

**UCOP
HRIS Needs Assessment Project
Satellite System Survey**

Instructions: The purpose of this survey is to collect information on systems currently in use that contain employee and employee related data that are not maintained in the PPS as well as systems that support ancillary HR functions. These systems are referred to as satellite systems because they are systems of record for data that are used for tracking, reporting, or analysis. Examples of such systems include Applicant Tracking, Affirmative Action, Academic Personnel System, Classification, Title and Pay Plan, Training administration and tracking, Certification tracking, etc. Please fill out one survey for each satellite system. *Please return the completed surveys to Shelley Dommer at shelley.dommer@ucop.edu as e-mail attachments by June 12, 2001.* If you have questions please contact Shelley at 510.987.0438.

System Name: _____

<p>1. Describe the purpose of the system:</p> <div style="border: 2px solid black; height: 60px; margin: 10px 0;"></div>
<p>2. Was the system built by: _____</p> <ul style="list-style-type: none">A. Central Campus Information Technology StaffB. End User Department staffC. Purchased Vendor PackageD. Custom Developed Vendor Software
<p>3. If system is a purchased or vendor developed software is it:</p> <p>Covered by a maintenance contract? YES___ NO___</p> <p>Maintained at a current release level? YES___ NO___</p>
<p>4. If the System was built by UC Information Technology staff:</p> <p>Is it maintained by current staff? YES___ NO___</p> <p>Is it maintained by contract staff? YES___ NO___</p> <p>Is there system documentation? YES___ NO___</p> <p>Is there end user documentation? YES___ NO___</p> <p>Is training available? YES___ NO___</p> <p>Is there help desk support? YES___ NO___</p>

**UCOP
HRIS Needs Assessment Project
Satellite System Survey**

5. What resource level is necessary to maintain the system? ____

- A. Dedicated Programmer
- B. Occasional Technical Support
- C. Maintained by End user

6. Is there a Data Dictionary for the system?

YES ____ NO ____

7. What is the source of the data? (examples: end user data entry, PPS interface, third party system interface, etc.)

8. What type of reporting does the system support? ____

- A. Regular Production
- B. Ad Hoc
- C. Analytical
- D. Informational

9. Does the system interface with other Systems? If so identify the source and/or target systems.

Inbound (Source System):
Schedule:
Outbound (Target System):
Schedule:

10. Describe the Security Controls on the system.

**UCOP
HRIS Needs Assessment Project
Satellite System Survey**

11. Describe the operating environment the system runs under?

Operating System:

Platform:

Data Base:

Programming Language:

12a. How many users does the system have?

12b. Which department(s) use the system?

Survey Respondent information:

Name:	
Title:	
E-mail:	
Campus:	
Department:	
Phone Number:	

Thank you for taking the time to complete this survey!