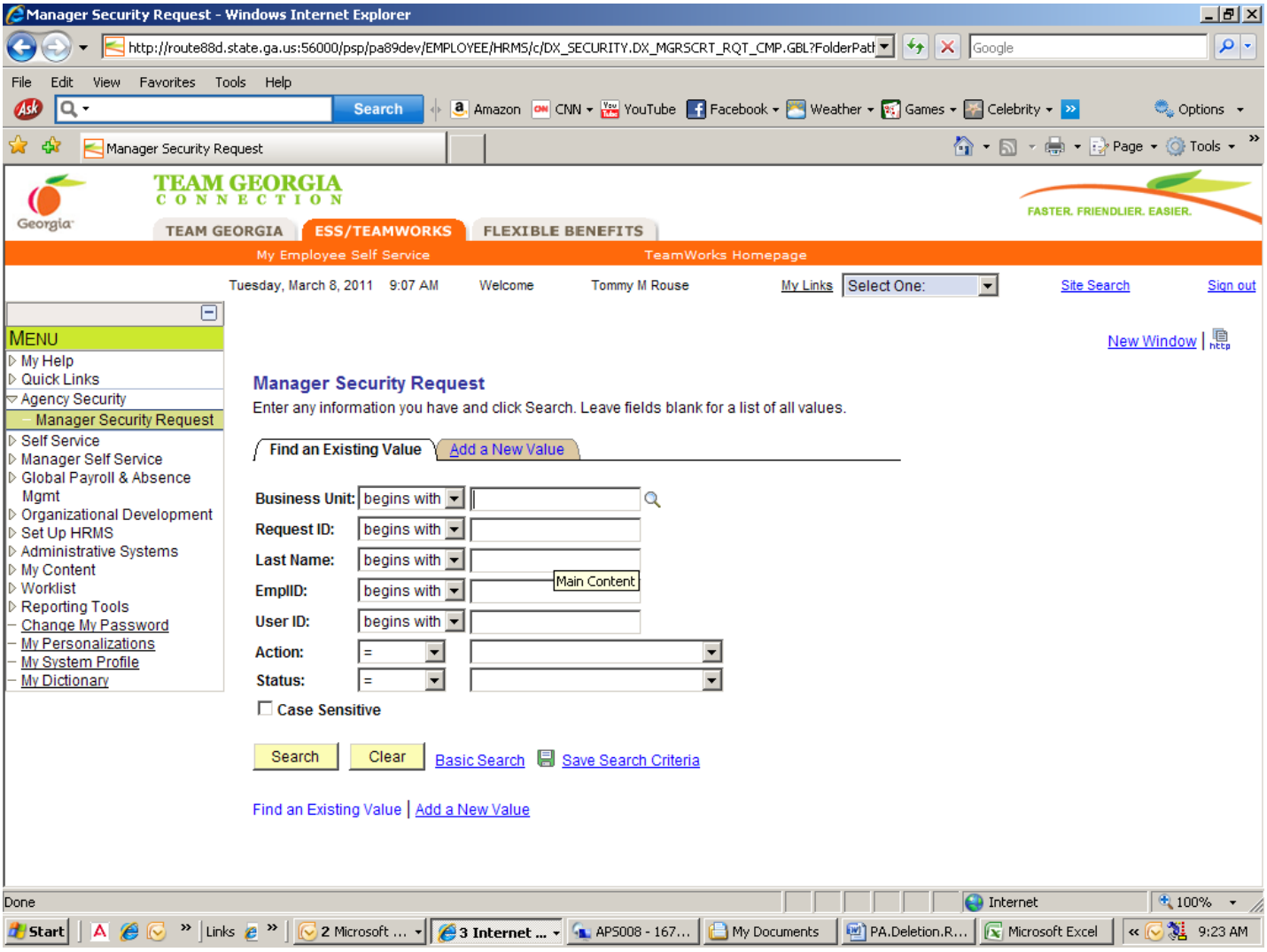
State Accounting Office of Georgia
Fiscal Leadership for Georgia

Deletion Request Process

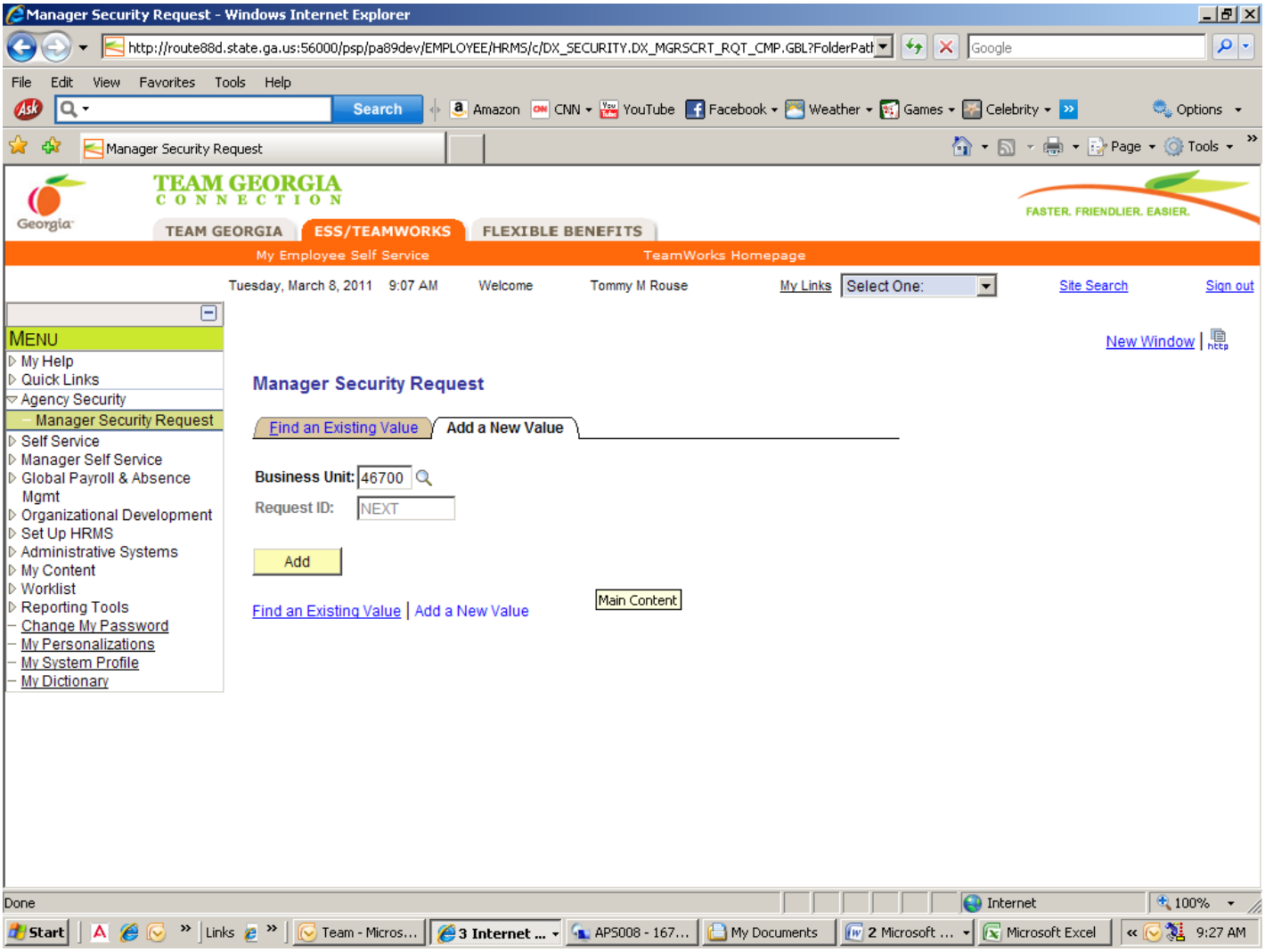
The Manager would login to the appropriate PeopleSoft Database and navigate as follows:



