

All SRS Users:

The following is updated information to help you prepare for the transition from SRS to PeopleConnect Management Actions. Don't forget to bookmark the PeopleConnect website:

<https://ucsf.connectmehr.com> as well as review the [PCMA training materials here](#).

What's happening?

Starting October 29, all new requests for Human Resource transactions will need to be submitted using the Management Actions tab in PeopleConnect. The following changes will be made to the SRS tool on Friday, October 26 at 5:00 p.m.:

- The "Create a Ticket" link will be removed.
- Ability to progress drafts or approve tickets in pending approval status will be removed.

What do I need to do to prepare?

- Review all your drafts or pending approval SRS tickets and make sure everything you need is approved by Friday, October 26 at 5:00 p.m.
- No need to take any action on old and/or unneeded SRS drafts.
- All cases submitted by 5pm on October 26, 2018 with effective dates prior to July 1, 2019 will be processed by HR through SRS. Tickets with effective dates after that will need to be recreated in PCMA.

Who can submit requests in PCMA?

UCSF supervisors and managers automatically have access to the Management Actions tab in PeopleConnect. Additional roles/individuals who can have access:

- Non-supervisory employees or employees in non-faculty academic titles who are Initiators in SRS will be set up with delegate access in PCMA.
- Affiliates will be set up upon request by submitting a request to [HR Info Systems Help](#)

Who can approve requests in PCMA

- All current approvers in SRS will be converted to approvers in PCMA based on SRS roles as of October 22. Approvers will be available in PeopleConnect Management Actions on October 29th.

Can users track/monitor cases they did not create?

Yes. IN PCMA, managers can access cases regarding their direct reports and the employees of their direct reports. Additionally, when creating a new case, the case initiator can choose to add up to 3 reviewers to the case.

Where can I learn more?

More information about PCMA is available on the PeopleConnect [training page](#), (also listed under Quick Links on the PeopleConnect home page). The PeopleConnect Management Actions [Quick guide is here](#). This is an overview of the features for submitting, approving and reviewing requests.

Will I still be able to access SRS for history?

Yes. SRS will continue to be available to users for the purposes of looking up history after October 29.

I have a question, who can I talk to?

Please contact Kevin Weil kevin.weil@ucsf.edu for questions.

Thank you for your partnership in this transition!