Audit Tab for DBAs/Certifying Signatories

How to Assign a Key Auditor to your department

1. Log into AccessUH.edu



2. Select the FIX-IT icon.



3. Select the Key Auditor's Tab.



Fix-It Requests Key Request Key Manager Key Request - Test Key Manager - Test Approval Admin Visual Map High Level List KAS - Test Key Auditor - TST

4. Select the Assign Key Auditor(s) Tab.

Key Auditor's Departments

View Key Auditor's Departments | Assign Key Auditor(s) | CS Verification | Start Key Audit | KAS Verification

5. Select the Add Key Auditor Tab.

Assign Key Auditors by Department

View CS Key Audit Departments | Add Key Auditor | View Key Auditor's Departments

6. Enter the desired key auditors PeopleSoft ID number and select Look Up.

Add New Key Auditor

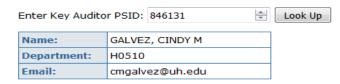
View CS Key Audit Departments | Add Key Auditor

Enter Key Auditor PSID:	0846131	<u>*</u>	Look Up
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7. The auditor's information will automatically populate. Using the drop down menu select the department number that will be assigned to that auditor as well as whether they will be the Primary auditor or Secondary auditor for that department. Select the Submit button.

Add New Key Auditor

View CS Key Audit Departments | Add Key Auditor



Assign Key Auditor to Selected Department(s)



Audit tab for Auditors

How to complete a Key Audit

1. Log into AccessUH.edu



2. Select the FIX-IT icon.



3. Select the Key Auditor's Tab.



4. Select the View Auditor's Department: This tab will show all the department IDs that have been assigned to you as the auditor for completion.

Key Auditor's Departments

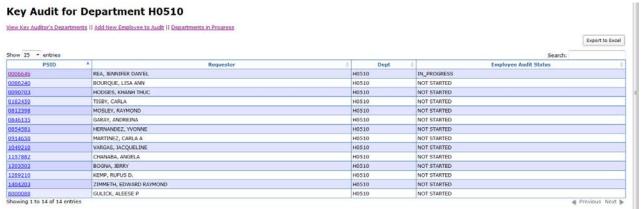
View Key Auditor's Departments | Assign Key Auditor(s) | CS Verification | Start Key Audit | KAS Verification



5. Select the Department ID that you would like to view. This will take you to a screen with more details regarding this department's audit. Here you can review the Key Audit Status as well as the Key Auditor(s) assigned to the department.



6. Click on the Department ID one more time and it will show you all the employees that will need to be audited for that department.



- This report is a current report that is pulled via PeopleSoft on the day the report is created.
- 7. Click on the PeopleSoft ID number for an employee to begin their key audit. The report will show all the keys that are under the employee's name.

Current Keys Issued to DANG, LAWRENCE(0883975)

Show 25	entries					
Key Number	Quantity	Issued Date	In-Hand	Lost	Returned	Location \(\psi \)
27E25	1	23-NOV-15				View Rooms
27N10	1	06-JAN-16				View Rooms
27N10	1	16-MAY-16				View Rooms
27N10	1	21-DEC-15				View Rooms
27N10	1	03-DEC-15				View Rooms
27N10	1	23-NOV-15				View Rooms
27N10	1	17-DEC-15				View Rooms

Showing 1 to 7 of 7 entries

Show 25

- 8. Each key number will show which area is opened up by the key, when it was issued as well as the Quantity of keys. You will be required to select the check box that reflects the status of the key.
 - In-Hand: employee is in the procession of the key.

▼ entries

- Lost: employee no longer has the key or it has been lost.
- Returned: employee no longer needs the key and it will be returned to KAS.

Key Number	Quantity	Issued Date	In-Hand	Lost	Returned	Location \$
27E25	1	23-NOV-15	V			View Rooms
27N10	1	06-JAN-16		V		View Rooms
27N10	1	16-MAY-16		V		View Rooms
27N10	1	21-DEC-15			V	View Rooms
27N10	1	03-DEC-15	V			View Rooms
27N10	1	23-NOV-15	V			View Rooms
27N10	1	17-DEC-15	7			View Rooms

Showing 1 to 7 of 7 entries

9. If the employee has additional keys that are not showing on their record they can be added using the Add Keys section. Just select the drop down menu or type in the key number that is stamped on the key.



10. If the employee will be returning keys that are not on their record they will need to be added in the Returned Keys (Not in System) section. After adding the key numbers select the 'Print this page' button. Then place the returned keys in the provided envelope and staple the print out to the envelope.