Agency Security ➔ Manager Security Request

From the Manager Security Request Panel Click on the Add a New Value Tab

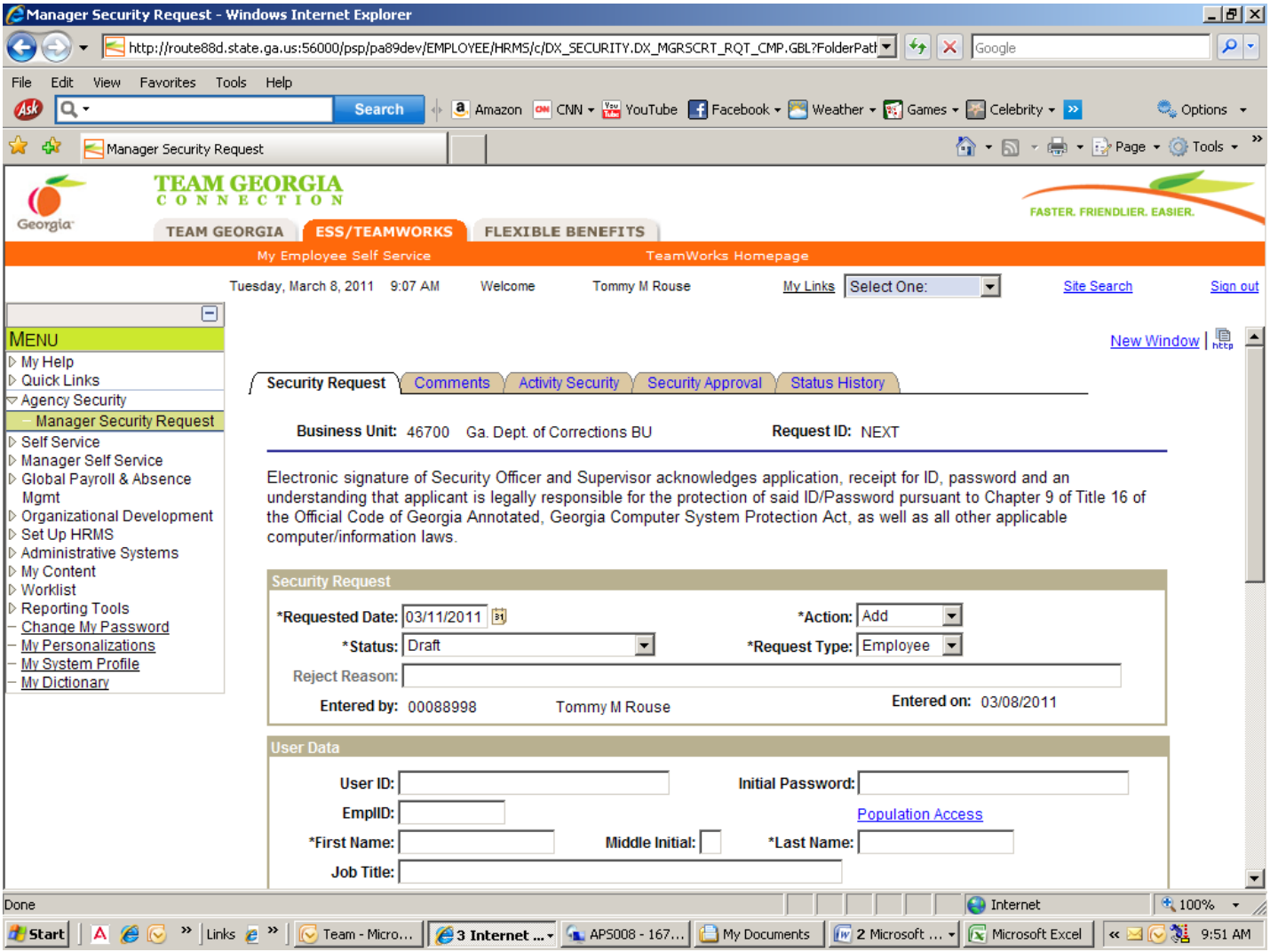
The following Panel will appear and requires the appropriate BU #



Enter the BU # (in this example 46700) and click on the Add Button

This will always invoke a draft Security Request Panel

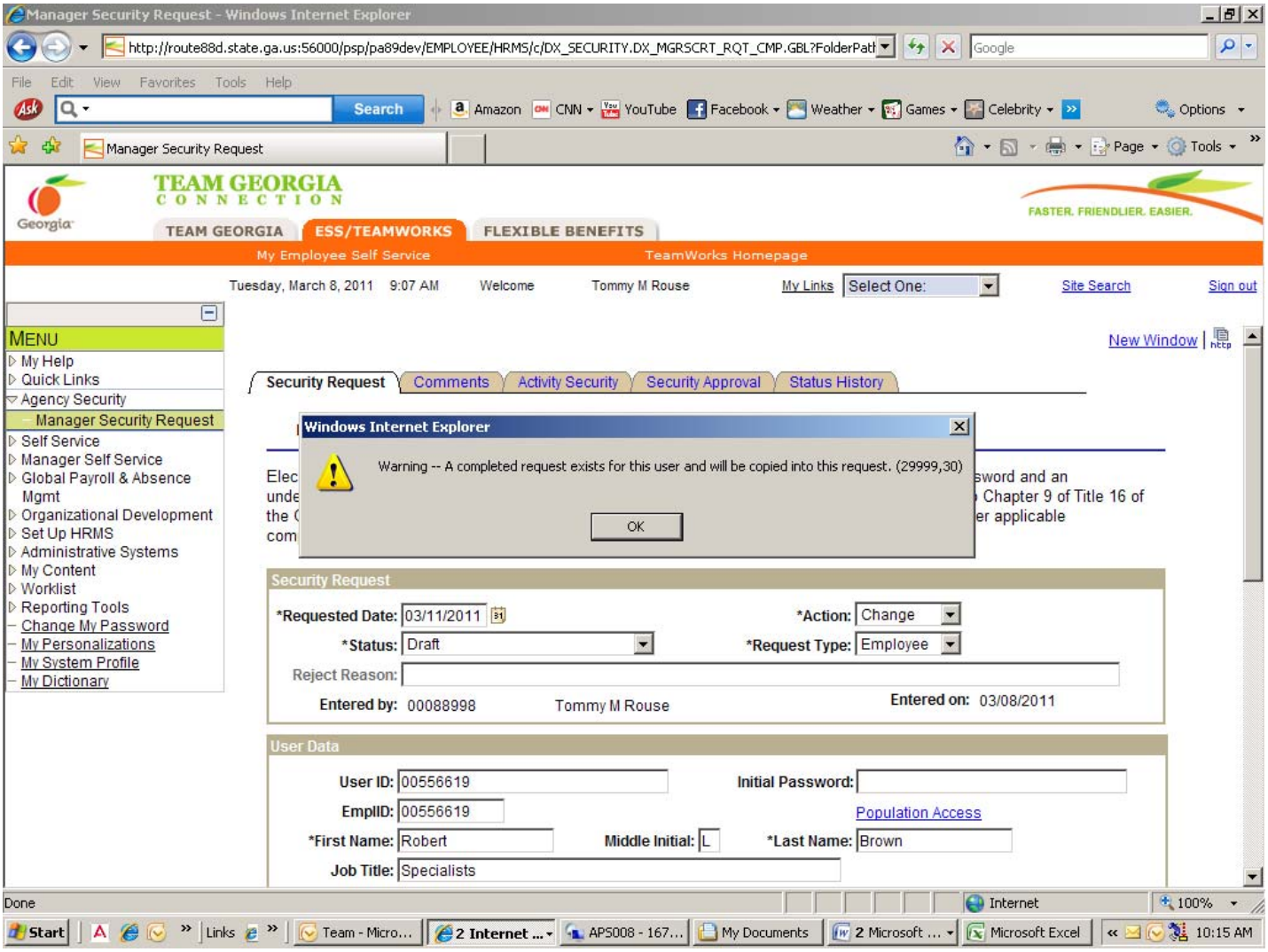
Notice the *Status field value will be in Draft mode and the *Action field value in Add



In the User Data Section of the Panel Enter the User ID for the deletion request and hit the enter key.

