Please use this form to communicate any user role change requests to the PAMS Team. Please complete this form and send to PAMSHelp@research.ucla.edu.

Cluster Name:

Employee ID:

First Name: Last Name:

Email Address:

Requested change of above user's role in PAMS:

Current User Role: ☐ Department Administrator   ☐ Fund Manager

New User Role: ☐ Department Administrator   ☐ Fund Manager

Note: If not provided, the email address listed in the UCLA Directory will be used

USER ROLES

There are 2 different user roles in the system, distinguished by the functions described below. The user role with the most access is the Department Administrator followed by the Fund Manager. There must be at least one Department Administrator within each cluster, but there can be more than one.

Function	Dept Admin	Fund Mgr
View individual worklists	x	x
Prepare, upload, and approve closeout packets (view linked closeout packets including payroll and non-payroll transactions)	x	x
View PAMS reports/invoices	x	x
Access to all funds in the cluster	x	
View workload for entire cluster	x	
Manage assignments for cluster	x	

COMPLETING THE FORM

This form must be signed by the appropriate department official with the authority to grant users' access to financial information (e.g. Assistant Deans, Directors, Chief Administrative Officers, Chief Financial Officers, Management Services Officers, etc). Employee access should be given in relation to the day-to-day management of responsibilities.

CERTIFICATION

I authorize users' identified on this form have the appropriate access to view and/or edit financial information for sponsored research awards.

x

Approved By: (Name, Title, and signature. Certification via email is accepted.)	Date