Distribution Change Request System (DCS) User Guide for Super Users & Supervisors

The Distribution Change Request System (DCS) is a web based application to request employee funding changes.

Who Can Submit a DCS System?

The Distribution Change Request System access is by role. The user roles are:

- Super Users (manually assigned)
- Supervisors (automatically assigned based on UCPath data)
- Research Administrator (ERSO specific role)

On page 4 of this guide, there is additional detail on the SuperUser & Supervisor roles.

Submitting a Request

The system is housed on the ERSO Intranet and the DCS link is under HR Services on the Intranet Home Page.

HR Services

DCS System Direct Link: https://www.erso.berkeley.edu/automation_new/Welcome.php

1. Select **Start** to go to the **Search page**
2. Search is done by last name or Employee ID Number (EID); the search can be done with as little as a single letter. For example, if you enter a “G” all of the records in your view where the last name starts with “G” will show.

3. Submit to view your search results

4. If a name returns multiple records, select the employee you are updating. Note: only one record can be selected.

5. Confirm selected employee to move to the Request Page -or- select Back to Search to return to the search page to enter a new name.

Summer Salary requests cannot be made in this system and must be done on the Summer Salary request form.
REQUEST PAGE

1. The top portion of the Request Form will give you the current information about the selected employee. Note: Current distribution data is from UCPath and updated daily.

2. If you only need to edit the current chartstring you can just change this section. Or you can delete this row and add new rows below.

3. Add the new earnings distribution chartstring, distribution %, & effective date.*

4. Indicate if any of the chartstrings for the new earning distributions are subject to salary cap. This only applies to C&G Funds.

5. Submit the request will send the request to ERSO HR Ops for processing.

*Request Page Tips:
- Chartstring: follow the provided format to allow for increased automation and less manual intervention (which will result in less errors and faster processing)
- Distribution % must equal 100% (even if FTE is less than 100%)
- The Date Field is required for each distribution row and must be the same date.

Alternatively, the PI Dropdown option, allows you to choose a PI from the list and select from PIs list.
Checking the Status of your DCS Request

Requests initiated & approved by a Supervisor or Supervisor are sent directly ERSO HR Ops for processing.

To check the status of your request, check the People tab in the ERSO Intranet under DCS.

You will also receive a system generated email once the request is processed.

Additional Role Information

<table>
<thead>
<tr>
<th>Submitter</th>
<th>Access</th>
<th>Type of Chartstring Entry</th>
<th>Approval Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Access only to direct reports</td>
<td>● Drop Down if the Supervisor’s Unit chartstrings are in the intranet drop down.</td>
<td>Submits and approves a request in one step.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Open entry if the Supervisor’s Unit chartstrings are not in the intranet</td>
<td>Note: Supervisor may need to check with their Department’s financial or budget analyst to confirm funding based on your Department’s business process.</td>
</tr>
<tr>
<td>Super User</td>
<td>Access to all employees in the Units where they are designated as the Super User.</td>
<td>● Drop Down if the Super User’s own Unit chartstrings are in the intranet drop down.</td>
<td>Submits and approves a request in one step.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Open entry if the Super User’s own Unit chartstrings are not in the intranet</td>
<td>Approves requests submitted using DeptID in their assign Unit (non-ERSO managed funds)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Open Entry if they are a Super User for multiple units.</td>
<td>If more than one Super User is assigned to a unit it can be approved by any of them. If the record is accessed after approval the Super User will see that status as approved.</td>
</tr>
</tbody>
</table>

A Unit is assigned based on an employee’s Org Node, which are automatically assigned by the ERSO HR Database. HR Operations will manually update records if needed.

Faculty will be able to access the system as a Supervisor and Approver but we do not intend for them to use the system to submit requests.