



UCI Document Management

Personnel Records Online system (PROs) User Manual



Revised: August 8, 2023

Table of Contents

PROs User Access and Homepage	3
Accessing Employee Personnel Files.....	4
Viewing a Personnel Document.....	8
Uploading Digital Files	11
Creating an Indexing Form (Coversheet)	18
PROs File Preparation Checklist and Guidelines	24

PROs User Access and Homepage

- Log in with your UCInetID and password. Duo Multi-Factor Authentication is required for added security.
- Functions in PROs are available on one screen and you do not have to switch from one task to another.
- Each tab performs its own function and allows the user to switch back and forth without losing the data they have.

UCI Personnel Records Online System ?   UCI

[▶ Personnel Search](#)

Search Criteria

Last Name	<input type="text"/>	First Name	<input type="text"/>
Employee ID	<input type="text"/>	PPS Employee No	<input type="text"/>

Non-Separated Separated

Search Results

Enter the Personnel Search criteria and click search to view a list of employees.

[▶ Document List](#)

[▶ Create Coversheets](#)

Accessing Employee Personnel Files

Step 1: Input Employee Information under Search Criteria

Search for an employee by last name, first name, or employee ID (or with a combination of the three).

UCI Personnel Records Online System ? UCI

▶ Personnel Search

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Enter the Personnel Search criteria and click search to view a list of employees.

▶ Document List

▶ Create Coversheets



The “Non-Separated” and “Separated” search options are available based on your access level.

Accessing Employee Personnel Files

Step 2: Filter through Search Results for Correct Employee

Multiple employees may appear when you search by employee name only. If this is the case, you may use other fields to help you locate the correct employee, including “Date of Birth” and “KFS Account Name.”

The screenshot displays the UCI Personnel Records Online System interface. At the top, the header includes the system name, a help icon, a user profile icon, and the UCI logo. Below the header, the 'Personnel Search' section contains a 'Search Criteria' form. This form has input fields for 'Last Name' (containing 'smith'), 'First Name', 'Employee ID', and 'PPS Employee No'. There are also radio buttons for 'Non-Separated' (selected) and 'Separated'. 'Search' and 'Reset' buttons are located below the form. The 'Search Results' section features a table with columns: 'Employee ID', 'PPS Employee No', 'Name', 'DOB', 'KFS Account Name', and 'Status'. The 'DOB' and 'KFS Account Name' headers are highlighted with red boxes. The table rows are currently redacted with black bars. Below the table, there are buttons for 'Refresh', 'Access Record', and 'Create Coversheets'. At the bottom of the page, there are links for 'Document List' and 'Create Coversheets'.

Accessing Employee Personnel Files

Step 3: Select Employee and Click “Access Record”

Selecting an employee profile will highlight that entire row.

The screenshot displays the 'UCI Personnel Records Online System' interface. At the top, there is a blue header with the system name and user icons. Below the header is a 'Personnel Search' section containing a search criteria form. The form includes input fields for 'Last Name' (containing 'smith'), 'Employee ID', 'First Name', and 'PPS Employee No'. There are radio buttons for 'Non-Separated' (selected) and 'Separated'. Below the form are 'Search' and 'Reset' buttons. The 'Search Results' section features three buttons: 'Refresh', 'Access Record' (highlighted with a red box), and 'Create Coversheets'. Below the buttons is a table with the following columns: Employee ID, PPS Employee No, Name, DOB, KFS Account Name, and Status. The table contains one row of data, which is highlighted with a blue background. Below the table, there are navigation links for 'Document List' and 'Create Coversheets'.

UCI Personnel Records Online System

Personnel Search

Search Criteria

Last Name: smith

Employee ID: []

First Name: []

PPS Employee No: []

Non-Separated Separated

Search Reset

Search Results

Refresh Access Record Create Coversheets

Employee ID	PPS Employee No	Name	DOB	KFS Account Name	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Document List

Create Coversheets

Accessing Employee Personnel Files

Step 4: View or Filter through Document List

By default, all available documents are displayed. Selecting a document type will isolate matching files.

