



Addition Request Process - HCM

The manager would login to the appropriate PeopleSoft database and navigate as follows:

Agency Security > Manager Security Request

The screenshot shows a web browser window titled "Manager Security Request - Windows Internet Explorer". The address bar shows the URL: http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the "TEAM GEORGIA CONNECTION" logo and navigation tabs for "TEAM GEORGIA", "ESS/TEAMWORKS", and "FLEXIBLE BENEFITS". Below the header, there is a "My Employee Self Service" section with a "TeamWorks Homepage" link. The main content area is titled "Manager Security Request" and includes a search prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". The search form contains several fields: "Business Unit" (dropdown: begins with), "Request ID" (dropdown: begins with), "Last Name" (dropdown: begins with), "EmplID" (dropdown: begins with), "User ID" (dropdown: begins with), "Action" (dropdown: =), and "Status" (dropdown: =). A "Case Sensitive" checkbox is also present. At the bottom of the search area, there are "Search" and "Clear" buttons, along with links for "Basic Search" and "Save Search Criteria". A footer message says "Find an Existing Value | Add a New Value". The Windows taskbar at the bottom shows the start button, several open applications, and the system clock displaying 12:15 PM.

Please click the Add a New Value tab.

The following page will appear and it will require you to enter you Business Unit.

For this example, we will enter 46600 and click the Add button.

Manager Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY

File Edit View Favorites Tools Help

Manager Security Request

TEAM GEORGIA CONNECTION

My Employee Self Service TeamWorks Homepage

Wednesday, March 9, 2011 12:15 PM Welcome Orange, Robert K. My Links Select One: Site Search Sign out

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- Enterprise Learning
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- My Content
- Worklist
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- HCM Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Manager Security Request

Find an Existing Value Add a New Value

Business Unit: 46600

Request ID: NEXT

Add

Find an Existing Value | Add a New Value

Main Content

Internet 100%

start 3 5 10 2 S... A... A... 12:16 PM

The Security Request page will appear for the manager to enter the employee or contractor information.

- In the Security Request section, the Requested Date field is displayed. The Action field value is Add.
- The Status field is in Draft mode.
- The manager's User ID, name, and phone number is also displayed in the Enter By field.
- The date the manager entered the information is displayed in the Entered on field.

TEAM GEORGIA CONNECTION
FASTER. FRIENDLIER. EASIER.

My Employee Self Service | TeamWorks Homepage

Wednesday, March 9, 2011 12:15 PM | Welcome | Orange,Robert K. | My Links | Select One: | Site Search | Sign out

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- My Dictionary

Security Request | Comments | Activity Security | Security Approval | Status History

Business Unit: 46600 Ga. Dept. of Public Safety BU | **Request ID:** NEXT

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

'Requested Date: 03/14/2011 | 'Action: Add | 'Status: Draft | 'Request Type: Employee

Reject Reason: | Entered by: 00272837 Orange,Robert K. | Entered on: 03/09/2011

User Data

User ID: | Initial Password: | Population Access

EmpID: | 'First Name: | Middle Initial: | 'Last Name: | Job Title: | 'Telephone: | Fax Number: | Email Address: |

Business Address

Address Line 1: | Address Line 2: | City: |

To complete the Addition request, we need to enter more information.

For this example, we will enter information for an employee in the User Data section.

The screenshot shows the TEAM GEORGIA CONNECTION web application interface. The top navigation bar includes 'TEAM GEORGIA', 'ESS/TEAMWORKS', and 'FLEXIBLE BENEFITS'. The user is logged in as 'Orange, Robert K.' on 'Wednesday, March 9, 2011 12:15 PM'. The main content area displays a 'Security Request' form for 'Business Unit: 46600 Ga. Dept. of Public Safety BU' and 'Request ID: NEXT'. The 'User Data' section is filled with the following information:

- User ID: 00889832
- Initial Password: \$newpass8
- EmpID: 00889832
- Population Access: [Population Access](#)
- First Name: Troy
- Middle Initial:
- Last Name: Flury
- Job Title:
- Telephone: 404/123-7878
- Fax Number:
- Email Address: dummy1@sao.ga.gov

The 'Business Address' section contains empty fields for Address Line 1, Address Line 2, City, State, and Postal Code.

We entered the User ID, the Initial Password, First and Last Name, Job Title, Telephone, and Email Address.

- The User ID is the Employee ID. For a Contractor, the User ID is limited to 8-20 Characters (A-Z And/or 0-9) and the first character must be alpha.
- The Initial Password must be at 8 characters including a number and at least 1 special character.
- The Employee ID is an eight numeric value preceded by 00. A contractor would not have an Employee ID.
- The First and Last Name fields must be entered.
- The Job Title field is optional.
- The Telephone is a required field. If the employee or contractor does not have a telephone number, please enter the Supervisor's telephone number.