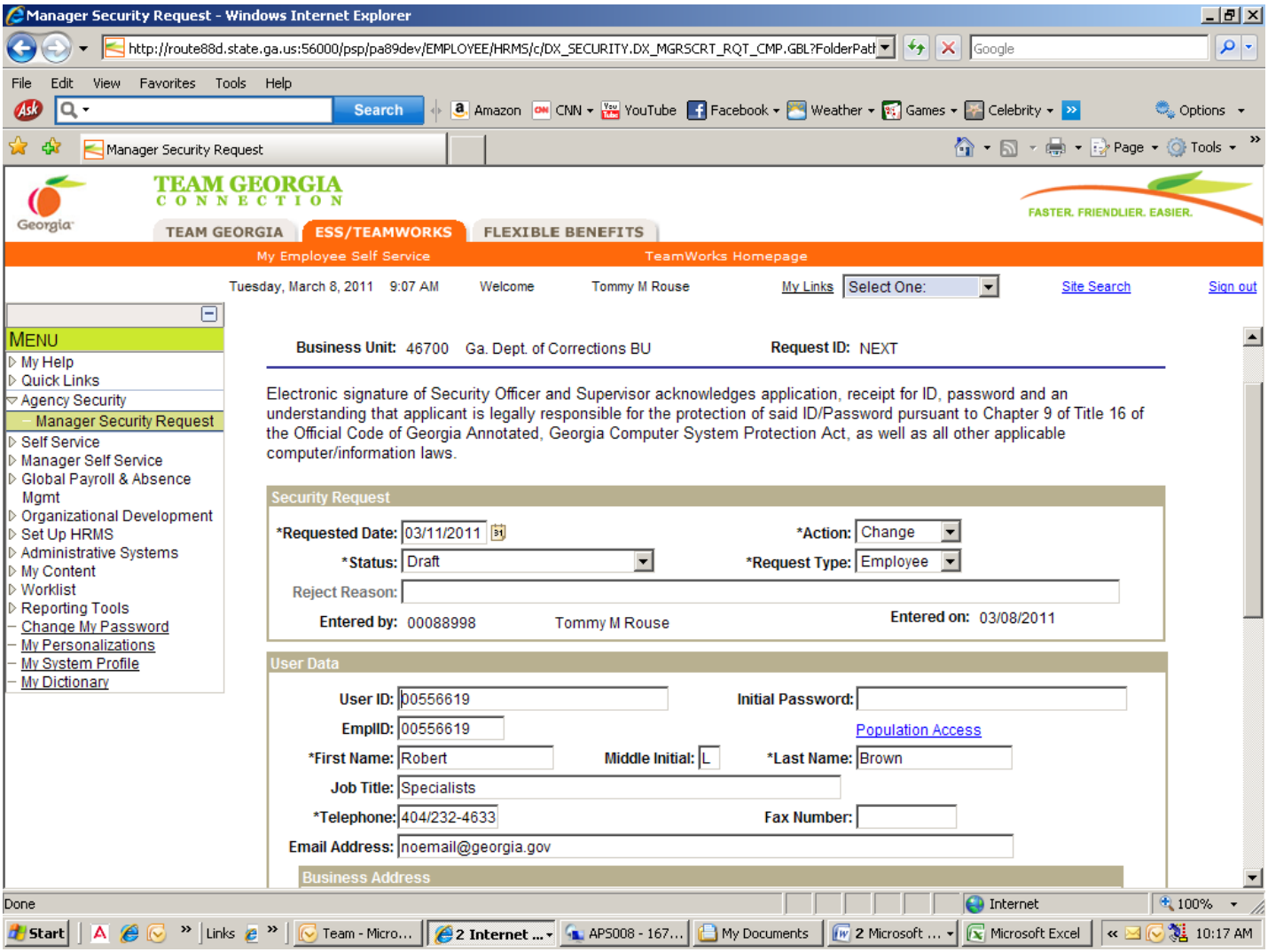
The existing User ID's Profile will be invoked and the following warning Message will appear.

Please note: The User's information is propagated into this draft panel.



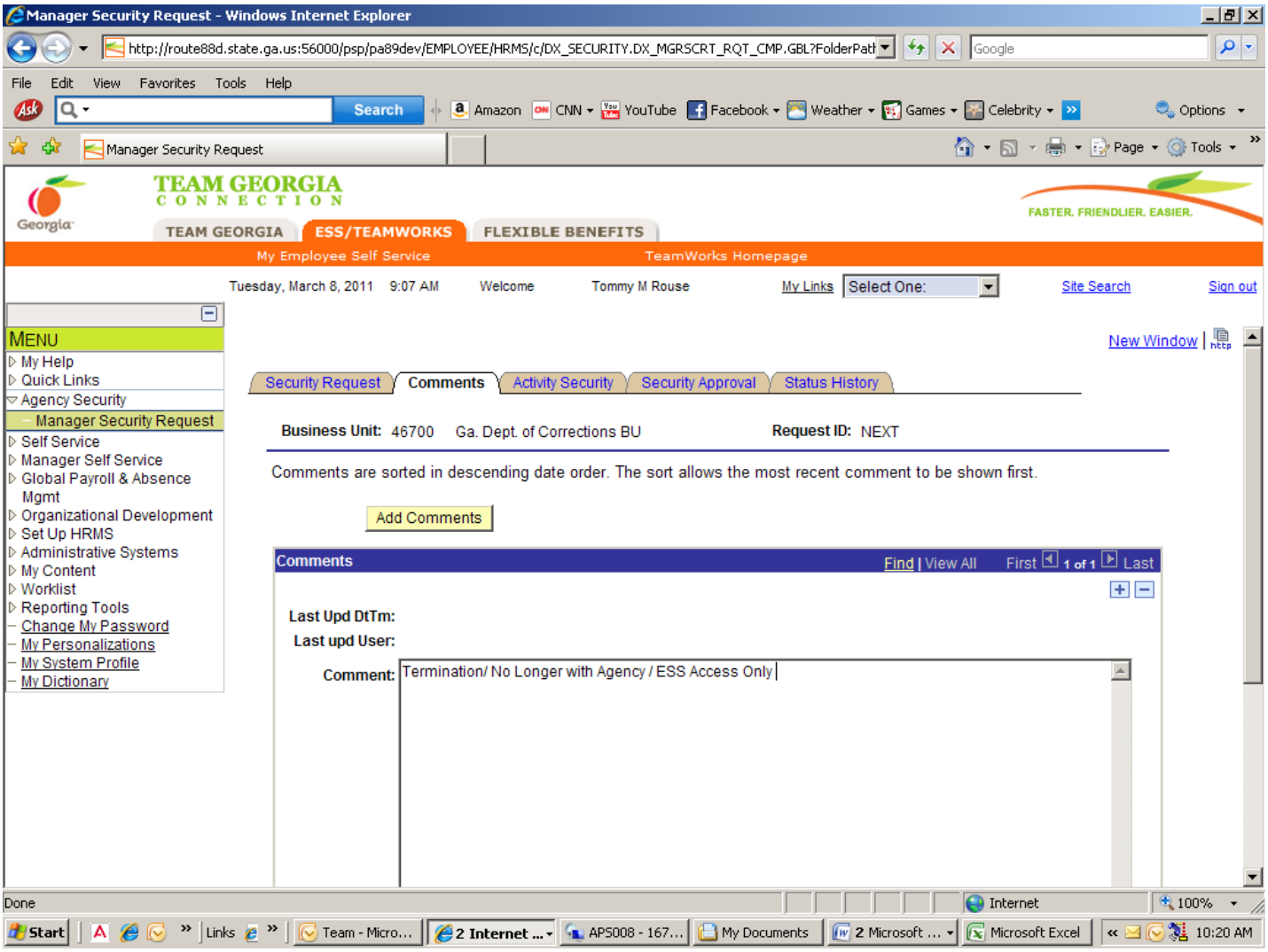
Click on the Warning Ok button

At this point you'll see that the *Status Field will remain in 'Draft' but the *Action field will change to 'Change'



