

UTS PERSONNEL PROFILE CREATION FORM

The data collected below will be used to create a profile for you in UTS, it is important that the information you provide is accurate and correct. **All FIELDS ARE REQUIRED TO BE FILLED EXCEPT FOR THE Peoplesoft EMPLOYEE ID.**

Member Information

EMPLOYEE ID: _____ (If Applicable)

MBRS SSN: _____ RANK: _____

LAST NAME: _____ FIRST NAME: _____ MI. _____

EMAIL Add: _____ Work/Home _____

HOME ADDRESS

NUMBER, STREET, APT: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE: _____

WORK ADDRESS:

MBRS UNIT NAME: _____ OPFAC # _____

NUMBER, STREET: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE: _____

Check all that apply as well as status within branch: CGES _____ USPHS _____

USA _____ USN _____ USAF _____ USMC _____ CG AUX _____

Status in Branch:

Civilian DOD Employee _____ CHAPLAIN _____

ACTIVE DUTY _____ RESERVE DUTY _____

CONTRACTORS ARE NOT ALLOWED TO COMPLETE TRAVEL CLAIMS NOR DO THEY HAVE ACCESS TO UTS

Sponsoring Unit Information

SPONSORING UNIT NAME: _____

SPONSOR OPFAC #: _____ ASSIGNMENT EXP DATE: _____

MBRS AO UNIT: _____ Unit Representative _____

Instructions on next page

(print name and sign)

Fax completed form to PSC (TVL) at 785-339-3774

MEMBER'S INFORMATION:

IF YOU HAVE A PEOPLESOFT EMPLOYEE ID NUMBER, PLEASE PROVIDE IT, OTHERWISE LEAVE BLANK.

- ❖ Member's Information is self explanatory, and must be completely filled out. If you do not have a home e-mail address, state none.
- ❖ Please ensure that you check all items that apply for your Branch and Status in the service. This will help us with duplicate profiles, and will allow us to ensure that your information in the system is current.

SPONSORING UNIT INFORMATION:

- ❖ We must have the name of the unit that the member works for, so that we can establish a "parent command" for each of the members we are adding.

The sponsoring unit will be required to verify the members necessity to UTS access every 6 months. This is required because we are unable to make an automated download/update for these members, and we require that the information be verified for security reasons.

- ❖ Provide us the OPFAC of your unit. This will be used in the member's profile, so that we can track the unit they are working for, and ensure that your command receives the verification form, or e-mail every 6 months. This will also allow us to establish the connection to the unit that will approve the members travel claims.
- ❖ Provide us the date this member's assignment to your unit will expire. Some members will be there indefinitely, since some are volunteers. For USPHS, Chaplin, and Other service assignments members will have an estimated rotation date. Please provide us this date, even if it is only an estimate.
- ❖ Please provide us the unit that the Authorizing Officer (AO) for their travel claims is assigned to. This will allow us to ensure that the members will be able to choose from any AO at that unit for travel claim authorization.
- ❖ Provide us the name and signature of the unit representative authorizing this member to use the UTS system.

Thank you for taking the time to assist us, and to make the UTS system available to our extended Coast Guard Family. This will allow them to receive their travel payments in a timelier manner. Please ensure that your members provide a fast-start form for direct deposit if they have the desire to have their travel paid via Direct Deposit.