

## 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.



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:

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](#)

Enter Key Auditor PSID:

<b>Name:</b>	GALVEZ, CINDY M
<b>Department:</b>	H0510
<b>Email:</b>	cmgalvez@uh.edu

## Assign Key Auditor to Selected Department(s)

	Department:	Priority:
1	Select... ▾	Select... ▾
2	Select... ▾	Select... ▾
3	Select... ▾	Select... ▾
4	Select... ▾	Select... ▾

## 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](#)

Show 25 entries

Department ID	
<a href="#">H0510</a>	FACILITIES MANAGEMEN

Showing 1 to 1 of 1 entries

- 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.

## Key Auditor's Department(s)

[View Key Auditor's Departments](#) || [View Current Audit Details](#) || [Assign Key Auditor\(s\)](#) || [CS Verification](#) || [Start Key Audit](#) || [KAS Verification](#) || [Departments in Progress](#)

Export to Excel

Show 25 entries

Search:

Department ID	Department Name	Enter Date	Key Auditor(s)	Key Audit Creator	Key Audit Status
<a href="#">H0510</a>	FACILITIES MANAGEMENT	07-JUN-16	DANG, LAWRENCE GALVEZ, CINDY M	GALVEZ, CINDY M	IN_PROGRESS

Showing 1 to 1 of 1 entries

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- 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.

## Key Audit for Department H0510

[View Key Auditor's Departments](#) || [Add New Employee to Audit](#) || [Departments in Progress](#)

Export to Excel

Show 25 entries

Search:

PSTD	Requestor	Dept	Employee Audit Status
<a href="#">0006646</a>	REA, JENNIFER DANIEL	H0510	IN_PROGRESS
<a href="#">0086240</a>	BOURQUE, LISA ANN	H0510	NOT STARTED
<a href="#">0090703</a>	HODGES, KHANH THUC	H0510	NOT STARTED
<a href="#">0182450</a>	TISBY, CARLA	H0510	NOT STARTED
<a href="#">0812298</a>	MOSLEY, RAYMOND	H0510	NOT STARTED
<a href="#">0846135</a>	GARAY, ANDREINA	H0510	NOT STARTED
<a href="#">0854581</a>	HERNANDEZ, YVONNE	H0510	NOT STARTED
<a href="#">0914650</a>	MARTINEZ, CARLA A	H0510	NOT STARTED
<a href="#">1049210</a>	VARGAS, JACQUELINE	H0510	NOT STARTED
<a href="#">1157882</a>	CHANABA, ANGELA	H0510	NOT STARTED
<a href="#">1203302</a>	BOGNA, JERRY	H0510	NOT STARTED
<a href="#">1289210</a>	KEMP, RUFUS D.	H0510	NOT STARTED
<a href="#">1404203</a>	ZIMMETH, EDWARD RAYMOND	H0510	NOT STARTED
<a href="#">8000088</a>	GULICK, ALEESE P	H0510	NOT STARTED

Showing 1 to 14 of 14 entries

Previous Next

- This report is a current report that is pulled via PeopleSoft on the day the report is created.

- 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
27E25	1	23-NOV-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	06-JAN-16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	16-MAY-16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	21-DEC-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	03-DEC-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	23-NOV-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	17-DEC-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms

Showing 1 to 7 of 7 entries

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.
  - 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.

Show **25** entries

Key Number	Quantity	Issued Date	In-Hand	Lost	Returned	Location
27E25	1	23-NOV-15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	06-JAN-16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	16-MAY-16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	21-DEC-15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View Rooms
27N10	1	03-DEC-15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	23-NOV-15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Rooms
27N10	1	17-DEC-15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.

Add Keys	
27N99	Select...
101AB7	Select...
101A-SM	Select...
Select...	Select...

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.

Add Keys to Key Holder	
101AH1	Select...
Select...	Select...

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

Employee Unavailability	
Employee is Unavailable:	<input type="checkbox"/>

Print this page and attach returned keys in envelope

Print this page

Submit

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

Employee Unavailability	
Employee is Unavailable:	<input checked="" type="checkbox"/>

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

**This has been submitted**

Close this page

### 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.

- 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](#)

Show 25 entries

PSID	Requestor	Dept	Employee Audit Status
<a href="#">0006646</a>	REA, JENNIFER DAN'EL	H0510	IN_PROGRESS
<a href="#">0086240</a>	BOURQUE, LISA ANN	H0510	NOT STARTED
<a href="#">0182450</a>	TISBY, CARLA	H0510	NOT STARTED
<a href="#">0812398</a>	MOSLEY, RAYMOND	H0510	NOT STARTED
<a href="#">0846135</a>	GARAY, ANDREINA	H0510	NOT STARTED
<a href="#">0854581</a>	HERNANDEZ, YVONNE	H0510	NOT STARTED
<a href="#">0914650</a>	MARTINEZ, CARLA A	H0510	NOT STARTED
<a href="#">1049210</a>	VARGAS, JACQUELINE	H0510	NOT STARTED
<a href="#">1157882</a>	CHANABA, ANGELA	H0510	NOT STARTED
<a href="#">1203502</a>	BOGNA, JERRY	H0510	NOT STARTED
<a href="#">1289210</a>	KEMP, RUFUS D.	H0510	NOT STARTED
<a href="#">1404203</a>	ZIMMETH, EDWARD RAYMOND	H0510	NOT STARTED
<a href="#">8000088</a>	GULICK, ALEESE P	H0510	NOT STARTED

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 <input type="button" value="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... ▼
Select... ▼
Select... ▼
Select... ▼
Select... ▼

## 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](mailto: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.

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

### Key Auditor's Departments

[View Key Auditor's Departments](#) | [Assign Key Auditor\(s\)](#) | [CS Verification](#) | [Start Key Audit](#) | [KAS Verification](#)

Show 25 entries

Department ID	Department
No data available in table	

Showing 0 to 0 of 0 entries

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

### CS Key Audit Verification

[View CS Key Audit Departments](#) | [View Key Auditor's Departments](#)

Export to Excel

Show 25 entries

Department ID	Department Name	Department Audit Status	Acknowledge?
<a href="#">H0184</a>	FACILITIES PLANNING & CONSTRUCTION	COMPLETE	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Submit Previous Next

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)**

[View Key Audit Departments](#)

Export

Show 25 entries

Search:

Key Audit Detail ID	Key Audit Number	Department ID	Holder PSID	Holder Name	Key Number	Key Copy Number	Audit
<a href="#">1453</a>	KA007408	H0184	0883975	DANG, LAWRENCE	27E25	60	IN-HAND
<a href="#">1454</a>	KA007408	H0184	0883975	DANG, LAWRENCE	27N10	115	IN-HAND
<a href="#">1455</a>	KA007408	H0184	0883975	DANG, LAWRENCE	27N10	104	IN-HAND
<a href="#">1456</a>	KA007408	H0184	0883975	DANG, LAWRENCE	27N10	106	IN-HAND
<a href="#">1457</a>	KA007408	H0184	0883975	DANG, LAWRENCE	27N10	100	IN-HAND
<a href="#">1458</a>	KA007408	H0184	0883975	DANG, LAWRENCE	27N10	105	IN-HAND
<a href="#">1459</a>	KA007408	H0184	0883975	DANG, LAWRENCE	27N10	129	LOST
<a href="#">1460</a>	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

[View CS Key Audit Departments](#) | [View Key Auditor's Departments](#)

Export to Excel

Show 25 entries

Search:

Department ID	Department Name	Department Audit Status	Acknowledge?
No data available in table			

Showing 0 to 0 of 0 entries

Submit

Previous Next