (\$STARS)		
SC-DBAS-ADV-MAIN		OVERRIDE SACS ERRORS (\$SACS)		
SC-DBAS-ADV-VN				
SC-DBAS-AUD-MAIN				
SC-DBAS-DED-MAIN				
SC-DBAS-GAR-MAIN				
SC-DBAS-MGR-MAIN				
SC-DBAS-PRL-MAIN				

PER/PAY Masterfiles: Please Check the Appropriate Screen Access: (PP0010I#) (County Controlled Forms)

Code	Master File	NONE	WRITE	Code	Master File	NONE	WRITE
CT	CERTIFIED TYPE			CL	CERTIFICATE LEVEL		
CS	COUNTRY/STATE CODES			CA	CREDENTIAL AUTHORIZATIONS		
CV	CREDENTIAL LEVEL CODES			CW	CREDENTIAL RENEWAL CODES		
CB	CREDENTIAL SUBJECT CODES			CR	CREDENTIALS		
DS	DECUCTION SCHEDULE			PD	PAF DICTIONARY		
ET	ETHNIC CODES			PC	PAY CODES		
PS	PAY SCHEDULE			PT	PAY TYPE		
SP	STAT DEDS PROFILE			RS	RETIREMENT SYSTEM		
				SD	STAUTORY DEDS		
				VF	VOL-DED FREQUENCY CODES		

AUTHORIZED SIGNATURE

Date: Manager Name (Typed): Mgr. Phone Number (Typed) Manager Signature

FOR RTC USE ONLY

Date: Name Resolution Signature
