

HOW TO PREPARE A RECHARGE ORDER REQUEST FOR PROGRAM COUNSELOR FINGERPRINTING/LIVE SCAN BACKGROUND CHECKS

1. From the Corporate Accounting Web site <https://www.finance.ucla.edu/corporate-accounting/>, select Online Financial System <https://fsw.ais.ucla.edu/menu>.



2. Log in, select "Recharge Order Request," then "Create Order."



- Enter Fund **66115** and click “Search.” The fields will be populated automatically. Then click “Next Step.”

UCLA UNIVERSITY OF CALIFORNIA - LOS ANGELES 11/10/2014
RECHARGE ORDER REQUEST
 For assistance, email genacct@finance.ucla.edu

Prepared By ANGELO, STEVEN Phone (310)206-4933 Date 11/10/2014
 Department 4-5565 SUMMER SESSION & INTERNATIONAL EDUCATION Requisition Number

Loc 4
 Account/CC 724300 - COMMUNITY SAFETY-POLICE
 Service Unit Filter by Service Unit ALL

Fund **66115** Search COMMUNITY SAFETY-POLICE SERVICES

Next Step Cancel

- Enter your department’s Summer Institute recharge ID and FAU, using the **housing** project code assigned to the particular Summer Institute (**see next page**);
- Enter “Fingerprinting/Last Name, First Name (of the Program Counselor)” in the “Description of Goods and Services being Recharged” field; Quantity = 1; add another row if you have more than one Program Counselor and repeat this step.
- Enter the Approved Rate (\$74 in 2016; visit the [UCPD website](#) for the 2017 rate);
- Then click “Validate”

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Loc 4
 Service Unit Account/CC 724300 - COMMUNITY SAFETY-POLICE
 Fund 66115 COMMUNITY SAFETY-POLICE SERVICES

Rchg Id	Loc	Account	CC	Fund	Project	Sub	Object	Source	Memo-Lien
SS01	4	409901		20291	IN15AA	03	3494 SECURITY/SAFETY SERVICES (RECHARGE)		

Add Another Fau

Add Explanation / Deliver To Address

Description of Goods and Services being Recharged	Quantity	Approved Rate	Total		
FINGERPRINTING/BRUIN, JOSEPHINE	1	74	74.00	Update	Delete
			0.00		

Add Another Row

Validate Save Cancel

- At the next screen, click “Submit,” and copy the following Summer Sessions staff:
 - Hurtado, Alejandra (ahurtado@summer.ucla.edu)
 - Wiley, Christopher (cjwiley@summer.ucla.edu)
 - Villegas, Katy (kvillegas@summer.ucla.edu)
 - Geissert, Sarah (sgeissert@summer.ucla.edu)

2017 RECHARGE ID, ACCOUNT, HOUSING PROJECT CODE, AND FUND BY DEPARTMENT/PROGRAM*

Department/Program	Recharge ID	Account	CC	Fund	Housing Project Code	Sub
Architecture and Urban Design: Teen ArchStudio Teen ArchStudio PLUS	NV20	409931		20289	ARH6TA	03
Art: Art	TZX5	409924		20289	ARH6SI	03
CNSI: Nanoscience Lab (A&B) Sci Art Nanoscale Microscopy Applications of Nanoscience	CL18	409920		20289	CNH6NL (Nanoscience Lab) CNH6SA (Sci Art) CNH6AN (Applications of Nanoscience) CNH6NM (Nanoscale Microscopy)	03
Design Media Arts	DZ61	409941		20289	DMH6SI	03
Global Studies: Model United Nations	OC18	409915		20289	GSH6MU	03
Mock Trial	SS06	409909		20289	MGH6MT	03
Theater: Acting & Performance (A & B) Musical Theater	SSA2	409926		20289	TFH6AP	03
World Arts and Cultures/Dance: Dance/Performing Arts Intensive	DA69	409923		20289	WAH6DT	03
Film & Television: Digital Filmmaking	SS97	409945		20289	TF17DF	03

* Please note that the Summer Institute financial information changes by year. Your Summer Institute fund information presented in this table only applies to Summer 2017 expenses.

NEXT STEPS

Once the request is successfully submitted, please don't forget to:

- Call UCPD Records Unit at (310) 206-8126 to schedule an appointment.
- Remind each program counselor that a valid photo ID and the completed [REQUEST FOR LIVE SCAN SERVICE](#) must be provided to UCPD on the day of appointment.
- Have the counselor submit the stamped recharge request form given upon completion of the live scan either via email or in person in case of delayed notifications.

Each department has an individual who is cleared for Criminal Offend Record Information (CORI) and designated to receive background check results. UCLA Human Resources will email the results only to the said Department Designee, who will then inform the hiring department, following the same process that is in place for any other department hires requiring background checks. You can proceed to hiring after having received a report of no criminal history. For questions about pending results, please contact your Department Designee. Below are the Department Designees for the programs listed above:

- Acting and Performance, Musical Theater, Digital Filmmaking – Gayle Seregi and Susan Marcano
- Art, DMA – Barry Cautivar
- CNSI (all Nano programs) – Roxanne Rodillas
- Dance/Performing Arts Intensive, Teen ArchStudio / Teen ArchStudio PLUS – Guy Custis

- Mock Trial – Elena Marentes
- Model United Nations – Tara Wake

Please be sure to inform all those who are involved in the process and make necessary arrangements to prevent delay in the hiring process. Your Department Designee may instruct UCLA Human Resources (Emily Tunteri – etunteri@chr.ucla.edu / 310-794-6153) to send the results to another CORI-cleared member of your department.