The Email Address is a required field. If the employee or contractor does not have an email address, please enter the Supervisor's email address or a default email address of dummy1@sao.ga.gov.

For this example, we want the employee to have access to only one Department within 466 and not the entire Company. We need to click the link Population Access.

The screenshot displays the TEAM GEORGIA CONNECTION web application interface. The header includes the logo and navigation tabs for TEAM GEORGIA, ESS/TEAMWORKS, and FLEXIBLE BENEFITS. The user is logged in as Orange, Robert K. on Wednesday, March 9, 2011, at 12:15 PM. The main content area shows a 'Security Request' form with the following details:

- Business Unit:** 46600 Ga. Dept. of Public Safety BU
- Request ID:** NEXT
- Description:** Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.
- Security Request Form Fields:**
 - 'Requested Date': 03/14/2011
 - 'Action': Add
 - 'Status': Draft
 - 'Request Type': Employee
 - 'Entered by': 00272837 Orange, Robert K.
 - 'Entered on': 03/09/2011
- User Data Form Fields:**
 - 'User ID': 00889832
 - 'Initial Password': \$newpass8
 - 'EmpID': 00889832
 - 'First Name': Troy
 - 'Middle Initial':
 - 'Last Name': Flury
 - 'Job Title':
 - 'Telephone': 404/123-7878
 - 'Fax Number':
 - 'Email Address': dummy1@sao.ga.gov
- Business Address Form Fields:**
 - 'Address Line 1':
 - 'Address Line 2':
 - 'City':
 - 'State':
 - 'Postal Code':

The left sidebar contains a 'MENU' with various navigation options, including 'Manager Security Request'. The bottom of the browser window shows 'Done', 'Internet', and '100%' zoom level.

We click the Add button and type 466 in the Department field and click the hourglass symbol to obtain the list of Department IDs within 466.

Manager Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY

File Edit View Favorites Tools Help

Manager Security Request

TEAM GEORGIA CONNECTION

TEAM GEORGIA | ESS/TEAMWORKS | FLEXIBLE BENEFITS

My Employee Self Service | TeamWorks Homepage

Wednesday, March 9, 2011 12:15 PM | Welcome | Orange, Robert K. | My Links | Select One: | Site Search | Sign out

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- My Personalizations
- My System Profile
- My Dictionary

Activity Roles

Business Unit: 46600 Ga. Dept. of Public Safety BU | Request ID: NEXT

Population Access

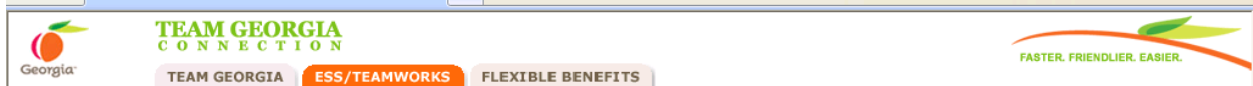
Add	Remove	Department	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	466

OK Cancel

javascript:submitAction_win0(document.win0,'DX_SR_DEPT_TBL_DEPTID\$prompt\$0');

Internet | 100%

start | 4 | 5 | 10 | 2 | S... | A... | A... | 12:35 PM



- MENU
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Look Up Department

SetID: SHARE

Department: begins with 466

Description: begins with

Company: begins with

Location SetID: begins with

Location Code: begins with

Manager ID: begins with

Budget with Department: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Department	Description	Company	Location	SetID	Location Code	Manager ID
466	Ga. Dept. of Public Safety	466	(blank)	(blank)	(blank)	(blank)
46601011	Office of the Commissioner	466	(blank)	(blank)	(blank)	(blank)
46601012	Board of Public Safety	466	(blank)	(blank)	(blank)	(blank)
46601013	Command College	466	(blank)	(blank)	(blank)	(blank)

We select the Department ID 46601013 – Command College and click the OK button to go back to the Security Request page.

Manager Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY

File Edit View Favorites Tools Help

Manager Security Request

TEAM GEORGIA CONNECTION
FLEXIBLE BENEFITS

My Employee Self Service TeamWorks Homepage

Wednesday, March 9, 2011 12:15 PM Welcome Orange, Robert K. My Links Select One: Site Search Sign out

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Activity Roles

Business Unit: 46600 Ga. Dept. of Public Safety BU Request ID: NEXT

Population Access				Customize	Find	First	1 of 1	Last
Add	Remove	Department	Description					
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	46601013	Command College				

OK Cancel

Done Internet 100% 12:38 PM

The Business Address section is optional.

The Supervisor's Information is required.

Please enter the name and telephone number of the supervisor.

