

TRS DTA Job Aid: Becoming a DTA – The SAMS DTA Access Request Process

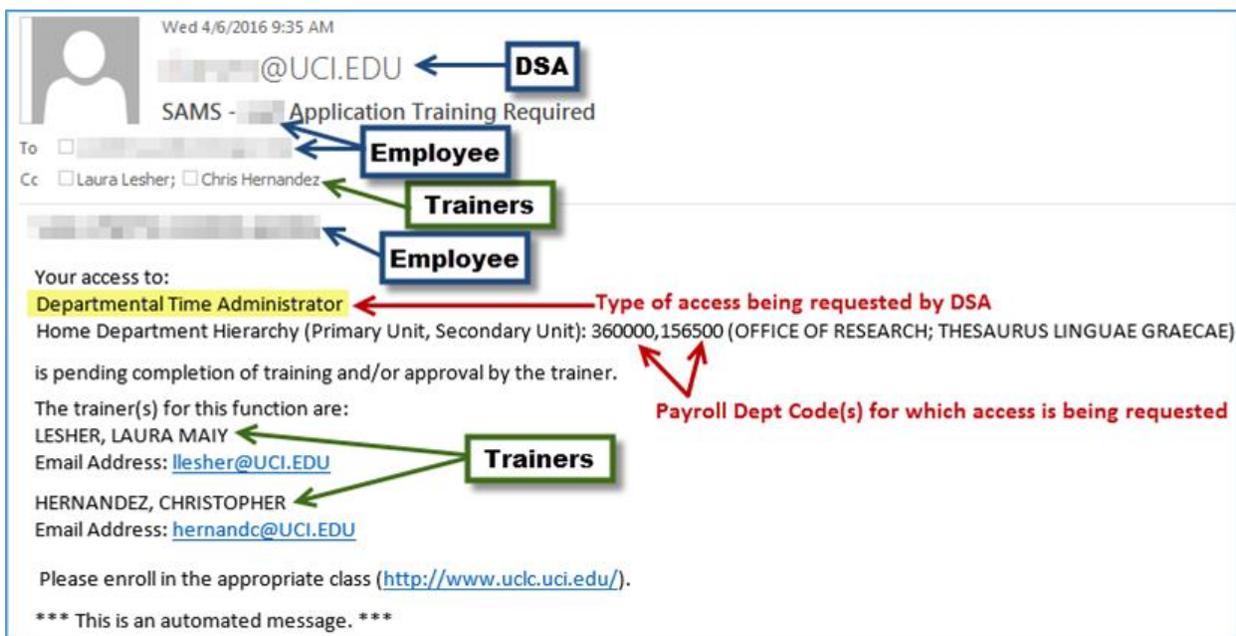
The Departmental Time Administrator (DTA) role is requested by an employee’s Department Security Administrator (DSA) via the Security Access Maintenance System (SAMS). Additionally, DSAs can assign multiple DTAs to a single department and/or multiple departments to a single DTA.

This is a step-by-step breakdown of the DTA SAMS Access Request process:

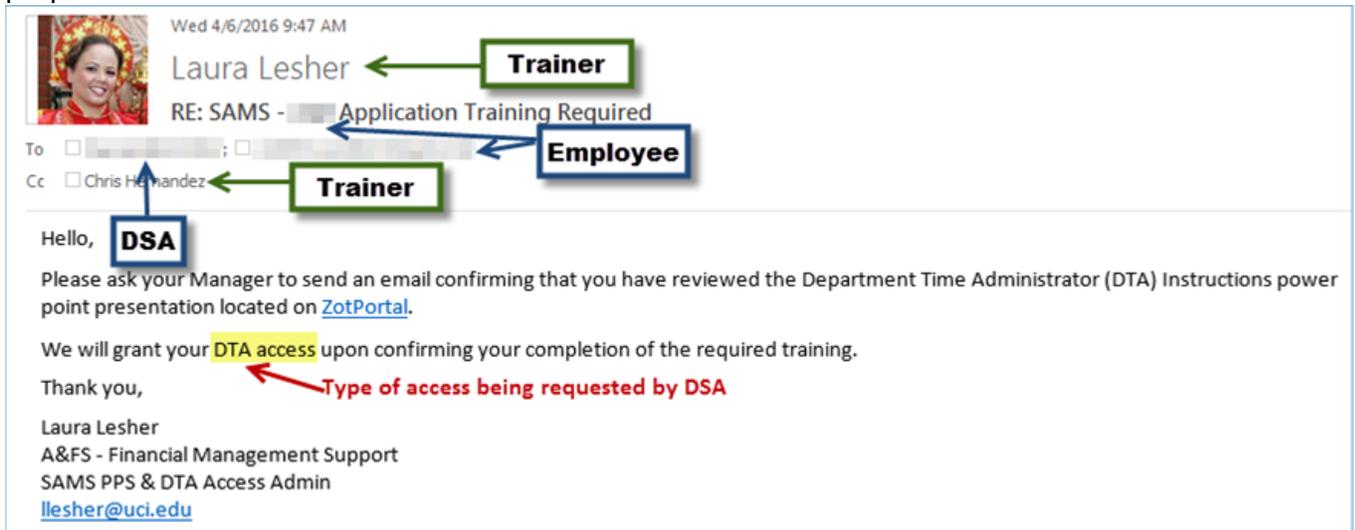
1. A Dept Manager or Program Director determines that an employee in their unit needs DTA access
2. The Manager/Director submits the Access Approval Request Form to the employee’s DSA in [SAMS](#)



