



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

September 10, 2013

To: Business Officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: UCSBnetIDs for academic employees

With a new academic year quickly approaching, I wanted to share some information regarding academic employees, PPS, and UCSBnetIDs. As you are aware, service dates and payroll dates for academic year employees do not match up. This can result in periods of time when an employee is "in service" but "inactive" in payroll. In addition, grant funded fiscal year employees may occasionally fall into "inactive" status based on delays related to funding. In most cases, when an employee is inactive in payroll, they are not eligible to have a UCSBnetID and therefore cannot access campus systems and services. Solutions to this problem do exist!

Depending on the title the individual is hired into, you may or may not need to take any action.

- For the following employment series, no action is required: Lecturer, Researcher, Project Scientist, Specialist, Postdoctoral Scholar. These employees may be assigned a UCSBnetID once entered into PPS, for as long as they have a status of "active" or "inactive".
- For graduate student employees no action is required. Graduate Students may be assigned a UCSBnetID based on their student status.
- For individuals hired under any other academic title, the department will need to request "affiliate" (guest) access for periods when the employee is "inactive" in PPS but needs a UCSBnetID. Instructions for this process are available at:
<http://www.identity.ucsb.edu/customers/affiliates/>
- Once any employee is separated, they will no longer have access to their UCSBnetID. The "affiliate" process may also be used in those rare occasions when a 9/12 employee ends mid-year, thus going into "separated" status even though they are still in service.