

# 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

The screenshot shows the HR Services menu on the left with 'Distribution Change Request' highlighted in a red box. A red arrow points from this box to the 'START' button on the DCS System Welcome page. The DCS System Welcome page features the ERSO logo, a title bar with 'Distribution Change System', and a 'Welcome to the ERSO Distribution Change System' heading. Below the heading, there is a paragraph describing the system's purpose, a list of roles (Research Administration, Supervisors, Super Users), and a 'START' button with a circled '1' next to it.

DCS System Direct Link: [https://www.erso.berkeley.edu/automation\\_new/Welcome.php](https://www.erso.berkeley.edu/automation_new/Welcome.php)

1. Select **Start** to go to the **Search page**

- 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.

- Submit** to view your search results

Multiple records were found. Please select the employee and confirm.

	Employee Name	EID	JobCode/Description	Supervisor's Name	Position Department	FTE
<input type="radio"/>	Garcia, Abby		001636 - LECT-AY-1/10	Last, First	EH1CS	.33
<input type="radio"/>	Garcia, Brian		004921 - STDT 2	Last, First	EJMSM	5
<input type="radio"/>	Garcia, Carlos		004920 - STDT 3	Last, First	DACED	.3
<input checked="" type="radio"/>	Garcia, Brian		004921 - STDT 2	Last, First	EDDNO	.35
<input type="radio"/>	Garcia, Carlos		001686 - SR LECT SOE-AY-B/E/E	Last, First	EH1CS	1
<input type="radio"/>	Garcia, David		007399 - PROJECT POLICY ANL 4	Last, First	DACED	1
<input type="radio"/>	Garcia, Eva		004920 - STDT 3	Last, First	EHEEC	.375
<input type="radio"/>	Garcia, Fey		007078 - FAC PROJECT MGT SPEC 3	Last, First	EGCEE	1
<input type="radio"/>	Garcia, Geoff		007170 - DEV TCHN 5	Last, First	NCEER	1
<input type="radio"/>	Garcia, Heidi		003282 - GSR-FULL FEE REM	Last, First	EERCT	.249
<input type="radio"/>	Garcia, Issac		000548 - ADMIN MGR 2	Last, First	EKMEG	1

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

### Request Form

#### Employee Info 1

Name	First Last
Employee ID	12345678
Department	Dept
Job Code	007304 - SYS ADM 3
Supervisor	First Last
FTE	100 %

Open entry Chartstring example

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

#### Current Earnings Distribution 1

COA (includes PC fields)	Distribution%	Distribution Change Begin Date
OLD COA	100	07/01/2019

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

#### Edit Current Earnings Distribution 2

Make changes to current distribution and/or add new data below. All distribution percentages must total the FTE percentage to continue.

COA	Distribution% (numbers only no symbols)	Distribution Change Begin Date (MM/DD/YYYY)	Delete?
OLD COA	100		<input type="checkbox"/>

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

#### Add New Earnings Distribution

<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span> Provide Chartstring Below	Distribution% (numbers only no symbols)	Distribution Change Begin Date (MM/DD/YYYY)	Add Row
fund-org-program-project-flex3		MM/DD/YYYY	Delete

Select... 4 any selected funds subject to Salary Cap\*?

\*A Salary Cap is a mandated provision limiting the direct salary that an employee may receive under certain Contract and Grant Awards.

[Return to Search](#)

[Submit](#) 5

### \*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.

#### Add New Earnings Distribution

Select the PI and chartstring from dropdown 3

PI Dropdown Chartstring Example

PI	COA	Distribution% (numbers only no symbols)	Distribution Change Begin Date (MM/DD/YYYY)	Add Row
Select PI	Please select a PI to proceed		MM/DD/YYYY	Delete

## 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.

ERSO Intranet Business Portal

Home People Business Services

Earnings Distribution Request Pending Approval  
Click the Request ID to view/approve the request.  
\*Highlights are the requests waiting for approval

Request ID	Name	Date Requested	Date Approved	Date Processed	Notes
6481		2019-09-12	2019-09-12	0000-00-00	Approval document uploaded by Requester
6482		2019-09-12	2019-09-12	0000-00-00	Approval document uploaded by Requester
6491		2019-09-13	2019-09-13	0000-00-00	Approval document uploaded by Requester
6492		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6493		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6494		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6495		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6496		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6498		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6499		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6501		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6502		2019-09-16	2019-09-16	0000-00-00	Approval document uploaded by Requester
6551		2019-12-06	2019-12-06	0000-00-00	Approved by First Last Name

## Additional Role Information

Submitter	Access	Type of Chartstring Entry	Approval Process
Supervisor	Access only to direct reports	<ul style="list-style-type: none"> <li>Drop Down if the Supervisor's Unit chartstrings are in the intranet dropdown.</li> <li>Open entry if the Supervisor's Unit chartstrings are not in the intranet</li> </ul>	<p>Submits and approves a request in one step.</p> <p>Note: Supervisor may need to check with their Department's financial or budget analyst to confirm funding based on your Department's business process.</p>
Super User	Access to all employees in the Units where they are designated as the Super User.	<ul style="list-style-type: none"> <li>Drop Down if the Super User's own Unit chartstrings are in the intranet dropdown.</li> <li>Open entry if the Super User's own Unit chartstrings are not in the intranet</li> <li>Open Entry if they are a Super User for multiple units.</li> </ul>	<p>Submits and approves a request in one step.</p> <p>Approves requests submitted using DeptID in their assign Unit (non-ERSO managed funds)</p> <p>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.</p>

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.*