



View Drug Testing Results Approval Process

The PeopleSoft Online Application requires that View Drug Testing Results 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: 41900

Request ID: 0000000003

Request Date: 4/8/2011

User Name: Hope Taylor

User Id: HATAYLOR

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 above email informs you that a Security Request needs your approval. It states the Navigational Path, Business Unit, Request ID, User Name, and User ID.

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.

ORACLE Home | Worklist | Performance Trace | Add to Favorites | Sign out

Menu Search: [] []

- My Favorites
- Self Service
- Manager Self Service
- Agency Security
 - Security Request**
- Workforce Administration
- Benefits
- Compensation
- Payroll for North America
- Global Payroll & Absence Mgmt
- Organizational Development
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Security Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Business Unit: begins with [41900] []

Request ID: begins with [] []

Requested Date: = [] [] []

Last Name: begins with [] []

EmplID: begins with [] []

User ID: begins with [] []

Action: = [] []

Status: = [] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-3 of 3 Last

Business Unit	Request ID	Requested Date	Last Name	First Name	EmplID	User ID	Action	Status
41900	0000000001	02/25/2011	Radcliffe	Regina	00755278	00755278	Add	Mor Submit
41900	0000000002	03/30/2011	Banks	Lorie	00295177	00295177	Add	Approved
41900	0000000003	04/08/2011	Taylor	Hope	(blank)	HATAYLOR	Add	Pending

Find an Existing Value | Add a New Value

javascript: submitAction_win0(document.win0,'#1CRow2'); Internet 100%

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.

The screenshot displays the Oracle HRMS interface. At the top, the Oracle logo is on the left, and navigation links for Home, Worklist, Performance Trace, Add to Favorites, and Sign out are on the right. A search bar is located below the logo. A left-hand menu lists various HRMS functions, with 'Security Request' highlighted. The main content area features a tabbed interface with 'Security Request' selected. Below the tabs, the page displays the following information:

Business Unit: 41900 Ga Dept of Community Health BU **Request ID:** 000000003

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: 04/08/2011	Action: Add
Status: Pending Approval	Request Type: Contractor
Reject Reason:	
Entered by: 00199761 Karen V. Turner	Entered on: 04/05/2011

User Data

User ID: HATAYLOR	Initial Password: WdWE+kDHFzjNZqvI8AdleA==	
EmplID:	Population Access	
First Name: Hope	Middle Initial: A	Last Name: Taylor
Job Title: Contractor		
Telephone: 404/123-4444	Fax Number:	
Email Address: dummy1@sao.ga.gov		

Business Address

Address Line 1:	
Address Line 2:	
City:	
State:	Postal Code:

Supervisor's Information

The browser's address bar shows 'Internet' and the zoom level is set to 100%.

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.

The screenshot shows the Oracle HRMS interface for a Security Request. The top navigation bar includes links for Home, Worklist, Performance Trace, Add to Favorites, and Sign out. The left sidebar contains a menu with options like My Favorites, Self Service, Manager Self Service, Agency Security, and Security Request. The main content area displays the Security Request details for Business Unit 41900 and Request ID 000000003. The User Data section shows the user HATAYLOR with first name Hope and last name Taylor. The Approval List table contains three rows of approval records, each with a Module, Sequence Number, Description, Approver, and checkboxes for Approve and Reject. The second and third rows are marked as Approved.

ORACLE Home Worklist Performance Trace Add to Favorites Sign out

Menu Search: [] []

- My Favorites
- Self Service
- Manager Self Service
- Agency Security
- Security Request
- Workforce Administration
- Benefits
- Compensation
- Payroll for North America
- Global Payroll & Absence Mgmt
- Organizational Development
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Security Request Comments Activity Security Security Approval Status History

Business Unit: 41900 Ga Dept of Community Health BU Request ID: 000000003

User Data

User ID: HATAYLOR Password: WDwE+kDHFzNZqvlI8AdleA==
First Name: Hope Middle Initial: A Last Name: Taylor
Telephone: 404/123-4444 Fax Number:
Email Address: dummy1@sao.ga.gov