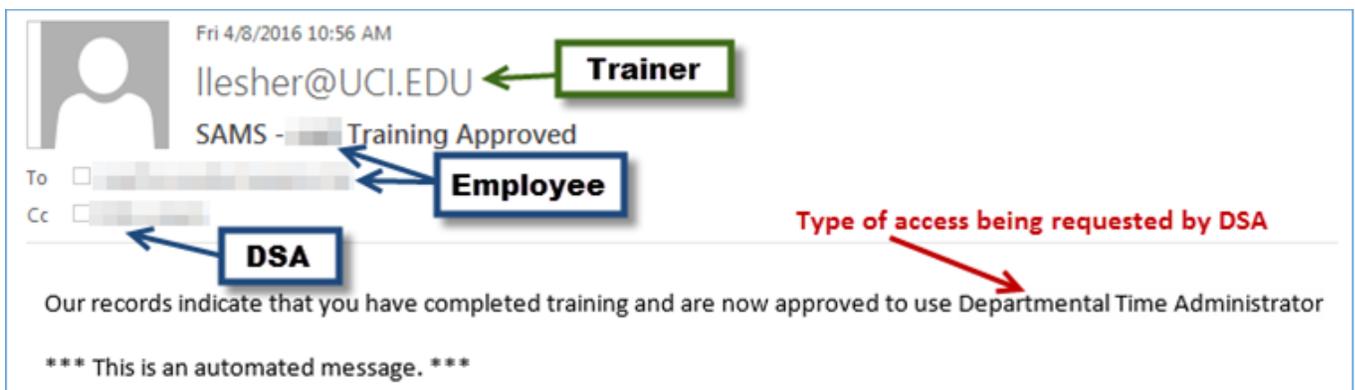
3. The DSA reviews the Manager/Director’s submitted Access Approval Request to ensure it is for legitimate University business and that the employee has an explicit need for the requested access in order to perform their assigned job duties
4. If the DSA approves the Manager/Director’s access request for the employee, the DSA will submit a request for DTA access for the employee in SAMS
5. SAMS will then auto-generate an email from the DSA to the employee (cc’ing the Trainers) , informing the employee that their requested systems access is pending completion of training and/or approval by a Trainer



- A Trainer assigned to review SAMS requests for DTA access replies to all recipients of the SAMS auto-generated training message to request a PDF of the employee’s UCLC Transcript for verification purposes.



- After the Trainer receives the PDF of the employee’s UCLC Transcript, they review it to verify that the employee has completed the required training, the **TRS DTA: Basics** class, and then save the employee’s UCLC Transcript in a Central A&FS shared file
- If the employee has completed the required TRS DTA training, the Trainer removes the training flag from the employee’s DTA Access Request in their Training Approval queue in SAMS
- After the Trainer removes a training flag in SAMS, SAMS auto-generates an email from the Trainer to the employee, the employee’s DSA, and any other assigned Trainers, informing them that the employee has completed training and their DTA access has been approved



Note: Immediately after a Trainer removes the training flag(s) from an employee’s DTA Access in SAMS, the employee’s Current Access list in SAMS should update and their DTA access in TRS should become active. If more than 24 hours has passed since a Trainer has approved an employee’s DTA Access in SAMS and the employee still does not have DTA-level access in TRS, the employee will need to contact OIT at (949) 824-2222 or oit@uci.edu for further assistance. Unfortunately, SAMS Trainers do not have the appropriate level of systems access necessary to resolve DTA Access issues.