Key Access Services
Key Audit Process

KAS Main Number- 832-842-0539

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Audit Tab for Certifying Signatories

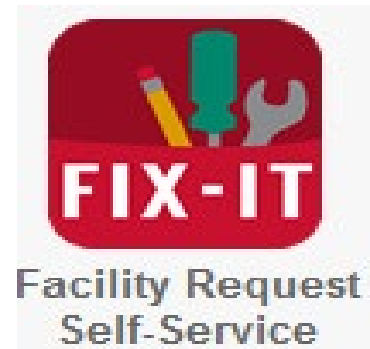## How to Assign Key Auditors to your department(s)

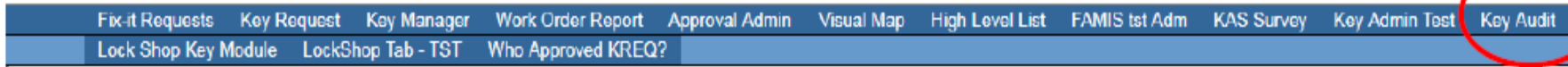*Please access Key Audit using Google Chrome*

1. Log into AccessUH using Google Chrome

2. Select the FIX-IT icon

3. Select the Key Audit Tab

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 auditor's PeopleSoft ID number and select Look Up. Each department should have a <u>minimum</u> of 2 auditors.

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 and whether they will be the primary or secondary auditor for that department. Select the submit button. The secondary auditor will need to audit the primary auditor's key record.

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

Please access Key Audit using Google Chrome

1. Log into AccessUH

2. Select the FIX-IT icon

3. Select the Key Audit 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.

View Key Auditor's Departments

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.

Key Auditor's Department(s)

View Key Auditor's Departments || View Current Audit Details || Assign Key Auditor(s) || CS Verification || Start Key Audit || KAS Verification || Departments in Progress

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Department ID	Department Name	Enter Date	Key Auditor(s)	Key Audit Creator	Key Audit Status
H0510	FACILITIES MANAGEMENT	07-JUN-16	DANG, LAWRENCE GALVEZ, CINDY M	GALVEZ, CINDY M	IN_PROGRESS

Showing 1 to 1 of 1 entries   ◀ Previous Next ▶

5. Click on the PeopleSoft ID number for an employee to begin their key audit.

Key Audit for Department H0510

View Key Auditor's Departments || Add New Employee to Audit || Departments in Progress

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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

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6. The report will show all the keys that are under the key holder's name. Here you will be able to mark all the keys the key holder has in-hand or is returning. Each key number will show which area is accessed by the key as well as the quantity of keys. You will be required to select the check box that reflects the status of each key.

Current Keys Issued to
BURRELL, LEROY RUSSEL(0081199)

Old Dept	New Dept
H0002	

Show 25 ▾ entries   Search: [   ]

Key Number	Quantity	Issued Date	In-Hand	Returning	Employee Not Available	Location
IL20	1	20-MAR-18	☐	☐	☐	View Rooms

Showing 1 to 1 of 1 entries   ◀ Previous Next ▶

Add Keys to Key Holder		Return Keys (Not in System)	
Select... ▾	Select... ▾		
Select... ▾	Select... ▾		
Select... ▾	Select... ▾		
Select... ▾	Select... ▾		
Select... ▾	Select... ▾		
Select... ▾	Select... ▾		
Select... ▾	Select... ▾		
Select... ▾	Select... ▾		

Print this page and tape returned keys to print out

Print this page

Submit

Show 25 ▼ entries   Search: [   ]

Key Number	Quantity	Issued Date	In-Hand	Returning	Employee Not Available	Location
98BG2	1	14-OCT-15	☐	☐	☐	View Rooms
98BR1	1	14-OCT-15	☐	☐	☐	View Rooms
IL3	1	14-OCT-15	☐	☐	☐	View Rooms

Showing 1 to 3 of 3 entries   ◄ Previous   Next ►

- **In-Hand**: Key holder is in the possession of the key.
- **Returning**: Key holder no longer needs the key and will be handed to key auditor to return to KAS.
- **Employee Not Available**: Department was unsuccessful in getting in contact with key holder to complete their key audit.