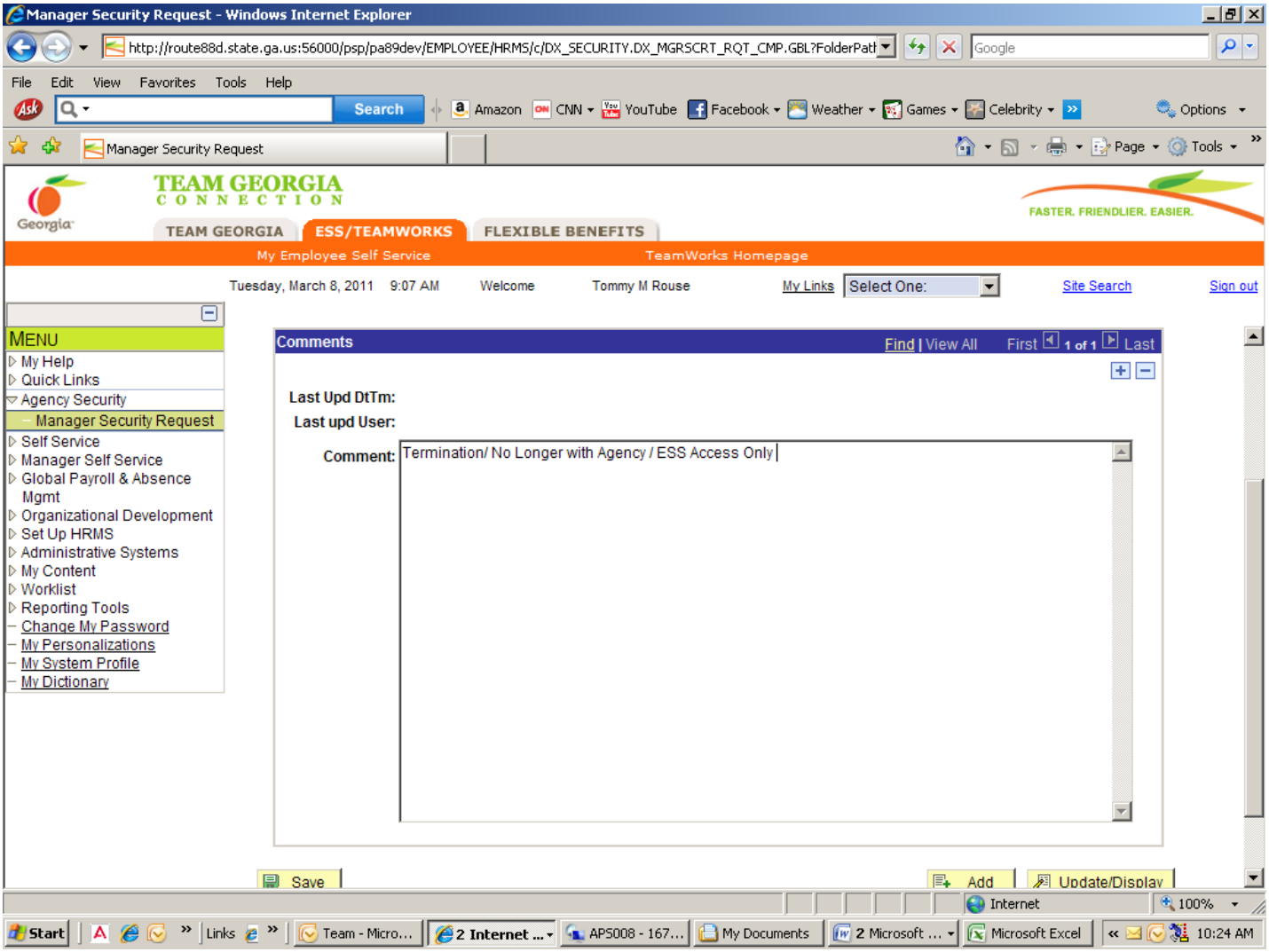
The Following step is not a requirement but highly recommended.

The Manager at this point can click on the Comment tab and enter a short description regarding the deletion request.



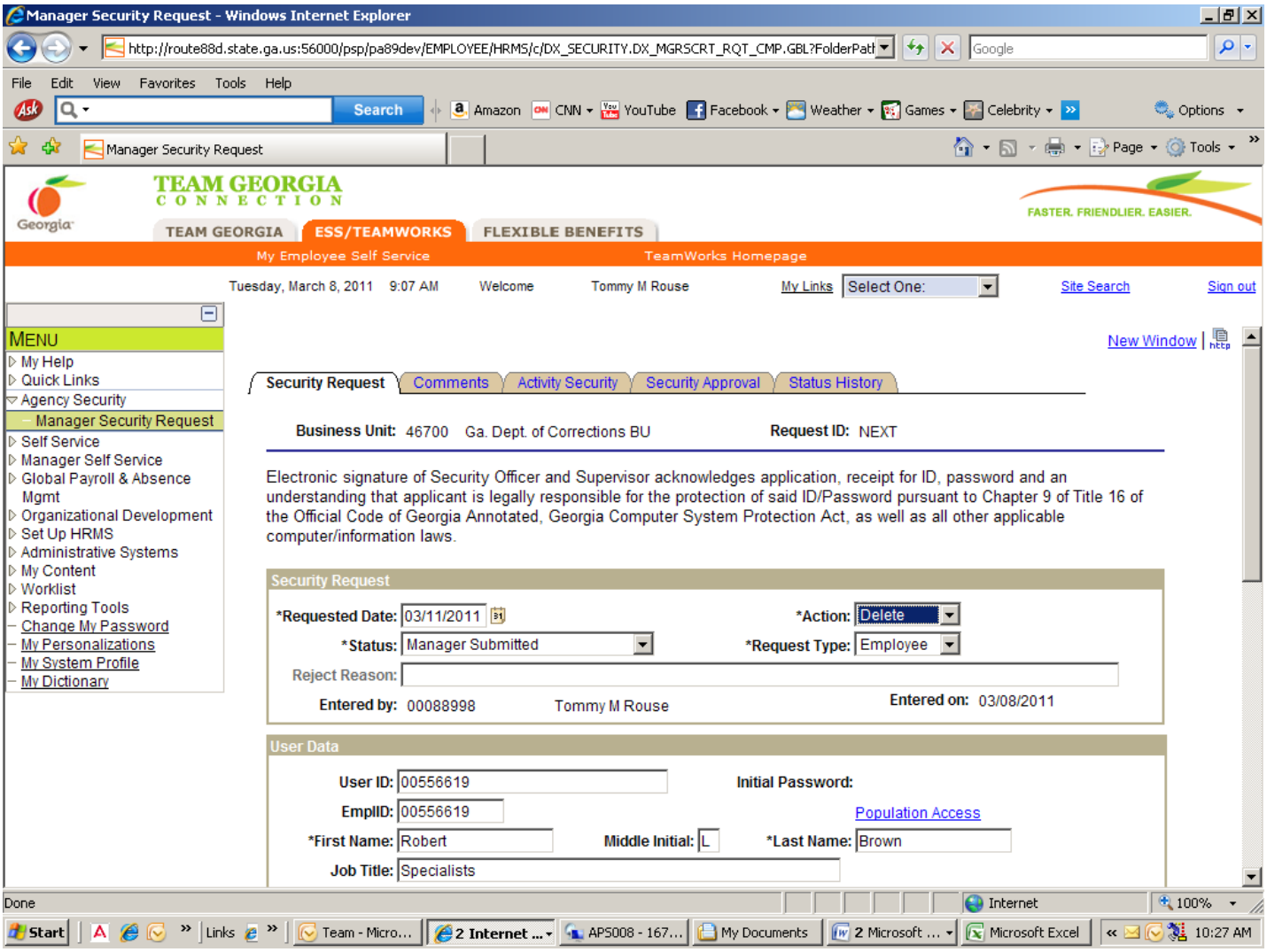
Please note some of the recommended comments for this particular request that maybe helpful for Auditor purposes.

