

**Service Request Options**  
(Logon to My Utmb – Shared Administrative Services)

Request	Use (includes examples but is not all inclusive)
Leave Request	Used by Support Services employees and managers to enter a request for time off.
Time Adjustment	Used by Support Services employees and managers to correct time for incorrect or missed clock-ins.
Service Requests - Category Accounting	Select <b><u>Accounting</u></b> when you want to move an expense from one ChartField String (CFS) to another, to ask for financial information or reports for your department, or to request information about assets or payments.
Service Requests – Category Human Capital Management (HCM)	Select <b><u>HCM</u></b> when you want to post a position, change an employee’s pay (e.g. merit increase), change an employees job code (e.g. reclassification/promotion), or update an employee’s demographics information (e.g. address, marital status, education).
Service Request – Category Miscellaneous	Select <b><u>Miscellaneous</u></b> for all services that do not fit in any of the other categories (e.g. reimburse an employee or non-employee, pay a vendor invoice).
Service Request - Purchasing	Select <b><u>Purchasing</u></b> when you want to order supplies, services or equipment from an external vendor, or from an on campus service department.
Service Request – Category Travel	Select <b><u>Travel</u></b> to request a travel authorization for an upcoming trip, travel arrangements (e.g. pay registration fee, book airfare, hotel and rental car), request a travel reimbursement after the trip is completed (airfare paid on CBA or personal credit card, travel expenses paid by traveler), mileage reimbursement.
Reports – Shared Administrative Services (SAS) Online Reports	Run <b><u>Reports</u></b> in these categories: <ul style="list-style-type: none"> <li>-Approved Leave Requests By Department</li> <li>-Approved Leave Requests for Employee by Date Created</li> <li>-Approved Leave Requests for Employee by Leave Dates</li> <li>-Approved Scheduled Leave for Specific Day</li> <li>-Approvers in Support Services Domain</li> <li>-User List in Support Services Domain</li> </ul>