Sort By Approver Id Sort By Module

Approval List Find First 1-5 of 5 Last

Module	Sequence Number	Description	Approver	Approved	Rejected
	999		PSSECADM	<input type="checkbox"/>	<input type="checkbox"/>
HR	150	View Drug Testing Results	00268809	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HR	150	View Drug Testing Results	00362518	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: Approved by 00268809

Done Internet 100%

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

The screenshot displays the Oracle HRMS interface for a Security Request. The top navigation bar includes links for Home, Worklist, Performance Trace, Add to Favorites, and Sign out. A left-hand menu lists various HRMS functions, with 'Security Request' selected. The main content area shows the details of a Security Request with the following information:

- Business Unit:** 41900 Ga Dept of Community Health BU
- Request ID:** 000000003
- Status:** Approved
- Action:** Add
- Request Type:** Contractor
- Entered by:** 00199761 Karen V. Turner
- Entered on:** 04/05/2011

The 'User Data' section provides the following details for the user:

- User ID:** HATAYLOR
- Initial Password:** WDwE+kDHFzNZqvll8AdleA==
- EmpID:** (blank)
- Population Access:** (link)
- First Name:** Hope
- Middle Initial:** A
- Last Name:** Taylor
- Job Title:** Contractor
- Telephone:** 404/123-4444
- Fax Number:** (blank)
- Email Address:** dummy1@sao.ga.gov

The 'Business Address' section contains the following fields:

- Address Line 1:
- Address Line 2:
- City:
- State:
- Postal Code:

The bottom of the page shows the 'Supervisor's Information' section, which is currently empty. The browser's taskbar at the bottom indicates the system is running on Internet Explorer at 100% zoom.

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: 41900

Request ID: 000000003

Request Date: 4/8/2011

User Name: Hope Taylor

User Id: HATAYLOR

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.

ORACLE Home Worklist Performance Trace Add to Favorites Sign out

Menu
 Search:
 ▶ My Favorites
 ▶ Self Service
 ▶ Manager Self Service
 ▼ Agency Security
 - Security Request
 ▶ Workforce Administration
 ▶ Benefits
 ▶ Compensation
 ▶ Payroll for North America
 ▶ Global Payroll & Absence Mgmt
 ▶ Organizational Development
 ▶ Set Up HRMS
 ▶ Worklist
 ▶ Reporting Tools
 ▶ PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Security Request Comments Activity Security Security Approval Status History

Business Unit: 41900 Ga Dept of Community Health BU Request ID: 000000001

User Data
 User ID: 00755278 Password: QmC1w9/oANIP3CTVrl78+w==
 First Name: Regina Middle Initial: Last Name: Radcliffe
 Telephone: 404/123-4444 Fax Number:
 Email Address: dummy1@sao.ga.gov

Sort By Approver Id Sort By Module

Approval List Find First 1-5 of 5 Last

Module:	Sequence Number:	999	
Description:			
Approver:	PSSECADM	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Comments:			
Module:	Sequence Number:	150	
Description:	View Drug Testing Results		
Approver:	00268809	<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Rejected
Comments:	<input type="text"/>		
Module:	Sequence Number:	150	
Description:	View Drug Testing Results		
Approver:	00362518	<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Rejected
Comments:	Rejected by 00268809		

Done Internet 100%

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

ORACLE Home Worklist Performance Trace Add to Favorites Sign out

Menu Search: []

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 - Worklist
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

New Window htp

Security Request Comments Activity Security Security Approval Status History

Business Unit: 41900 Ga Dept of Community Health BU Request ID: 0000000001

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: 04/05/2011 Action: Add
*Status: **Rejected** Request Type: Employee
Reject Reason: Employee Need Training.
Entered by: 00190669 Sandra D Crane Entered on: 02/22/2011

User Data

User ID: 00755278 Initial Password: QmC1w9/oANIP3CTVr178+w==
EmpID: 00755278 [Population Access](#)
First Name: Regina Middle Initial: Last Name: Radcliffe
Job Title:
Telephone: 404/123-4444 Fax Number:
Email Address: dummy1@sao.ga.gov

Business Address

Address Line 1:
Address Line 2:
City:
State: Postal Code:

Supervisor's Information

Done Internet 100%

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: 41900

Request ID: 0000000001

Request Date: 4/5/2011

User Name: Regina Radcliffe

User Id: 00755278

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.