Manager Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY

File Edit View Favorites Tools Help

Manager Security Request

TEAM GEORGIA CONNECTION
My Employee Self Service TeamWorks Homepage

Wednesday, March 9, 2011 12:15 PM Welcome Orange, Robert K. My Links Select One: Site Search Sign out

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Business Address

Address Line 1:

Address Line 2:

City:

State: Postal Code:

Supervisor's Information

Name:

Telephone:

PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned by the State Accounting Office security team and provided to the agency PeopleSoft Security Officer at completion of the security application. Applications that are an exception must contain the alpha name of the individual in the User ID column up to 20 characters. If the PeopleSoft User ID is a duplicate or invalid, the security Administrator will assign the ID and notify your Agency PeopleSoft Security Officer of the change.

The initial password will be encrypted after saving. The password will be decrypted for security administrators only.

Save Add Update/Display

Internet 100% 12:43 PM

Please review the information and click the Save button.

The Status field will in Draft mode until the manager is ready to submit it the Agency Security Officer.

The Request ID will appear now that draft has been saved. The Initial Password will now be encrypted.

The screenshot displays the TEAM GEORGIA CONNECTION web application interface. At the top, there are navigation tabs for TEAM GEORGIA, ESS/TEAMWORKS, and FLEXIBLE BENEFITS. The user is logged in as Orange, Robert K. The main content area shows a Security Request form with the following details:

- Business Unit:** 46600 Ga. Dept. of Public Safety BU
- Request ID:** 000000002
- Status:** Draft
- Request Type:** Employee
- Requested Date:** 03/14/2011
- Action:** Add
- Entered by:** 00272837 Orange, Robert K.
- Entered on:** 03/09/2011

The form also includes a section for User Data with the following information:

- User ID:** 00889832
- EmpID:** 00889832
- First Name:** Troy
- Middle Initial:** [Empty]
- Last Name:** Flury
- Job Title:** [Empty]
- Telephone:** 404/123-7878
- Fax Number:** [Empty]
- Email Address:** dummy1@sao.ga.gov

Below the User Data section is a Business Address section with fields for Address Line 1, Address Line 2, and City.

The manger will continue to complete the request by clicking the appropriate tabs like Comments and Activity Security.

When the Addition Request is completed by the manager, the manager will change the Status field from Draft to Manager Submitted.

The screenshot displays the TEAM GEORGIA CONNECTION web portal. The header includes the Georgia logo, the text "TEAM GEORGIA CONNECTION", and the slogan "FASTER. FRIENDLIER. EASIER.". Navigation tabs for "TEAM GEORGIA", "ESS/TEAMWORKS", and "FLEXIBLE BENEFITS" are visible. The user is logged in as "Orange,Robert K." on "Wednesday, March 9, 2011 12:15 PM".

The left sidebar contains a "MENU" with various options, including "Manager Security Request". The main content area shows a "Security Request" form with the following details:

- Business Unit:** 46600 Ga. Dept. of Public Safety BU
- Request ID:** 000000002
- Status:** Manager Submitted
- Action:** Add
- Request Type:** Employee
- Entered by:** 00272837 Orange,Robert K.
- Entered on:** 03/09/2011

The "User Data" section includes:

- User ID:** 00889832
- EmpID:** 00889832
- Initial Password:** WDwE+kDHFzNZqvlI8AdleA==
- First Name:** Troy
- Middle Initial:**
- Last Name:** Flury
- Job Title:**
- Telephone:** 404/123-7878
- Fax Number:**
- Email Address:** dummy1@sao.ga.gov

The "Business Address" section has fields for "Address Line 1", "Address Line 2", "City", "State", and "Postal Code".

This will send an email to the Agency Security Officer and inform them that they have a Security Request to review and approve before it is sent to SAO Security to process.

This email is to inform you that a Security Request has been submitted in **HR89DEV** that requires your approval. Please log into **HR89DEV**, navigate to Agency Security => Security Request and review the following Security Request:

Business Unit: 46600
Request ID: 0000000002
Request Date: 3/14/2011
User Name: Troy Flury
User Id: 00889832

You may approve or reject the Security Request. If you reject the request, you will need to enter the reason on the Security Request page. You may also enter additional comments on the Comment page. Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.

