Welcome to PROs

Access the PROs system from the homepage.

PROs Login

Resources can be found here.

Resources to help you navigate and use the system can be found here.
Logging in

Welcome to UCI Personnel Records
Online System

User name:   

Password:   

Log In

This is the new EROSNet login screen. Login with your UCINetID and Password.
Functions in PROs are now 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 already have.
Click on the PROs Main Page to return to the Resources page found on the first slide.

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

Depending on your access level, you may have the ability to search Separated or Non-Separated employees.

**Note:** EMPL ID is a field that will be used only once UC PATH goes live. For now it has no function.
Employee Search

Multiple employees may appear when searching for an employee by name only. If this is the case, you can use other fields to help you locate the correct employee including ‘Date of Birth’ and ‘KFS account number’.

Once the correct employee is located, double click on the employee name to display the documents that you have access to (this is determined by your access level).
Employee Files

By default, all available documents are displayed.

You may select individual categories to narrow the documents displayed.

Double click on the file to view the document.
Employee Files

By single clicking the document, we see the properties associated with this document.
Employee Files

Single click on the document to access the ‘Actions’ menu. From here:

• **Open** the document (instead of double clicking the line)
• **Preview** the document
• **Download** the document
• **Export** (this function exports the Properties, not the document itself)
• **Email Link** (to send the document to someone who does not have access to the document)
• **Print**
Viewing the Document

Double click or select ‘open’ from the menu, to view the document. From here you can:
• Zoom
• Rotate
• Print
• Change the view to see multiple pages
Create Coversheets

To create a coversheet, start at the Employee Search page. Use the search function. Once you have identified the employee, single click on the line and the ‘Create Coversheet’ button will illuminate.
Create Coversheets

After clicking the ‘Create Coversheet’ button, you can select the types and quantities of coversheet you need.

The option to print a coversheet for all ‘New Hire Documents’ remains and includes a variety of documents that are typically included in the new hire process.

Once the document type and quantity is selected, click on the ‘Generate Coversheets’ button. A PDF viewer will open and you will be able to print the coversheets.