Return Keys (Not in System)		
BAA1-20		
101A-SM		
101AB8		



Print this page and attach returned keys in envelope

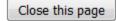


11. If the employee is out on vacation, FMLA, or unavailable to complete the audit select the check box for Employee is Unavailable.



12. Select the Submit button this will complete this employee audit and take their name off your list.

This has been submitted



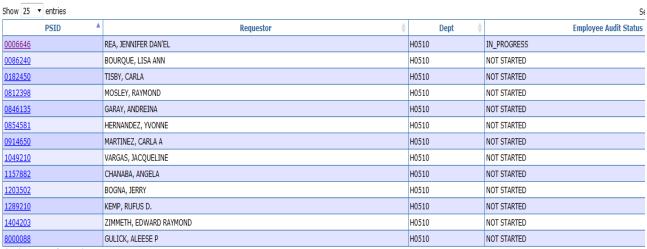
Add a Missing Employee to Audit

If an employee in the department has keys and will be keeping them but they are not showing up in the system you will need to add them to the audit.

1. Under the Key Audit tab for the department select the Add New Employee to Audit Tab.

Key Audit for Department H0510

View Key Auditor's Departments || Add New Employee to Audit || Departments in Progress



Showing 1 to 13 of 13 entries

2. Enter the Employees PeopleSoft number and select Look-up. Under the Add Keys use the drop down menu to scroll to add the key numbers the employee has or type in the key number then select the Submit button.

Add Missing Employee to Audit

Employee Information		
Enter PSID:	0846131	Look-Up
Employee Name:	GALVEZ, CINDY M	
Employee Department:	H0510	
Key Holder Telephone:	832/206-1667	
Key Holder Email:	cmgalvez@uh.edu	

Add Keys	
27N-SM	•
27FA1	•
3IL114	•
Select	•

Submit

Certifying Signatories Verification of Audit

1. Once the auditor completes a department Audit the Certifying Signatories (CS) will receive an email notifying them of completion. The audit will need to be reviewed and acknowledge by the CS.

Dear Certifying Signature,

One of your key auditors has completed the key audit for department H0184.

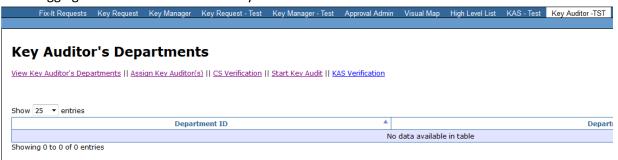
Please log in to AccessUH to access the

Key Audit Icon and click on the CS Verification tab.

After reviewing the key audit data, please acknowledge that this audit has been completed.

For any questions, please email Key Access Services at kas@uh.edu or call 713-743-4948 or 3-4948 (FIX-IT) on campus.

2. After logging into AccessUH select the Key Auditor Tab then click on the CS Verification tab.



3. A list of Completed audits will show. To view a more detailed list select the Department ID.

CS Key Audit Verification



4. The detail view will bring up all the employees that have reported lost, returned, or added keys on their record. Select the employees PeopleSoft number for a detailed list of their keys.

Key Audit Details for

DANG, LAWRENCE(0883975)

/iew Key Audit Departments Ex 3how 25 ▼ entries Key Audit Number Department ID Holder PSID Holder Name **Key Audit Detail ID Key Number Key Copy Number** Audit 1453 KA007408 H0184 0883975 DANG, LAWRENCE 27E25 60 IN-HAND 1454 KA007408 H0184 0883975 DANG, LAWRENCE 27N10 115 IN-HAND 1455 KA007408 H0184 DANG, LAWRENCE 27N10 104 0883975 IN-HAND 1456 KA007408 H0184 0883975 DANG, LAWRENCE 27N10 106 IN-HAND 1457 KA007408 H0184 0883975 DANG, LAWRENCE 27N10 100 IN-HAND 1458 KA007408 H0184 0883975 DANG, LAWRENCE 27N10 105 IN-HAND 1459 KA007408 H0184 0883975 DANG, LAWRENCE 27N10 129 LOST 1460 KA007408 H0184 0883975 DANG, LAWRENCE 101AK1 ADD Showing 1 to 8 of 8 entries ← Previous

5. Once the keys have been reviewed return to the 'CS Key Audit Verification' tab and check the Acknowledge box and select Submit. This will complete the departments audit and it will remove it from your queue.

CS Key Audit Verification

