State Accounting Office
of Georgia
Fiscal Leadership for Georgia

HR Training Administration / Add HR Tables Values

The PeopleSoft Online Application requires that HR Training Admin / Add HR Tables Values access be approved before SAO Security can process the Security Request. You will receive an email stating the following:

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: 0000000012

Request Date: 4/14/2011

User Name: Charles Hudson

User Id: 00869465

You may reject, change the status to draft and modify or submit the Security Request as is. If you reject the request, you will need to enter the reason on the Security Request page. If you modify the request, please enter the reason on the Comment 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.

We will now login to view and approve or reject the Security Request.

- Please navigate to Agency Security ➔Security Request.

- Enter the Business Unit and click the Search Button.

You will find the Security Request in the Search Results list and the Status will be in Pending Status.

The Status is in Pending Approval.

- This means it needs you to approve or reject the Security Request.

- SAO Security cannot process the Security Request until you approve it.

- Please review the Security Request.

If you approve, select the Security Approval Tab.

Please click the Approve or Reject Button by your Employee ID.

For this example, we will select Approve and click the Save Button at the bottom of this page.

When you approve and save the Security Request, it changes the Status of the Security Request to Approved.

An email is sent to SAO Security informing them that you approved the access and SAO Security can now process the Security Request.

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: 46700

Request ID: 0000000012

Request Date: 4/14/2011

User Name: Charles Hudson

User Id: 00869465

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.

If you reject the Security Request, please click the Reject Button by your Employee ID.

It is required to enter the Reject Reason on the Security Request Tab.

The employee may need training, agency may not need access, or whatever reason you think is appropriate.

Please the reason in the Reject Reason field and click the Save Button.

An email is sent to the Agency Security Officer informing them that the Security Request has been rejected.

This email is to inform you that a Security Request has been rejected in **HR89DEV**. Please log into **HR89DEV**, navigate to Agency Security ➜ Manager Security Request and review the following Security Request:

Business Unit: 46700

Request ID: 0000000012

Request Date: 4/14/2011

User Name: Charles Hudson

User Id: 00869465

This request may be updated by changing the status to 'Draft'. The request may be submitted again once the reason for the rejection has been corrected.
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.