After typing your comments, click on the save button shown at the bottom of the panel

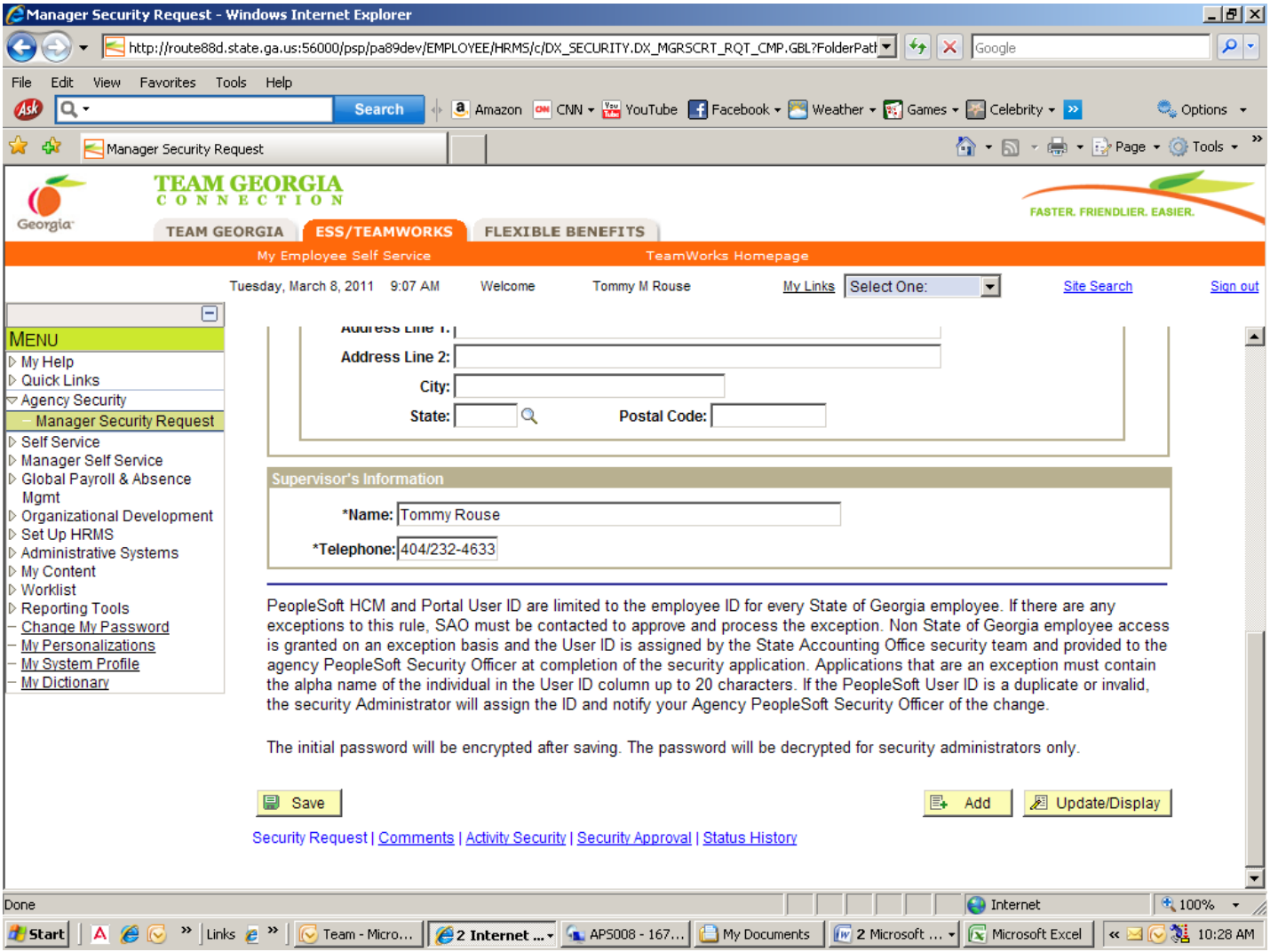


After saving the comments, the Manager should click on the Security Request Tab

At this point, the Manager is ready to change the *Status Field to Manager Submitted and the *Action field to Delete as shown below.



Click on the Save button at the bottom of the panel to submit the request



The Following email will be produced and sent to the Agency Security officer.

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: 46700

Request ID: 0000000004

Request Date: 3/11/2011

User Name: Robert Brown

User Id: 00556619

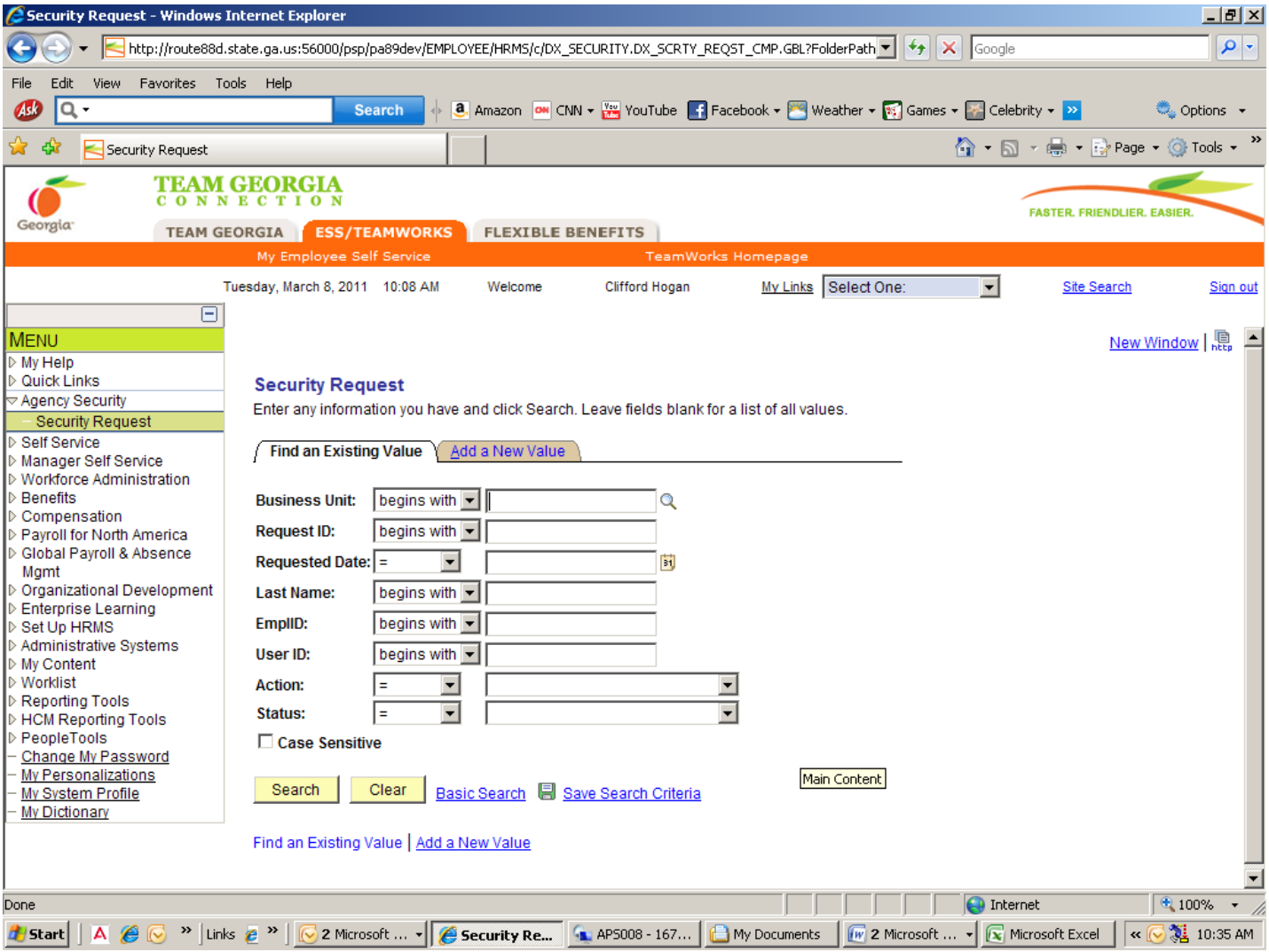
You may approve or reject the Security Request. If you reject the request, you will need to enter the reason on the Security Request page. You may also enter additional comments on the Comment page.
Please do not reply to this e-mail. If you reply, you may not receive a response.

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 information in the sample email can be used as search criteria with either Request ID / User ID or both from the email.