The Agency Security Officer will login to the appropriate PeopleSoft database and navigate as follows:

Agency Security > Security Request

The screenshot shows a web browser window displaying the PeopleSoft Agency Security Request page. The browser's address bar shows the URL <http://www.teamworks.com>. The page header includes the Georgia state logo, navigation tabs for 'TEAM GEORGIA', 'ESS/TEAMWORKS', and 'FLEXIBLE BENEFITS', and the text 'My Employee Self Service' and 'TeamWorks Homepage'. The user is logged in as 'Joseph W Hood' on 'Saturday, March 5, 2011' at '8:59 PM'. A 'My Links' dropdown menu is set to 'Select One:'. The page title is 'Security Request', and the main heading is 'Security Request'. Below the heading, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search form contains the following fields: 'Business Unit' (dropdown: 'begins with', text input), 'Request ID' (dropdown: 'begins with', text input), 'Requested Date' (dropdown: '=', text input), 'Last Name' (dropdown: 'begins with', text input), 'EmplID' (dropdown: 'begins with', text input), 'User ID' (dropdown: 'begins with', text input), 'Action' (dropdown: '=', text input), and 'Status' (dropdown: '=', text input). There is also a 'Case Sensitive' checkbox. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A left-hand navigation menu is visible, listing various system functions like 'My Help', 'Quick Links', 'Agency Security', 'Self Service', etc. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

The Agency Security Officer will enter the Business Unit, Request ID, and User ID values from the email on this search page to pull up the Security Request.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Security Request' search page. The browser's address bar shows the URL: http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY. The page header includes the 'TEAM GEORGIA CONNECTION' logo and navigation tabs for 'TEAM GEORGIA', 'ESS/TEAMWORKS', and 'FLEXIBLE BENEFITS'. The main content area is titled 'Security Request' and contains a search form with the following fields:

- Business Unit:** begins with [46600]
- Request ID:** begins with [000000002]
- Requested Date:** [=] []
- Last Name:** begins with []
- EmplID:** begins with []
- User ID:** begins with [00889832]
- Action:** [=] []
- Status:** [=] []

There is an unchecked checkbox for 'Case Sensitive'. Below the search fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A 'MENU' sidebar on the left lists various system functions, with 'Security Request' highlighted. The browser's taskbar at the bottom shows the system clock as 12:53 PM on Wednesday, March 9, 2011.

The Agency Security Officer will review the entire Addition Request.

If they approve the request and no changes are needed, they can change Status field from Manager Submitted to Agency Submitted.

If they do not approve the Request, they can change the Status field from Manager Submitted to Rejected. They must enter the reason for the rejection in the Reject Reason field and save the request. This will send an email to manager inform them of the rejected request.

For this example, the Agency Security Officer approves application. The Status field has changed from Manager Submitted to Agency Submitted and the request has been saved. The Status field now changed to Approved.

The screenshot displays the TEAM GEORGIA CONNECTION web portal. The header includes the logo and navigation tabs for TEAM GEORGIA, ESS/TEAMWORKS, and FLEXIBLE BENEFITS. The user is logged in as Joseph W Hood, and the date is Wednesday, March 9, 2011, 12:53 PM. The main content area shows a Security Request for Business Unit 46800 (Ga. Dept. of Public Safety BU) with Request ID 000000002. The status is Approved, and the request type is Employee. The user data section shows the user's name as Troy Flury, with a first name of Troy and a last name of Flury. The email address is dummy1@sao.ga.gov. The business address section is partially visible.

Business Unit: 46800 Ga. Dept. of Public Safety BU **Request ID:** 000000002

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Security Request

Requested Date: 03/14/2011 **Action:** Add
Status: Approved **Request Type:** Employee

Reject Reason:

Entered by: 00272837 Orange, Robert K. **Entered on:** 03/09/2011

User Data

User ID: 00889832 **Initial Password:** WDwE+kDHFzNZqvlI8AdleA==
EmpID: 00889832 [Population Access](#)

First Name: Troy **Middle Initial:** **Last Name:** Flury

Job Title:

Telephone: 404/123-7878 **Fax Number:**

Email Address: dummy1@sao.ga.gov

Business Address

Address Line 1:
Address Line 2:
City:

An email has been sent SAO Security for processing.

This email is to inform you that a Security Request has been approved in **HR89DEV**. The SAO Security Administrators have been notified and your request will be processed as soon as possible. Please log into **HR89DEV** and review the following Security Request:

Business Unit: 46600
Request ID: 0000000002
Request Date: 3/14/2011
User Name: Troy Flury
User Id: 00889832

SAO Security: You may complete or reject the Security Request. If you reject the request, you will need to enter the reason on the Security Request page. You may also enter additional comments on the Comment page. Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.

SAO Security will process the Security Request and change the Status field from Approved to Completed. An email will be sent to Agency Security Officer.

This email is to inform you that a Security Request has been completed in **HR89DEV**. Please log into **HR89DEV** and review the following Security Request:

Business Unit: 46600
Request ID: 0000000002
Request Date: 3/14/2011
User Name: Troy Flury
User Id: 00889832

No further action is required for this Security Request. If this request was for a new user id, please review the request in case the SAO Security Administrators found that the requested user id already existed. In the event of a duplicate user id, the SAO Security Administrator will assign a different user id than the one requested. The new user will also need the initial password to sign in. Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.