

Endowment and Gift Account Tracking System (EGATS) Role Request Form Instructions

All users of EGATS will need to be assigned to a role before they can be granted access to the system. Please provide the information requested on the EGATS Role Request Form detailed below and route the form to obtain the appropriate approval.

Complete the following user information on the form:

- Linkblue ID – your UserID used to connect to myUK applications
- First Name
- Last Name
- Email Address
- Person ID – your 8 digit UK person ID
- Position Number – your 8 digit position number
- Position Title – your official SAP title (example Administrative Staff Officer I)
- Department Number – Primary department number in which your position is held
- Organizational Area – Primary area in which your position is held (example Finance and Administration)

Choose the appropriate role in EGATS that you need:

- Unit Business Office Edit – only those individuals in the business unit who require the ability to add utilization or faculty appointment notes in EGATS will be granted edit access.
- Unit Business Office View – individuals in the business unit who need to view the information in EGATS but do not need to add notes (most business office users will have this access).
- Philanthropy Edit – only those individuals in central UK Philanthropy who may need to add notes to EGATS will be granted this access.
- Philanthropy View – Philanthropy staff who need to view the information in EGATS but do not need to add notes (most Philanthropy users will have this access).

EGATS users will only have access to see endowment funds and cost centers for their area. Therefore, indicate one of the following (see Page 2 of instructions for a list of areas and department groups)

- Area – use this option to choose the high-level areas in which you need to see all funds.
- College or Division– use this option if you need to see all funds within a college or division (examples include College of Public Health, Student Success, or Libraries).
- Department Number(s) – use this option if you only need to see funds within specific departments within a college or division. (examples include 7A100 or 8F*).

Approvals – Route the form for approval as follows:

- Unit/College Business Officer – send the form to the Unit/College Business Officer if you are requesting Unit Business Officer Edit or View access.
- UK Philanthropy – send the form to the Assistant Vice President for Philanthropy if you are requesting Philanthropy Edit or View access.

After the form is approved, the Unit/College Business Officer or UK Philanthropy will route the form to Endowment Accounting at endowment@uky.edu for the role to be created in EGATS. Once the access is granted, an email will be sent to the EGATS user on the form to let them know their access is ready.

EGATS department groups

Office of President

Athletics

Institutional Diversity

Philanthropy

University Relations

Student Success Administration

Office of President - other

EVPFA Finance and Administration

EVPFA Health Affairs

Research

Provost

Provost all other (not in list below)

College of Agriculture, Food and Environment

College of Arts and Sciences

College of Business and Economics

College of Communication and Information

College of Dentistry

College of Design

College of Education

College of Engineering

College of Fine Arts

Graduate School

Lewis Honors College

College of Public Health

College of Health Sciences

College of Law

Libraries

College of Medicine

College of Nursing

College of Pharmacy

College of Social Work

Academic Excellence Operations

Department prefixes

|12|

|184|

|141|143|

|14|

|1B|

|1A|10|99|113|

|3|

|H|M|

|40|

|8|7|

|8A|81|82|

|8E|

|8F|

|8M|

|7A|

|8N|

|8G|

|8H|

|8X|

|8W|

|8C|

|7P|

|7N|

|8K|

|88|

|7H|

|7E|

|7K|

|8T|

|8Z|