



How to Request UKG Manager Access Through DocRoute

- Navigate to [Faculty/Staff Applications A – Z](#) on the University of South Alabama’s website.
- Select letter “D”.
- Click Document Routing (DocRoute).

The screenshot shows the 'Faculty & Staff Logins Home' page. The breadcrumb trail is: HOME / SERVICES / LOGINS / FACULTY & STAFF LOGINS / FACULTY-STAFF APPLICATIONS A-Z. The main heading is 'Faculty-Staff Applications A-Z'. Below the heading is a navigation bar with letters A through Z, where 'D' is highlighted. To the right of the letters is a 'Show All' button. Below the navigation bar is a search bar with the text 'Search' and a search input field. Below the search bar is a table with two columns: 'Login Link' and 'Application Information'. The table contains two rows of data:

Login Link	Application Information
DegreeWorks PREP Dashboard_(JagNet SSO)	
Document Routing_(DocRoute)	

- Log in using your SSO credentials, which are the same as your PAWS log in.
- Click the Finance and Administration drop down.
- Select UKG Manager Access.
- Click the Add New Request button.



- Home
- Academic Affairs
- Agreement Review
- Computer Center
- Finance & Administration
- APS/AEC Request
- Banner Security Access
- Capital Project
- Dig Permit
- Emergency Payroll
- FOAPAL Maintenance
- Petty Cash
- Prepaid Visa or PCard
- Property
- UKG Manager Access

UKG Manager Access

Add New Request

Browse Requests

My relationship to the request

That I need to review

Status

In Process Canceled Complete Denied

Search by ID/Name/Jag Number

(optional)

Submit Date Range

(optional)

Search

ID	Status	Jag Number	Employee	E Class	Title	Submit Date
No records to show.						

- Fill out the information as applicable, noting any employees you do not have access to in the comment box at the very bottom of the page by J#.