ADDY NOTE
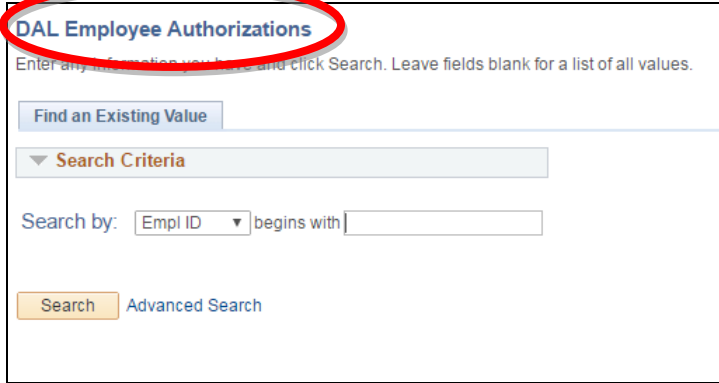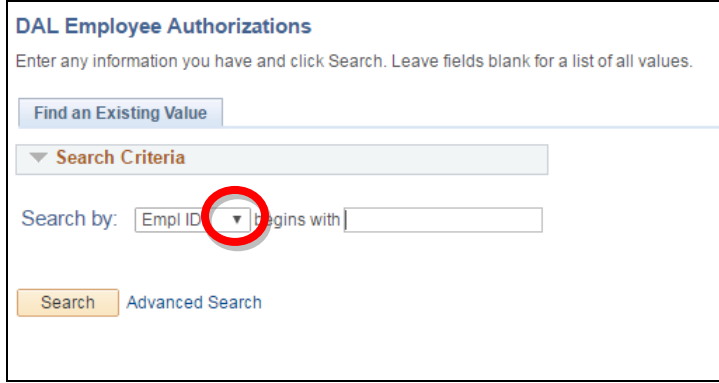
ATTENTION:
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

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Inquiring on the DAL for Employee Authorizations

This Addy Note explains how to search for an employee and view that employee's active DAL codes by using the Departmental Authorization List.

Step	Action
1.	Navigate to: **Main Menu** > **Departmental Authorizations** > **Employee Authorizations**.
2.	To begin, click the down arrow in the **Search by** field.

ADDY NOTE

ATTENTION:
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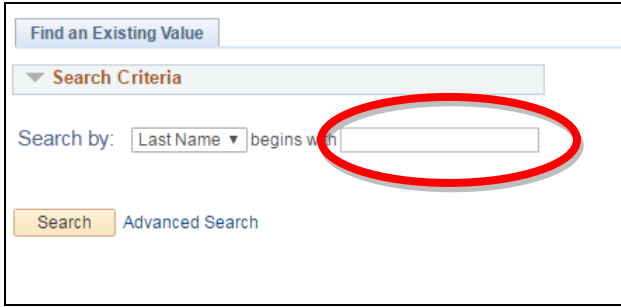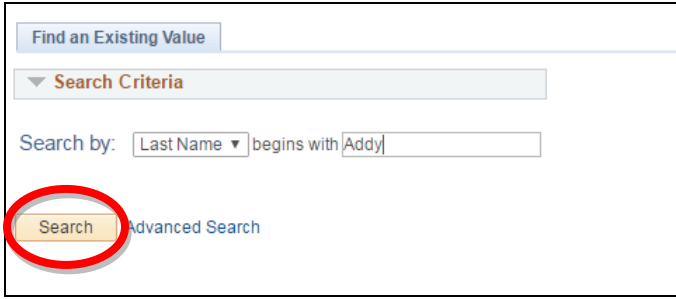| Step	Action
3.	Select your **Search by** criteria from the drop-down list. It is recommended to search by selecting **Last Name**.
4.	Complete the empty **Search by** field.
5.	Click **Search.**

ADDY NOTE

ATTENTION:

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Step	Action
6.	If only one employee has the name you entered (as in this example), the DAL Authorizations page for the employee will display. The DAL Authorizations page contains the following informaiton: • **SpeedType Key**: The department or project number. • **Description**: Provides a brief description of the SpeedType Key. • **Department Authorization**: Displays the security access associated with a particular department or project. • **As of Date**: Refers to the effective date. **DAL Authorizations** Empl ID 1053332 Addy,Rebekah Lynn | SpeedType Key	Description	Department Authorization	As Of Date
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