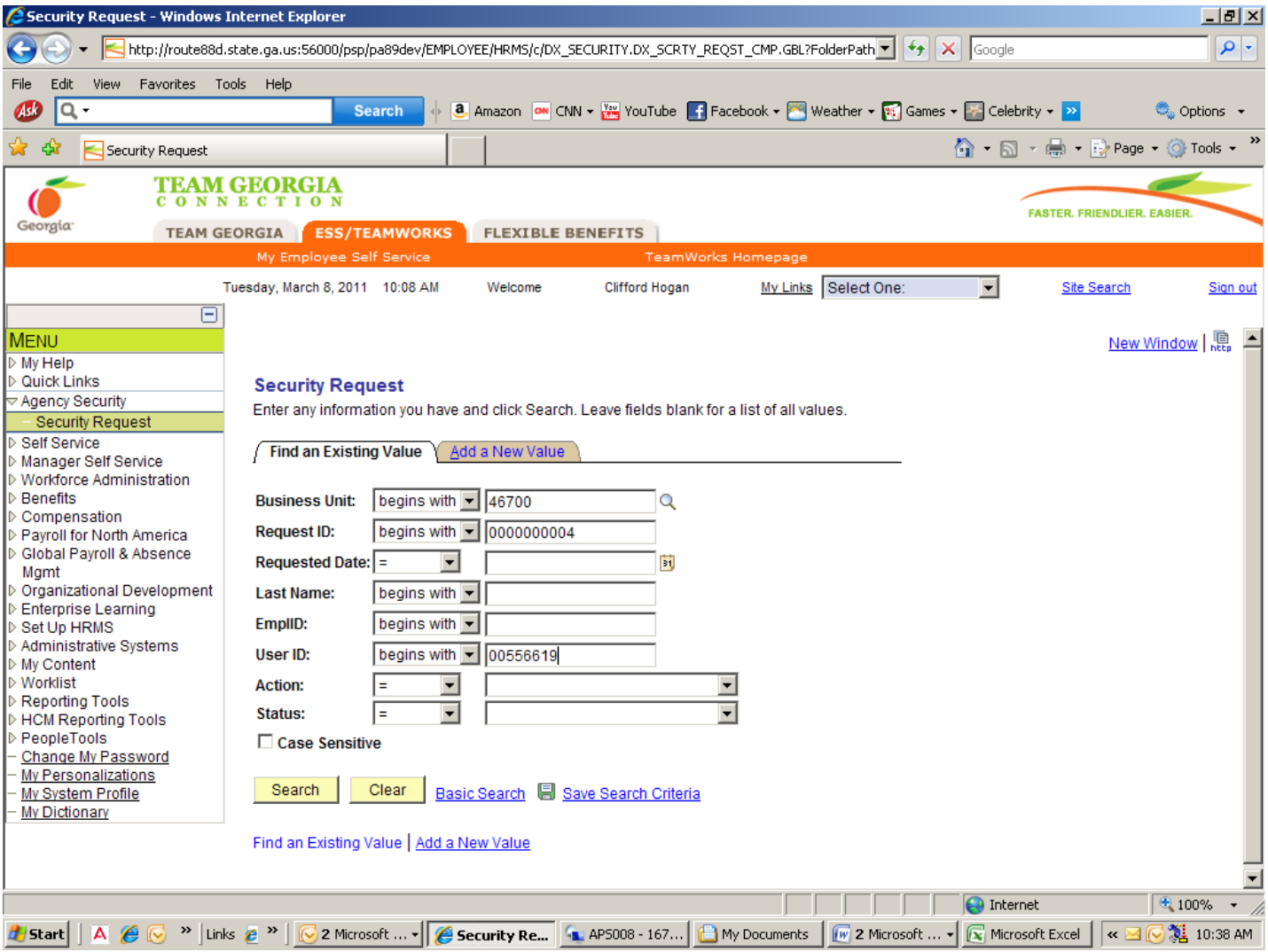
The Agency Security Officer will then login to the appropriate database.

Navigation for the Security officer is as follows:



Agency Security ➔ Security Request

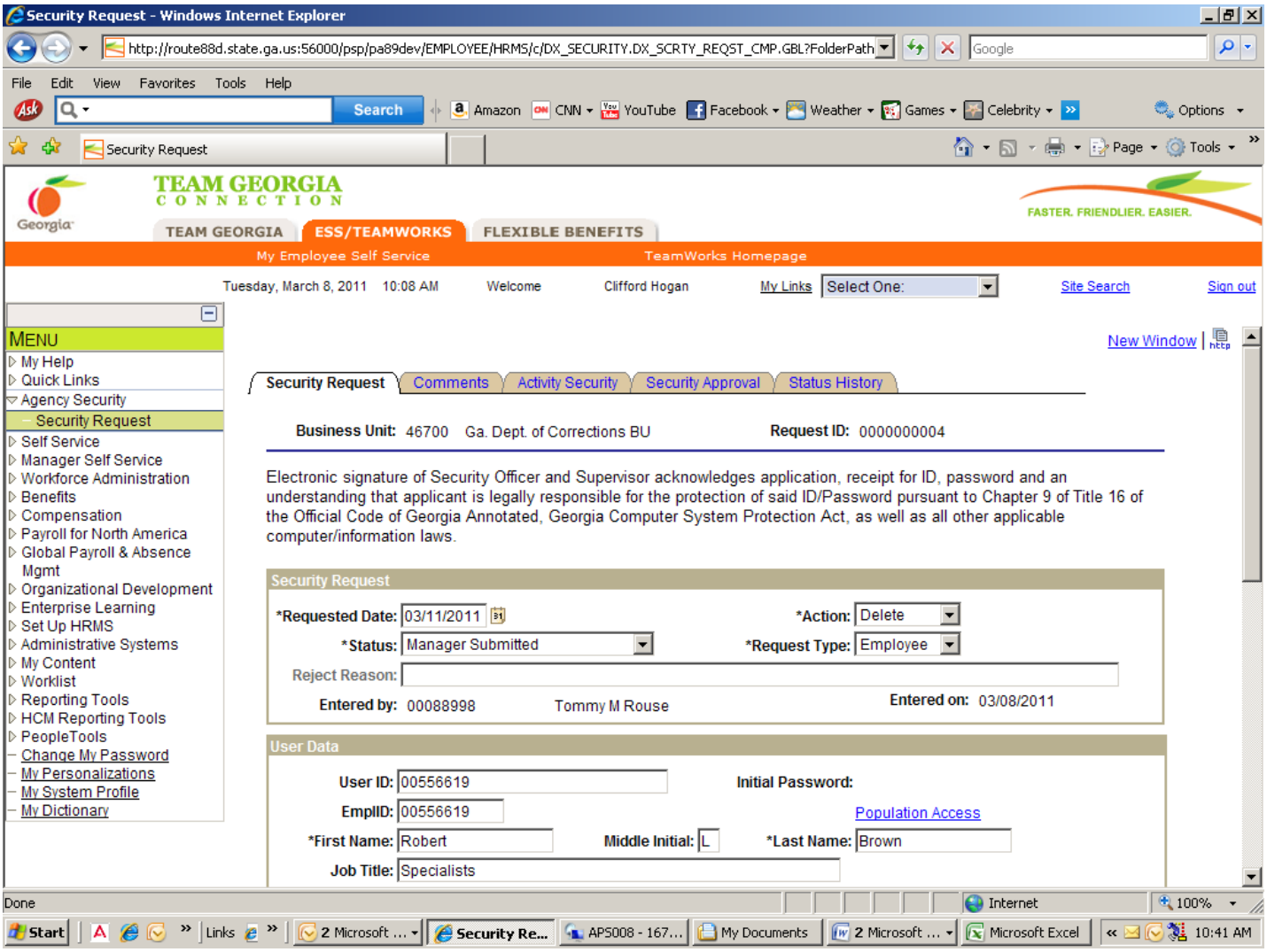
From the Search panel the Security Officer would fill in the values from the email as shown below