UCI Personnel Records Online System

► Personnel Search

► Document List

Employee Name [REDACTED]
Employee ID [REDACTED]
PPS Employee No [REDACTED]
KFS Account Name [REDACTED]

▾

Document Type	Document Title	Document Date	Created On
Personal Data Forms	[REDACTED]	[REDACTED]	[REDACTED]
Personnel Form Acknowledgement	[REDACTED]	[REDACTED]	[REDACTED]
Oath and Patent	[REDACTED]	[REDACTED]	[REDACTED]
Miscellaneous Personnel Documents	[REDACTED]	[REDACTED]	[REDACTED]
Miscellaneous Personnel Documents	[REDACTED]	[REDACTED]	[REDACTED]
Miscellaneous Personnel Documents	[REDACTED]	[REDACTED]	[REDACTED]
Employment Agreements (includes Offer Letters)	[REDACTED]	[REDACTED]	[REDACTED]
IDOC/PAFs	[REDACTED]	[REDACTED]	[REDACTED]
W4	[REDACTED]	[REDACTED]	[REDACTED]
Oath and Patent	[REDACTED]	[REDACTED]	[REDACTED]

Filter ⓘ

View Redacted View Original

- [-] All Documents
- [+] Employment Agreements (includes Offer Letters)
- [+] IDOC/PAFs
- [+] Miscellaneous Personnel Documents
- [+] Oath and Patent
- [+] Personal Data Forms
- [+] Personnel Form Acknowledgement
- [+] W4

Total: 10

► Create Coversheets



Your PROs user role determines which files are displayed.

Viewing a Personnel Document

Option 1: Select Document to View Properties Panel

After accessing an employee's list of personnel files, clicking on a document will open the file's properties panel on the right side.

The screenshot displays the UCI Personnel Records Online System interface. At the top, the header reads "UCI Personnel Records Online System" and "UCI". Below the header, the "Personnel Search" section includes a "Document List" with fields for Employee Name, Employee ID, PPS Employee No, and KFS Account Name, all of which are redacted. A "Filter" section offers options for "View Redacted" (selected) and "View Original". A tree view under "All Documents" lists categories such as "Employment Agreements (includes Offer Letters)", "IDOC/PAFs", "Miscellaneous Personnel Documents", "Oath and Patent", "Personal Data Forms", "Personnel Form Acknowledgement", and "W4".

The main area features a table with columns: "Document Type", "Document Title", "Document Date", and "Created On". The "Document Type" column is highlighted with a red box, and the first row, "Personal Data Forms", is selected. The "Document Title" column is also redacted. Below the table, a "Total: 10" indicator is visible.

On the right side, a "Properties" panel is open, also highlighted with a red box. It shows the following details:

- Class: Employee Documents
- Document Title: [Redacted]
- Campus Id: [Redacted]
- Document Date: [Redacted]
- Document Type: Personal Data Forms
- Employee ID: [Redacted]
- PPS Employee No: [Redacted]
- First Name: [Redacted]
- Last Name: [Redacted]
- Location: [Redacted]

At the bottom of the page, there is a "Create Coversheets" link.

Viewing a Personnel Document

Option 2: Select Document to Access “Actions” Menu

After accessing an employee’s list of personnel files and selecting a document, you may click on the “Actions” menu to:

- **Open** the document viewer window
- **Preview** the document
- **Download** the document
- **Export** (this function exports the document properties, not the document itself)
- **Email Link** (to send the document to someone who does not have access to the document)

The screenshot displays the UCI Personnel Records Online System interface. On the left, there is a search and filter section with fields for Employee Name, ID, PPS Employee No, and KFS Account Name. Below these are radio buttons for 'View Redacted' and 'View Original'. A tree view under 'All Documents' lists categories like 'Employment Agreements', 'IDOC/PAFs', and 'Miscellaneous Personnel Documents'. The main area shows a table of documents with columns for Document Type, Document Title, Document Date, and Created On. A red box highlights the 'Actions' menu button, which is open, showing options: Open, Preview, Download, Export, and Email Link. The table lists various document types such as 'Personal Data Forms', 'Personnel Form Acknowledgement', 'Oath and Patent', and 'Miscellaneous Personnel Documents'. A 'Total: 10' indicator is visible at the bottom of the table.



