
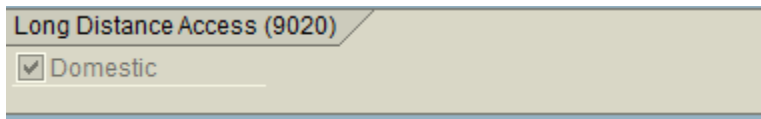


Long Distance Access – Assigning Domestic Long Distance Access


To assign long distance access to an employee currently without access, please update through infotype PA30-Maintain HR Master Data.

To change domestic long distance access:

1. Click on Long Distance Access (9020) and then choose create .
2. Enter the Start date (the effective date of the long distance access).
3. Enter the To date (this is generally 12/31/9999 unless you would like to limit access to a specific time-frame).
4. Check the domestic long distance box.



The screenshot shows a form titled "Long Distance Access (9020)". Below the title, there is a checkbox labeled "Domestic" which is checked. The form has a light beige background and a dark border.

5. Save your work .
6. Access to long distance should be granted immediately upon saving action.
7. Employee can now place long distance calls using their 8-digit employee ID number.

*Infotype 9020-Long Distance Access will be created automatically for all new hires during the hiring process going forward.

Temporary/Student Long Distance Access:

Long distance codes for Temporary/Student employees must be requested through CNS. Generic codes for the general use of these employees will be provided to departments on a requested basis and will be assigned to the department and not the individual. To request a code for these employees, please contact Matt Presby at matt.presby@uky.edu.

International Long Distance Access:

International long distance calls will be restricted to calling card only beginning October 1, 2011. Calling cards will be issued to the department by request. Please see the following link to request a calling card: <http://www.uky.edu/IT/CNS/products/callcard.html>

FAQ's-Long Distance Access:

Information Technology has drafted a listing of frequently asked questions regarding the new policy on long distance access. Please see the following site for additional information. <http://www.uky.edu/ukit/longdistancefaq>