Lost/stolen keys: For lost keys, a report will need to be made with KAS in-person. Stolen keys will need to be reported to UHPD and the case number will need to be provided to KAS. You may select in-hand for the time being. Once key holder files report, KAS will remove key and should no longer appear in next year's audit. This will also need to be done if the key holder is no longer with the university.

7. If the key holder has additional keys that are not showing on their record, please add using the Add Keys section. Select the drop down menu or type in the key number that is stamped on the key. If the key number is not available, please contact KAS.

Add Keys	
27N99 ▾	Select... ▾
101AB7 ▾	Select... ▾
101A-SM ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾
Select... ▾	Select... ▾

8. If the key holder will be returning keys that are not on their record, they will need to be added in the Returned Keys (Not in System) section. If the key numbers being returned are not available, please contact KAS.

Return Keys (Not in System)

9. If any keys are being returned, please click on the 'Print this page' button. Tape their returned keys onto their printed report. (If you forget to print the page just tape keys onto a blank piece of paper and write their name and PSID.)

Print this page and tape returned keys to print out

Print this page

10. Click on the Submit button in order to complete the employee's audit and remove their name off your list.

Submit

Add a Missing Employee to Audit

1.   If an employee in the department has keys, but they are not showing up in the audit, contact KAS to confirm whether or not they have keys on their key record. Once you confirm information with KAS, you can add them to the audit by selecting 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
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 13 of 13 entries

2. Enter the Employee's PeopleSoft number and select Look-up. Under the Add Keys section, type or select the key numbers they have and click on the Submit button. Please contact KAS if the key numbers are not available.

Audit Tab for Certifying Signatories

Certifying Signatories Verification of Audit

1. The department's audit will be complete once the auditor completes everyone's key audit for the selected department and the secondary auditor has audited the primary auditor's key record. 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.
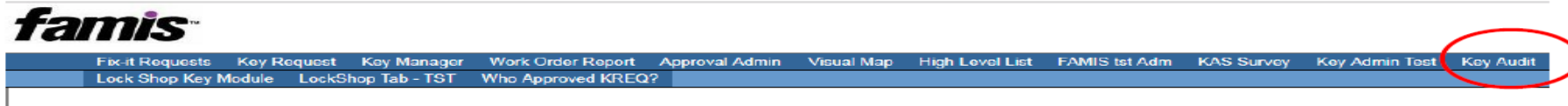
Key Auditor's Department(s)

View Key Auditor's Departments || View Current Audit Details || Assign Key Auditor(s) || CS Verification ||

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 returned or added keys on their record. Select the employees PeopleSoft number for a detailed list of their keys.

Key Audit Details for

REA, JENNIFER DAN'EL(0006646)

View Key Audit Departments

Show 25 ▼ entries   Search: _____

Key Audit Detail ID ▲	Key Audit Number	Department ID	Holder PSID	Holder Name	Key Number	Key Copy Number	Audit Status
23997	KA001323	H0510	0006646	REA, JENNIFER DAN'EL	27P1	6	IN-HAND
23998	KA001323	H0510	0006646	REA, JENNIFER DAN'EL	27H1	7	IN-HAND
23999	KA001323	H0510	0006646	REA, JENNIFER DAN'EL	27N10	23	RETURNED

Showing 1 to 3 of 3 entries   ◀ Previous Next ▶

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 department's audit and it will remove it from your queue.

If the department selected "returning" for some keys, then the key audit will not be fully completed until we physically receive the keys and we remove those keys from the key records.

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

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Submit

What do I do with the returned keys?

- Only KAS is authorized to remove key(s) from key record.

- Submit forms with the taped key(s) to KAS in order to permanently remove key(s) from their key record. KAS will provide a return receipt for each key/key holder.

- Contact KAS to schedule a pick-up time for the forms with the taped keys.