Instructions to access FASTRAX:

1. Contact your DSA or Back Up DSA
2. They must assign rights to the appropriate Function Codes (see below):
   - Staff Departments: PERSAS and PERSASN
   - Academic Departments: PERSAA and PERSAAN

3. Then assign the appropriate Organization, Division, Subdivision, or department codes that you have permission to view.
4. More restricted access can be established using FAU beyond the organizational hierarchy. Fastrax has made provisions to allow you to apply FAU restriction for those organizations that require distinctive division of functional unit authorization.
FASTRAX value based Function Codes in DACSS

System ID: PER Personnel System
Application ID: SA Staff Analysis Application
Employee Type: A Academic
S Staff
Selection ID: blank Employee Data, Rosters (confidential) and Statistics (non-confidential)
N Employee Statistics only

For Academic Departments:
PERSAA Academic Employee Data, Rosters and Statistics
PERSAAN Academic Employee Statistics only

For Campus Staff:
PERSAS Staff Employee Data, Rosters and Statistics
PERSASN Staff Employee Statistics only

FASTRAX value based on Organizational Hierarchy

Location 'n' 1-digit code
Organization ‘nnnn’ 4-digit code(****indicates campus wide)†
†Note: For campus wide access request, please contact Campus Human Resources Sue Ingham or Mitchell Ogi at x40800
Division ‘nnnn’ 4-digit code
Subdivision ‘nnnn’ 4-digit code
Department ‘nnnn’ 4-digit code

FASTRAX value based on Accounting Unit

Account nnnnn’ 6-digit code
CC ‘nn’ 2-digit code
Fund ‘nnnnn’ 5-digit code
Sub ‘nn’ 2-digit code
Object nnn’ 4-digit code

The production Website link: https://pps1fast.ais.ucla.edu/fastrax/

Provide feedback or questions to: mailto:chrfeedback@chr.ucla.edu