KAS
Key Audit Process

KAS Main Number- 832-842-0539

KAS Email Address- KAS@central.uh.edu

Roland Bourque- 713-743-0616

Cindy Galvez- 713-743-0625

https://accessuh.uh.edu/login.php

UNIVERSITY of
HOUSTON

Audit Tab for DBAs/Certifying Signatories

How to Assign a Key Auditor to your department

1. Log into AccessUH

2. Select the FIX-IT icon

3. Select the Key Auditor's Tab

famis

| 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   Look Up

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: 846131   Look Up

Name:	GALVEZ, CINDY M
Department:	H0510
Email:	cmgalvez@uh.edu

Assign Key Auditor to Selected Department(s)

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

Submit   Reset

Audit tab for Auditors

How to complete a Key Audit

1. Log into AccessUH

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.

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.

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:

PSID	Requestor	Dept	Employee Audit Status
0006646	REA, JENNIFER DAN'EL	H0510	IN_PROGRESS
0086240	BOURQUE, LISA ANN	H0510	NOT STARTED
0090703	HODGES, KHANH THUC	H0510	NOT STARTED
0182450	TISBY, CARLA	H0510	NOT STARTED
0812398	MOSLEY, RAYMOND	H0510	NOT STARTED
0846135	GARAY, ANDREINA	H0510	NOT STARTED
0854581	HERNANDEZ, YVONNE	H0510	NOT STARTED
0914650	MARTINEZ, CARLA A	H0510	NOT STARTED
1049210	VARGAS, JACQUELINE	H0510	NOT STARTED
1157882	CHANABA, ANGELA	H0510	NOT STARTED
1203502	BOGNA, JERRY	H0510	NOT STARTED
1289210	KEMP, RUFUS D.	H0510	NOT STARTED
1404203	ZIMMETH, EDWARD RAYMOND	H0510	NOT STARTED
8000088	GULICK, ALEESE P	H0510	NOT STARTED

Showing 1 to 14 of 14 entries   ◄ Previous Next ►

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
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

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	☑	☐	☐	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

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... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	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... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾

Return Keys (Not in System)

BAA1-20	
101A-SM	
101AB8	

Employee Unavailability

Employee is Unavailable:	☐

Print this page and attach returned keys in envelope

Print this page

Submit

11. 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:	☑

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

This has been submitted

Close this page

Audit tab for Auditors

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

Show 25 ▼ entries   Se

PSID ▲	Requestor	Dept	Employee Audit Status
0006646	REA, JENNIFER DAN'EL	H0510	IN_PROGRESS
0086240	BOURQUE, LISA ANN	H0510	NOT STARTED
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0914650	MARTINEZ, CARLA A	H0510	NOT STARTED
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1157882	CHANABA, ANGELA	H0510	NOT STARTED
1203502	BOGNA, JERRY	H0510	NOT STARTED
1289210	KEMP, RUFUS D.	H0510	NOT STARTED
1404203	ZIMMETH, EDWARD RAYMOND	H0510	NOT STARTED
8000088	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	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... ▾

Submit

Audit Tab for DBAs/Certifying Signatories

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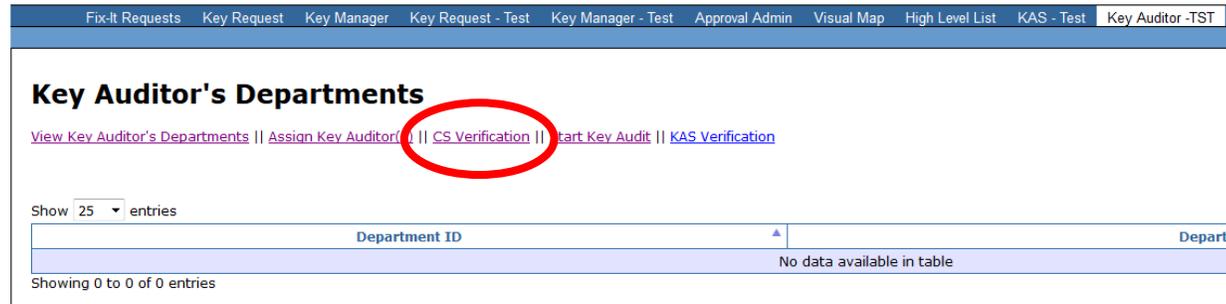
| Fix-It Requests | Key Request | Key Manager | Key Request - Test | Key Manager - Test | Approval Admin | Visual Map | High Level List | KAS - Test | Key Auditor -TST |

Key Auditor's Departments

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

Show 25 entries

Department ID	Depart
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   Search:

Department ID ▲	Department Name ▾	Department Audit Status ▾	Acknowledge? ▾
H0184	FACILITIES PLANNING & CONSTRUCTION	COMPLETE	☐

Showing 1 to 1 of 1 entries   ◀ Previous Next ▶

Submit

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

Ex

Show 25 ▾ entries   Search:

Key Audit Detail ID ▲	Key Audit Number ▾	Department ID ▾	Holder PSID ▾	Holder Name ▾	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	0883975	DANG, LAWRENCE	27N10	104	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   ◀ Previc

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   ◄ Previous Next ►

Submit