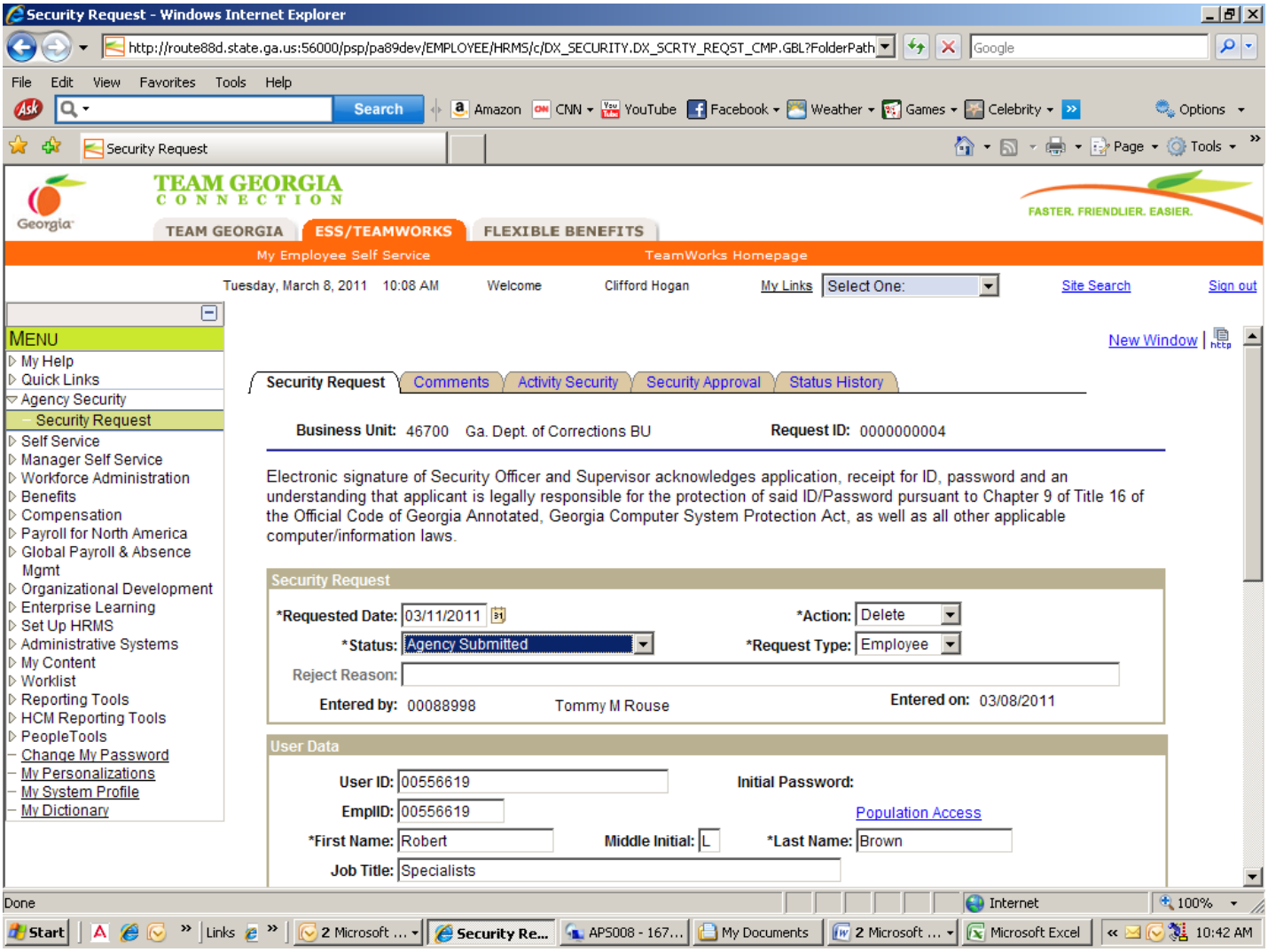
Please note the Business Unit field is a **required** field.

The search can be accomplished with Request ID / User ID or both from the email.

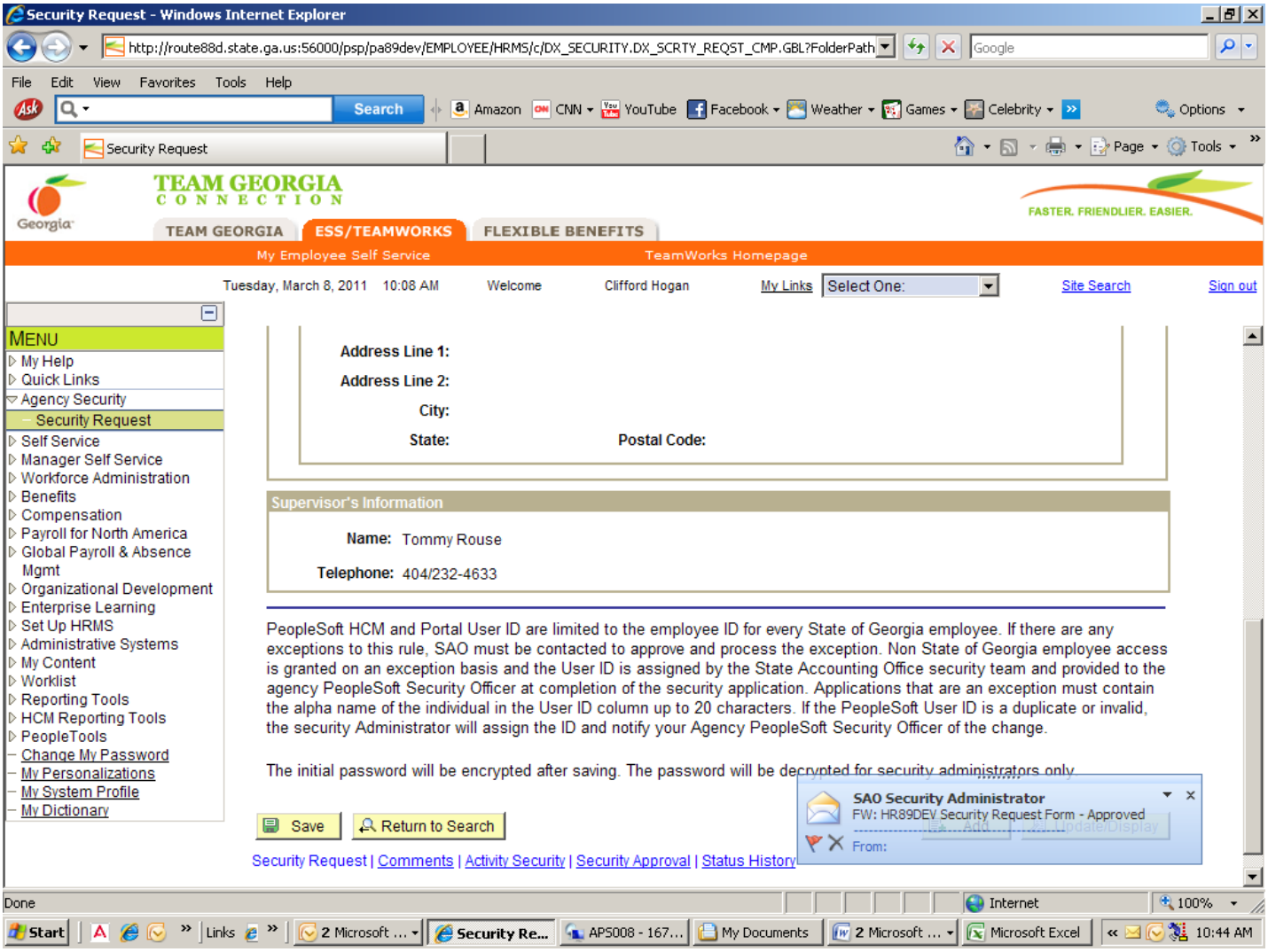
The Security officer will be able to click on any of the tabs across the top for verification.