Depending on your access level, some actions may not be available.

Viewing a Personnel Document

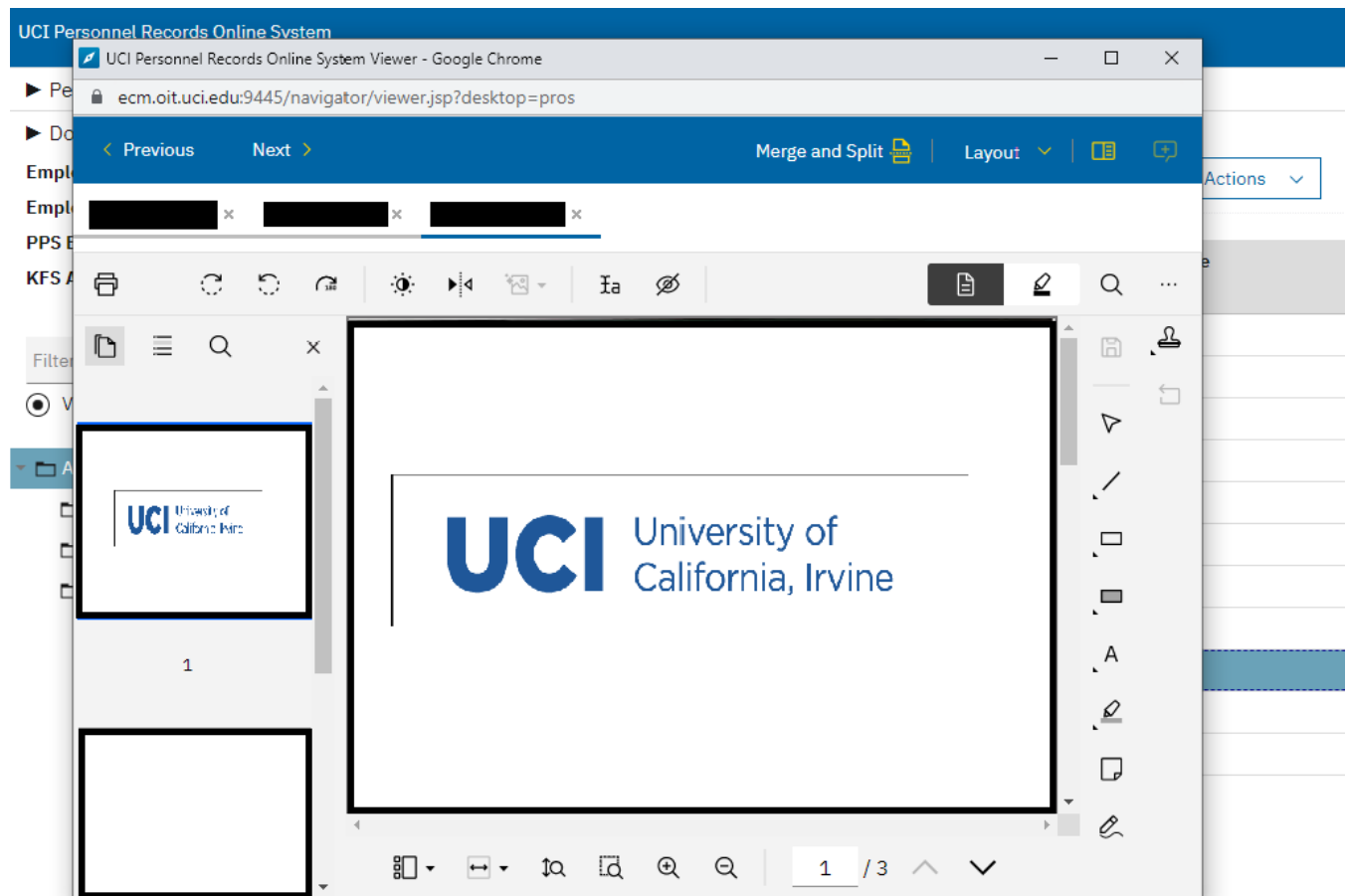
Option 3: Double-Click to Open Document Viewer Window

After accessing an employee's list of personnel files, double-click on the selected document to open the viewer window.

