

## PURPOSE:

*Accessing Legacy Data (PPS)* provides instructions on how to access PPS data through UCIs Data Warehouse (DW) or by submitting a data query request. The job aid also provides information on the request process and security requirements for safely obtaining and accessing the data retrieved.

Access to PPS historical data can be obtained in two ways:

- Data Warehouse (DW).
- Employee Experience Center (EEC) and request a data query.

**Data Warehouse** (DW) is the primary source for historical PPS data. This source should be utilized for all of your inquiry needs.

- Information on how to use Data Warehouse is available in the [Using DW Query Guide](#). This document will provide detailed instructions on who to make the appropriate selections to retrieve your desired data results.
- Use the [DW Query KFS GL Guide](#) for accessing General Ledger (GL) data.
- Users will need to log into UCI’s VPN to access DW and all of the available resources. Click [here](#) if you need more information.

## Using DWQuery Guide

- [DWQuery Guide](#)
- [Using DWQuery](#)
- [DWQuery KFS GL Guide](#)
- [Advanced Queries](#)
- [DWQuery FAQs](#)
- [Back to Financial Reports Home](#)

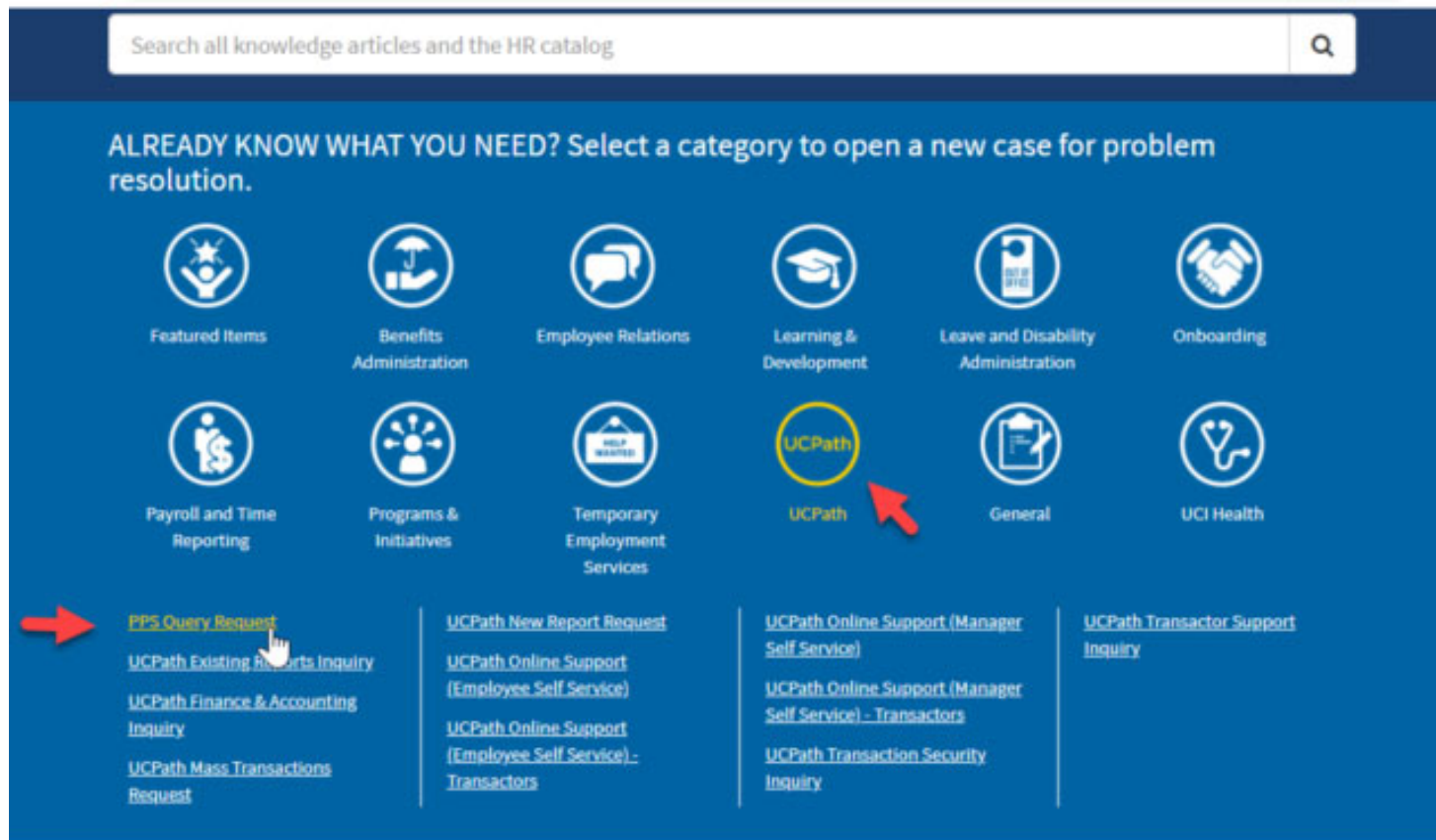


Many long-time UCI employees will be familiar with this new interface in DWQuery. Below is a guide on the functionality of DWQuery. [For more details on how to use the KFS-GL Query, see the DWQuery KFS GL Guide.](#)

[Employee Experience Center](#) (EEC) is the resource to request a data request for data that is not available through the Data Warehouse.

