



Contractor Temp Access – FN/HCM

State agencies now have the ability to provide temp access to employee's as well as their contractors. Below is an example on how the Security Request Tab Looks.

The screenshot shows a web application interface for "Financials Production". The top navigation bar includes "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out". A secondary navigation bar contains tabs for "Security Request", "Comments", "Activity Security", "Procurement Security", "User Information", "Security Approval", and "Status History".

The main content area displays the following information:

- Business Unit:** 40700 State Accounting Office
- Request ID:** NEXT
- Request Seq Num:** 1

A disclaimer text reads: "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."

The "Security Request" form includes the following fields:

- *Requested Date:** 09/09/2013
- *Action:** Add
- *Status:** Draft
- *Request Type:** Employee
- Reject Reason:** (empty field)
- Source:** Online
- Support Number:** (empty field)
- Entered by:** EEHERNANDEZ Eddie Hernandez
- Entered on:** 09/03/2013
- Submitted By:** (empty field)

The "Access Type" section has two radio buttons: "Permanent" and "Temporary". The "Temporary" option is selected and highlighted with a red box. An "Expiration Date" field is also present.

The "User Data" section includes the following fields:

- *User ID:** (empty field)
- Initial Password:** (empty field)
- Empl ID:** (empty field)
- *First Name:** (empty field)
- Middle Initial:** (empty field)
- *Last Name:** (empty field)
- Job Title:** (empty field)
- *Telephone:** (empty field)
- Fax Number:** (empty field)

The interface also features a "Menu" on the left side with various system management options like "Buyer Setup", "Copy Permission Lists", "Copy Roles", etc. The bottom status bar shows "Done" and "Internet | Protected Mode: Off".

The manager/Agency Security Officer would log in to the appropriate PeopleSoft database and go thru the new add/change process as usual

When the Security Request is pulled up enter the Contractor ID information.

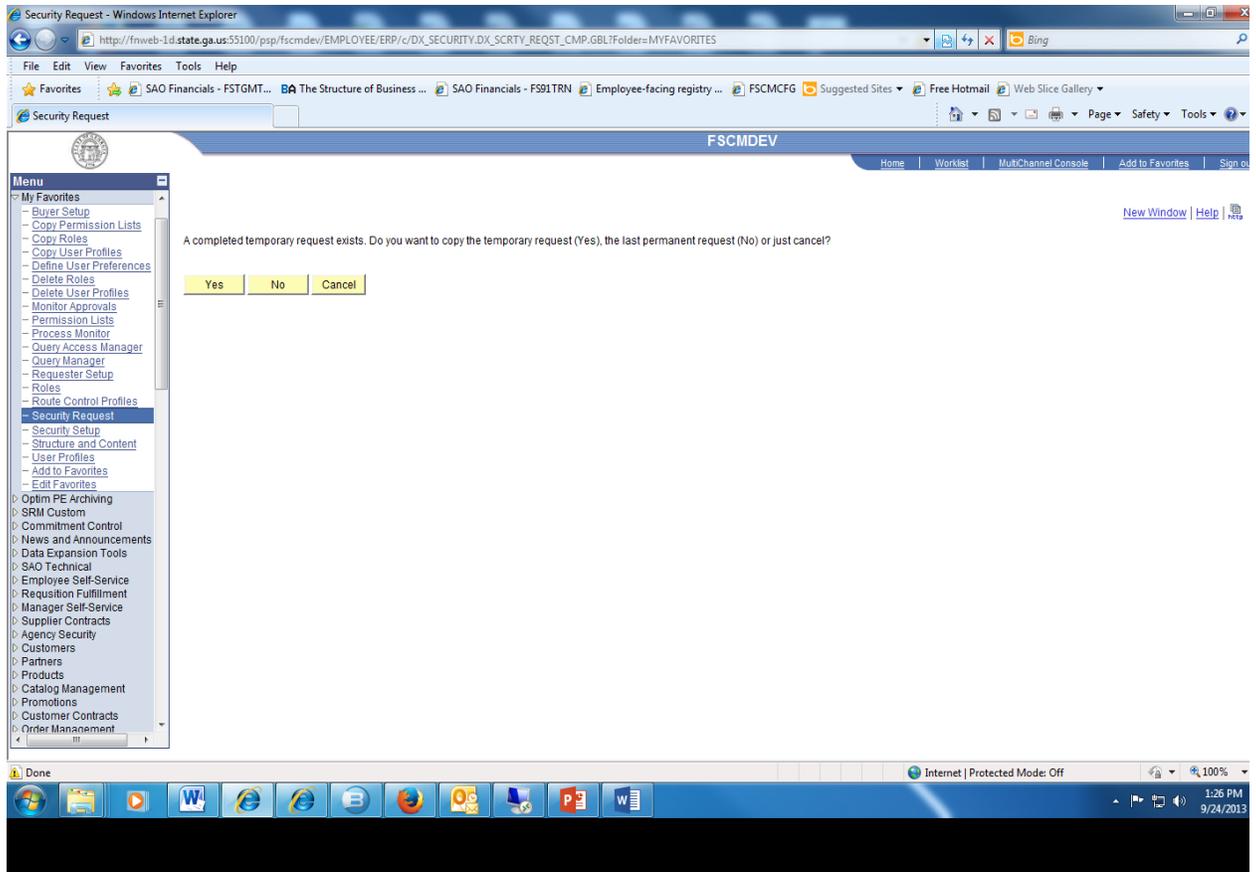
- The Action field value is Add.
- The Status field is in the Draft mode.
- The Request Type field is Contractor.
- The Temporary button will automatically be selected
- The manager's/Agency Security officer User ID, name, and phone number is also displayed in the Enter By field.
- The Access Type for Contractor IDs will be Temporary and enter the Expiration Date. This field is required.

The screenshot shows the PeopleSoft Security Request form. The form is titled "Security Request" and is part of the "Financials Production" system. It displays the following information:

- Business Unit:** 40700 State Accounting Office
- Request ID:** NEXT
- Request Seq Num:** 1
- Security Request Section:**
 - *Requested Date:** 09/08/2013
 - *Action:** Add
 - *Status:** Draft
 - *Request Type:** Employee
 - Reject Reason:** (empty)
 - Source:** Online
 - Support Number:** (empty)
 - Entered by:** EEHERNANDEZ, Eddie Hernandez
 - Entered on:** 09/03/2013
 - Submitted By:** (empty)
- Access Type Section:**
 - Access Type:** Permanent (unselected), Temporary (selected)
 - Expiration Date:** (empty)
- User Data Section:**
 - *User ID:** (empty)
 - Initial Password:** (empty)
 - Empl ID:** (empty)
 - *First Name:** (empty), **Middle Initial:** (empty), ***Last Name:** (empty)
 - Job Title:** (empty)
 - *Telephone:** (empty)
 - Fax Number:** (empty)

- The User ID is the valid Letter ID. Then you would fill in the rest of the request as you would with a new hire.

Note: if you're entering a change temp request for a regular employee that already has access and you want to give them temporary access to an activity simply select the Temporary button and enter an Expiration Date. If you need to enter another change before the expiration date expires you will get a message on the screen giving you the option to select which request Permanent or temporary you are make the change to. See example below.



After making your selection you can then proceed with the security activity additions as usual.