Document Viewer Window

Within the document viewer window, you may:

- Change the viewing option to display multiple pages
- Adjust magnification
- Rotate the page
- Print the document



Uploading Digital Files

Step 1: Input Employee Information under Search Criteria

Search for an employee by last name, first name, or employee ID (or with a combination of the three).

UCI Personnel Records Online System ? U : **UCI**

▶ Personnel Search

Search Criteria

Last Name	<input type="text"/>	First Name	<input type="text"/>
Employee ID	<input type="text"/>	PPS Employee No	<input type="text"/>

Non-Separated Separated

Search Results

Enter the Personnel Search criteria and click search to view a list of employees.

▶ Document List

▶ Create Coversheets



The “Non-Separated” and “Separated” search options are available based on your access level.

Uploading Digital Files

Step 2: Filter through Search Results for Correct Employee

Multiple employees may appear when you search by employee name only. If this is the case, you may use other fields to help you locate the correct employee, including “Date of Birth” and “KFS Account Name.”

UCI Personnel Records Online System

Personnel Search

Search Criteria

Last Name: smith First Name:

Employee ID: PPS Employee No:

Non-Separated Separated

Search Results

Employee ID	PPS Employee No	Name	DOB	KFS Account Name	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Document List

Create Coversheets

Uploading Digital Files

Step 3: Select Employee and Click “Access Record”

Selecting an employee profile will highlight that entire row.

The screenshot displays the 'UCI Personnel Records Online System' interface. At the top, there is a blue header with the system name and user icons. Below the header, a 'Personnel Search' section contains search criteria fields: 'Last Name' (filled with 'smith'), 'First Name', 'Employee ID', and 'PPS Employee No'. There are radio buttons for 'Non-Separated' (selected) and 'Separated'. 'Search' and 'Reset' buttons are also present. Below this is the 'Search Results' section, which includes 'Refresh', 'Access Record' (highlighted with a red box), and 'Create Coversheets' buttons. A table with columns 'Employee ID', 'PPS Employee No', 'Name', 'DOB', 'KFS Account Name', and 'Status' is shown, with the first row highlighted in blue. At the bottom, there are links for 'Document List' and 'Create Coversheets'.

Uploading Digital Files

Step 4: Click “Add Document”

The screenshot displays the 'UCI Personnel Records Online System' interface. At the top, there is a blue header with the system name and user icons. Below the header, the 'Personnel Search' section is active. On the left, there are search filters for Employee Name, Employee ID, PPS Employee No, and KFS Account Name, each with a redacted value. To the right of these filters, the 'Add Document' button is highlighted with a red rectangular box. Other buttons include 'Export Records' and an 'Actions' dropdown menu. Below the buttons is a table header with columns: Document Type, Document Title, Document Date, and Created On. The table area is currently empty, displaying the text 'folder is empty'. At the bottom of the table area, there is a 'Filter' section with a dropdown menu set to 'All Documents' and a 'Total: 0' indicator.

Uploading Digital Files

Step 5: Choose File(s) to Upload

General

* File name: No file chosen

Properties

* Class: Employee Uploaded Documents

* Document Date ⓘ 8/20/2021

* Document Type ⓘ

* Location ⓘ Campus

* Employee ID ⓘ

PPS Employee No ⓘ

Campus Id ⓘ

First Name ⓘ

Last Name ⓘ

Add Document by Using Entry Template

When you add a document by using an entry template, the values that you enter for the document are consistent. [Learn more](#)



Only one document type may be uploaded at a time.

Uploading Digital Files

Step 6: Select Document Type

General

* File name: 2 files

Properties

* Class:

* Document Date ⓘ

* Document Type ⓘ

* Location ⓘ

* Employee ID ⓘ

PPS Employee No ⓘ

Campus Id ⓘ

First Name ⓘ

Last Name ⓘ

- Mortgage Documents
- Multi-form Hiring Form (temp doc type)
- Non-Records
- Oath and Patent
- One-time Pay
- Out of Class Assignment/Pay
- Outside Professional Activities
- Payroll Adjustment
- Performance Evaluation
- Personal Data Forms**
- Personnel Form Acknowledgement
- Position Not Covered by SS (UCRS 419)
- Pre-2000
- Reclass request & final decision
- Resume
- Retirement Buyback

Add Document by Using Entry Template

When you add a document by using an entry template, the values that you enter for the document are consistent. [Learn more](#)

Add

Cancel

Uploading Digital Files

Step 7: Confirm Document Properties and Click “Add”

Auto-populated data may be corrected as necessary.