How to create an inquiry:

- Navigate to [EEC home page](#) and open a case for your data request.
- On the home page select: **UCPath**
- From the menu that appears, select **PPS Query Request**.



- Complete all the information on the provided form.

### PPS Query Request

Request an AWS SQL query for Central HR/Payroll users who need to access legacy PPS data for historical benefits information if data is not available via the Data Warehouse

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**NOTE: Data Warehouse is the primary source for historical PPS data: <https://dwquery.oit.uci.edu/>**  
**Should you require information that is not available through Data Warehouse, please use this service.**

To reference the legacy PPS CICS screens, output fields, databases & tables, [click here](#).

UN: PPSHELP  
 PW: PPSHELP

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\*Subject Employee's Name ?

If multiple, type "See Attached" or "Referenced Below"; either attach a list or provide in the "Query/Queries Needed" field below. If name is unknown (using PPS Number or Employee ID), type "Unknown." ✖

1 \_\_\_\_\_

Subject Employee's PPS Number or UCPath Employee ID

2 \_\_\_\_\_

3 Does this query contain protected personal information PPI?

-- None --  
 Yes  
 No  
 Unsure

1. Enter the employee's name.
2. Provide the employee's PPS or UCPath identification number. Do not provide SSN using this form. Please contact your Central HR representative for data requests.
3. Indicate if the query has protected personal information. Additional approval may be required if P3/P4 information is requested. (see appendix)

- Complete all the information on the form, *cont.*

\* PPS Screen 4

-- None -- ▼

\* Query/Queries Needed 5 ?

Describe the data set(s) for which an AWS query is needed. Attach any supporting documentation or lists. ✕

NOTE: If your search results return 500 records or more, additional supervisor approval will be required.

7 Submit

Required information

Subject Employee's Name
PPS Screen
Query/Queries Needed

6 📎 Add attachments

4. If known, select from the dropdown which PPS screen(s) contain the data.
5. Use the text box to clearly describe the information that is being requested.
6. Click the 📎 Add attachments icon to add attachments.
7. Click Submit to complete your request.

### Special Approval



- Requests for 500 rows of data or more will require additional UCI and UCOP approval. The requestor will be informed on request approval once the EEC case is opened.



### Helpful Hints:

- Provide data field names and where the requested PPS data may be located by identifying the page (if known). Information on date ranges, a specific job title, or departments can aid in faster and more accurate results.
- Attach a list if you request information for more than one employee and include relevant information on the employees if available.
- State if you need the data to meet any regulatory deadlines.
- Include a brief justification if you are requesting personal employee data (P3/P4). See definitions below.

## Securely Sharing PPS Data with Departments

### Who can request PPS data?

- Individuals who had access to PPS are already approved and will be able to request PPS data through the EEC. New approvals to request PPS data may be sent by the employee's manager through the UCI UCPath [email box](#).
- Individuals who can request PPS data will be reviewed annually to ensure access is still needed.
- An additional UCOP approval process is needed for requesting 500+ employee records. As part of the additional approval process special approvals are needed from the requestor's immediate supervisor, Department DSA, and Campus Chief Risk Executive (CRE).

### Receiving and storing sensitive data

- Departments receiving sensitive data will receive a copy of the Data Handling Requirements for PPS P3 and P4 Data. Individuals are expected to review and sign the document. The data handling requirements document outlines the expectations to keep PPS P3/P4 data safe. For more information around the UC Protection Levels visit the [OIT Security Classifying Institutional Information and IT Resources web page](#).
- Approved methods for departments receiving PPS data from the UCPath team includes:
  - EEC Ticket or by phone for small and direct data requests
  - OneDrive for larger data sets or sensitive information
- Any data shared via OneDrive will be removed when no longer needed. Individuals who have access to data shared in OneDrive will be reviewed at least annually and will be removed if access is no longer needed.



### UC Protection Levels

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Protection Level  
**P1 - Minimal**

**Public** - Public website, publicly available data



Protection Level  
**P2 - Low**

**Internal** - Information which may not be specifically protected by statute, regulations, or other contractual obligations or mandates, but is generally *not* intended to be public



Protection Level  
**P3 - Moderate**

**Proprietary** - Information protected by contract obligations, or information considered proprietary in nature such as intellectual property



Protection Level  
**P4 - High**

**Statutory** - Information protected by contract, statute and regulation



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Please click [here](#) for more information regarding UC's Electronic Security Policy and Protection Levels.

Questions?

For more information on Accessing Legacy Data (PPS) contact: [ucpath@uci.edu](mailto:ucpath@uci.edu)