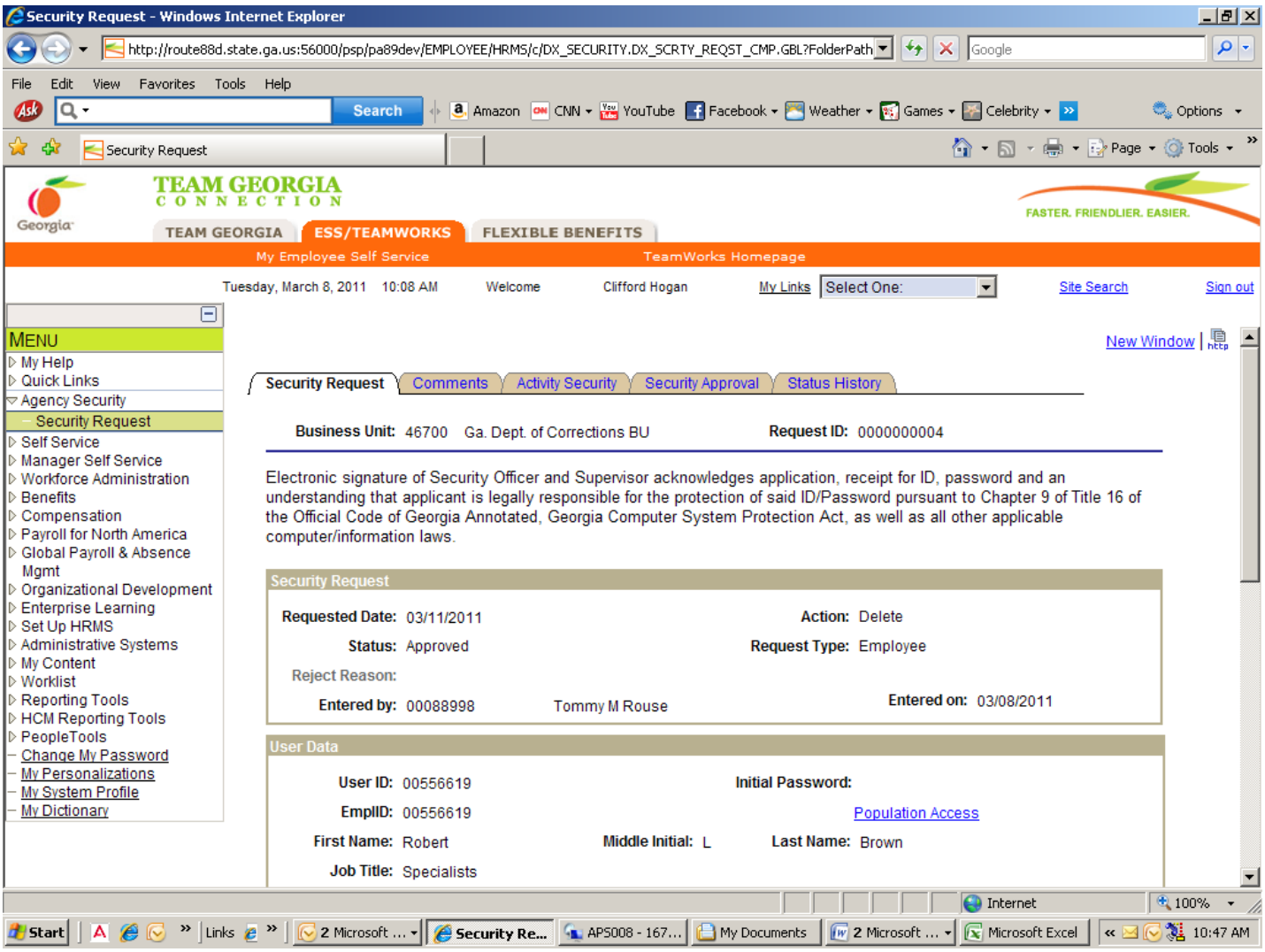
After the security officer verification task, the request would then be submitted for SAO Security processing. Select the drop down from the *Status Field and click on Agency Submitted as shown below.



Click on the save button



Please note: The Status field will change to approved and an email will be sent to SAO Security for Processing.

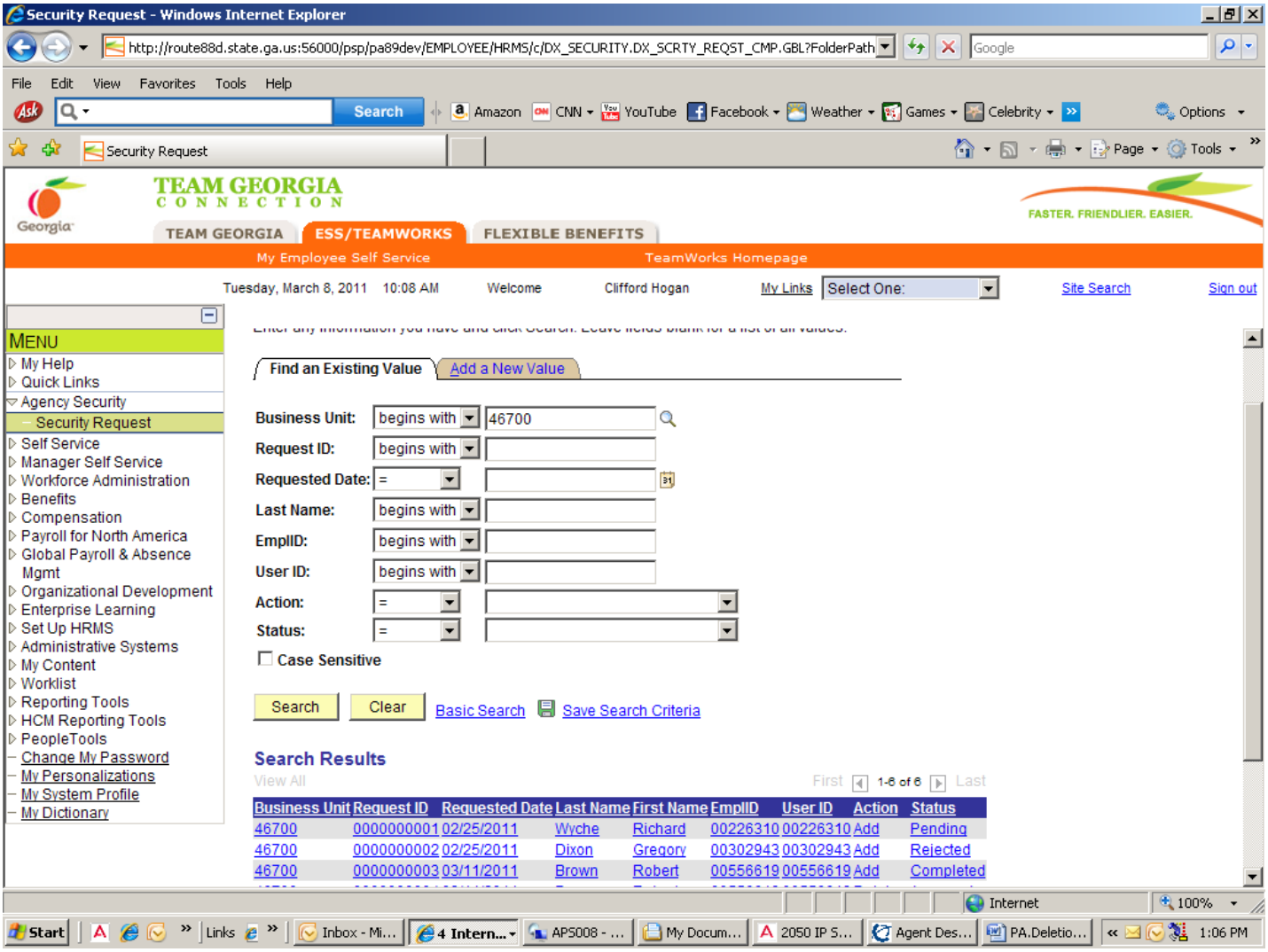

Security Request - Windows Internet Explorer
http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_SCRTY_REQST_CMP.GBL?FolderPath
TEAM GEORGIA CONNECTION
FASTER. FRIENDLIER. EASIER.
TEAM GEORGIA
ESS/TEAMWORKS
FLEXIBLE BENEFITS
My Employee Self Service
TeamWorks Homepage
Tuesday, March 8, 2011 10:08 AM Welcome Clifford Hogan
My Links
Select One:
Site Search
Sign out
MENU
My Help
Quick Links
Agency Security
Security Request
Self Service
Manager Self Service
Workforce Administration
Benefits
Compensation
Payroll for North America
Global Payroll & Absence Mgmt
Organizational Development
Enterprise Learning
Set Up HRMS
Administrative Systems
My Content
Worklist
Reporting Tools
HCM Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile
My Dictionary
New Window
Security Request
Comments
Activity Security
Security Approval
Status History
Business Unit: 46700 Ga. Dept. of Corrections BU
Request ID: 0000000004
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: 03/11/2011
Action: Delete
Status: Approved
Request Type: Employee
Reject Reason:
Entered by: 00088998 Tommy M Rouse
Entered on: 03/08/2011
User Data
User ID: 00556619
Initial Password:
EmplID: 00556619
Population Access
First Name: Robert
Middle Initial: L
Last Name: Brown
Job Title: Specialists

The following is the results of a BU search inquiry

Please note the Status Column

Mgr Submitted : Pending Agency Security Approval

Approved : Pending SAO Security Processing

Completed : Request Completed by SAO Security

Pending : Pending SAO Security or some type of Approval