Clicking “Add” will automatically route chosen file(s) to the PROs verification queue.

The screenshot shows a web interface for uploading documents. On the left, there are two main sections: 'General' and 'Properties'. The 'General' section has a 'File name:' field with a 'Choose Files' button and '2 files' indicated. The 'Properties' section has a 'Class:' dropdown set to 'Employee Uploaded Documents'. Below this are several fields: 'Document Date' (8/20/2021), 'Document Type' (Personal Data Forms), 'Location' (Campus), 'Employee ID', 'PPS Employee No', 'Campus Id', 'First Name', and 'Last Name'. All ID, name, and number fields are redacted with black boxes. On the right, a sidebar titled 'Add Document by Using Entry Template' contains explanatory text and a red-bordered 'Add' button, with a 'Cancel' button below it.



Added file(s) will be uploaded to PROs after UCI Document Management review and verification.

Creating an Indexing Form (Coversheet)

For physical files, a printed indexing form is required for each document type.

Step 1: Input Employee Information under Search Criteria

Search for an employee by last name, first name, or employee ID (or with a combination of the three).

The screenshot shows the 'UCI Personnel Records Online System' interface. At the top, there is a blue header with the system name, a help icon, a user profile icon, and the UCI logo. Below the header, there is a navigation menu with 'Personnel Search' selected. The main content area is divided into two sections: 'Search Criteria' and 'Search Results'. The 'Search Criteria' section is highlighted with a red border and contains the following fields: 'Last Name' (with a cursor), 'First Name', 'Employee ID', and 'PPS Employee No'. Below these fields are two radio buttons: 'Non-Separated' (selected) and 'Separated'. At the bottom of this section are 'Search' and 'Reset' buttons. The 'Search Results' section is currently empty and contains the text: 'Enter the Personnel Search criteria and click search to view a list of employees.' Below the search results, there are two more navigation options: 'Document List' and 'Create Coversheets'.



The “Non-Separated” and “Separated” search options are available based on your access level.

Creating an Indexing Form (Coversheet)

For physical files, a printed indexing form is required for each document type.

Step 3: Select Employee and Click “Create Coversheets”

UCI Personnel Records Online System

Personnel Search

Search Criteria

Last Name: smith First Name:

Employee ID: PPS Employee No:

Non-Separated Separated

Search Results

Employee ID	PPS Employee No	Name	DOB	KFS Account Name	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active

Document List

Create Coversheets

Creating an Indexing Form (Coversheet)

For physical files, a printed indexing form is required for each document type.

Step 4: Input Document Date

This is the date that the document was officially signed or printed. If you are preparing a indexing form for a later sign date, leave this empty and write the date on the printed form with a black-ink pen.

The screenshot shows the 'UCI Personnel Records Online System' interface. At the top, there are navigation links: 'Personnel Search', 'Document List', and 'Create Coversheets'. Below these is a header with a question mark, a user icon, and the 'UCI' logo. The main content area is titled 'Select a personnel and click the "Create Coversheets" button to create coversheets.' It contains a form with the following fields: 'Employee Name:', 'Employee ID:', 'PPS Employee No:', and 'KFS Account:'. Below this is a section for 'Enter the quantity for each document type/form or select' with a dropdown menu set to 'Coversheets for New Hire Documents'. A red box highlights the 'Document Date:' dropdown menu, which is currently set to '8/16/2021'. Below the date field are three buttons: 'Generate Coversheets', 'Reset', and 'Go Back to Personnel Search'. At the bottom, there is a list of document types, each with a dropdown arrow and a label: 1042S, 1970 Retirement/DCP, 403B/DCP Documents, Alternate Schedule Agreement, Background Check, BELI, DMV Report (Pull Notice), Earnings Disposition, Earnings Records Request, Employment Agreements (includes Offer Letters), Equity Review/Increase, and Fee Waiver.

Creating an Indexing Form (Coversheet)

For physical files, a printed indexing form is required for each document type.

Step 5: Specify Document Type

Multiple coversheet copies may be generated for various document types in a single session.

UCI Personnel Records Online System ? 👤 ⋮ UCI

▶ Personnel Search

▶ Document List

▶ Create Coversheets

Select a personnel and click the "Create Coversheets" button to create coversheets.

Employee Name: [REDACTED]

Employee ID: [REDACTED]

PPS Employee No: [REDACTED]

KFS Account: [REDACTED]

Enter the quantity for each document type/form or select Coversheets for New Hire Documents

Document Date: 8/16/2021 ▼

Generate Coversheets Reset Go Back to Personnel Search

1042S	DMV Report (Pull Notice)
1970 Retirement/DCP	Earnings Disposition
403B/DCP Documents	Earnings Records Request
Alternate Schedule Agreement	Employment Agreements (includes Offer Letters)
Background Check	Equity Review/Increase
BELI	Fee Waiver



Click "Coversheets for New Hire Documents" to automatically select the documents that are typically included in the new hire process.

Creating an Indexing Form (Coversheet)

For physical files, a printed indexing form is required for each document type.

Step 6: Specify Document Type

Once the document type and quantity have been specified, click on "Generate Coversheets." The selected indexing forms will open as PDF files for you to print.

The screenshot shows the 'Create Coversheets' section of the UCI Personnel Records Online System. At the top, there is a navigation bar with 'UCI Personnel Records Online System' on the left and user icons on the right. Below the navigation bar, there are three menu items: 'Personnel Search', 'Document List', and 'Create Coversheets'. The 'Create Coversheets' section contains a form with the following fields: 'Employee Name', 'Employee ID', 'PPS Employee No', and 'KFS Account', all of which are redacted with black boxes. Below these fields is a text prompt: 'Select a personnel and click the "Create Coversheets" button to create coversheets.' Underneath the prompt, there is a section for 'Enter the quantity for each document type/form or select' with a dropdown menu currently showing 'Coversheets for New Hire Documents'. Below this is a 'Document Date' field with a date of '8/16/2021' and a dropdown arrow. At the bottom of this section are three buttons: 'Generate Coversheets' (highlighted with a red border), 'Reset', and 'Go Back to Personnel Search'. Below the buttons is a list of document types, each with a quantity selector (a small box with up and down arrows) and a quantity of '1'. The document types listed are: 1042S, 1970 Retirement/DCP, 403B/DCP Documents, Alternate Schedule Agreement, Background Check, BELI, DMV Report (Pull Notice), Earnings Disposition, Earnings Records Request, Employment Agreements (includes Offer Letters), Equity Review/Increase, and Fee Waiver.

PROs File Preparation Checklist and Guidelines for Submitting Physical Documents

- Remove all staples and paper clips.
- Scotch tape all 4 sides of small items (such as post-it notes and jury notices) to an 8½” x 11” sheet of paper.
- Separate carbon copy forms and only submit the most legible copy for scanning.
- Submit only paper and lightweight card stock for scanning.
- Unfold corners and documents larger than 8½” x 11”
- Every document requires its own coversheet indexing form. Do not use one coversheet indexing form for multiple documents.
- Ensure that all the documents being prepared for scanning belong to the employee whose file you are preparing.
- The document date on the cover sheet is the date that the document was printed or signed. It is not the date the document was prepared for PROs.

To help us process documents faster and more accurately:

- Scanning batches may have multiple document types and multiple employees; ensure each document has its own coversheet.
- Each batch of files should be no thicker than 3 inches.
- Rubber bands are ideal to hold large batches while binder clips are ideal for small batches.
- Historic I-9's should be placed on top of the batch. I-9's digitally created should not be printed and sent to PROs.
- Batches must be sent to scanning in a secure Personnel File Transfer envelope.
- Remove any documents that should not be included in the personnel file. Examples of such a document are the 'Demographic Data Transmittal and Voluntary Self-Identification of Race, Ethnicity and Veteran Status forms.

Any questions, please call Document Management at (949)-824-4147.