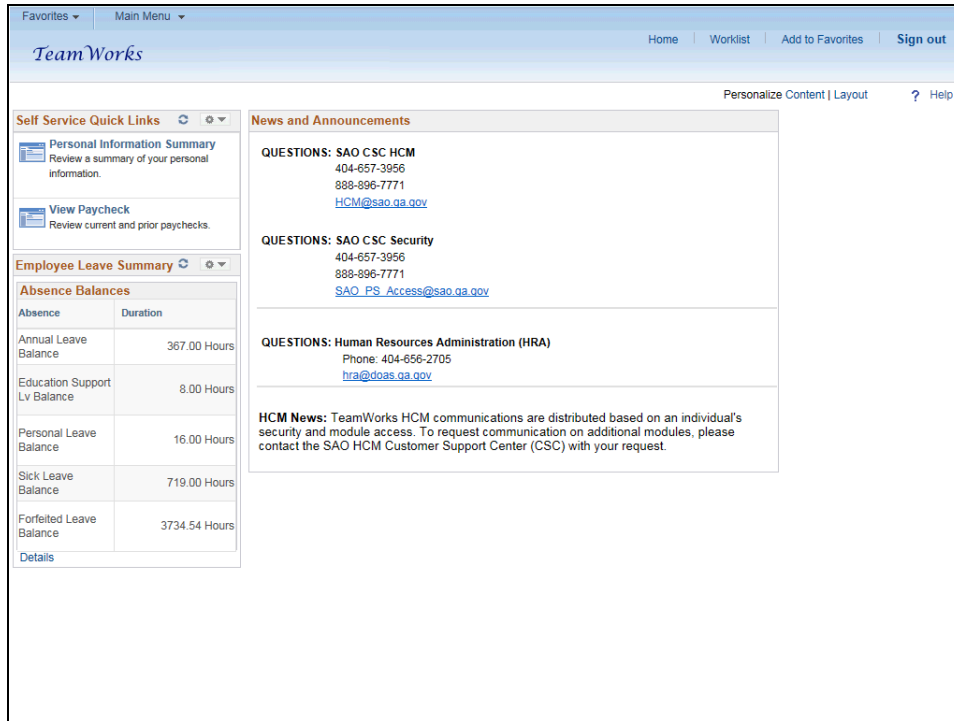
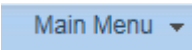
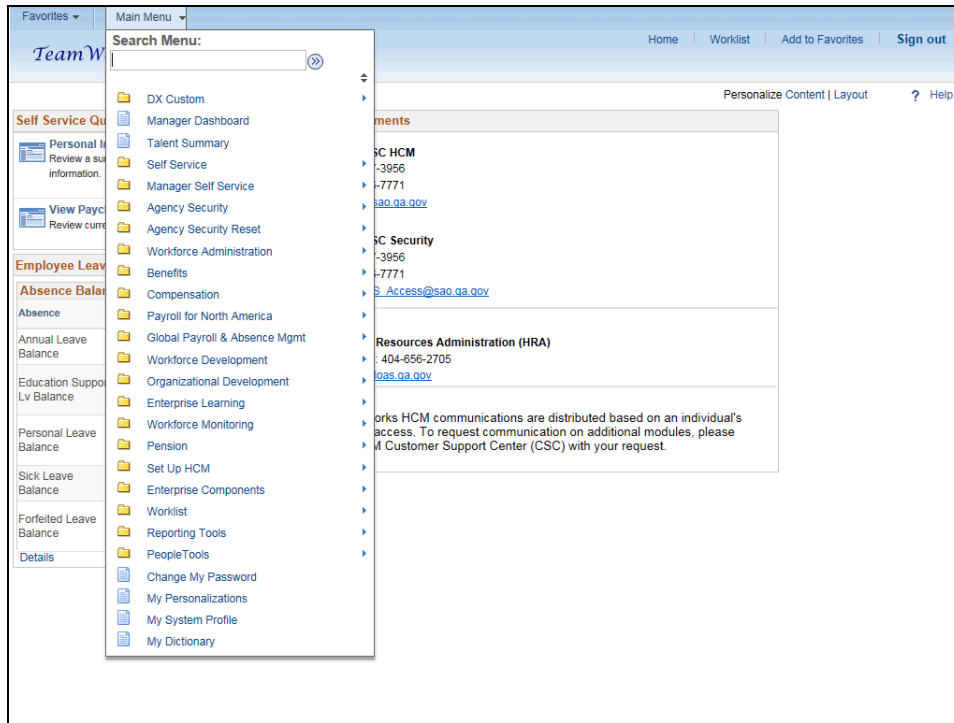
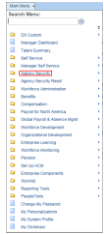


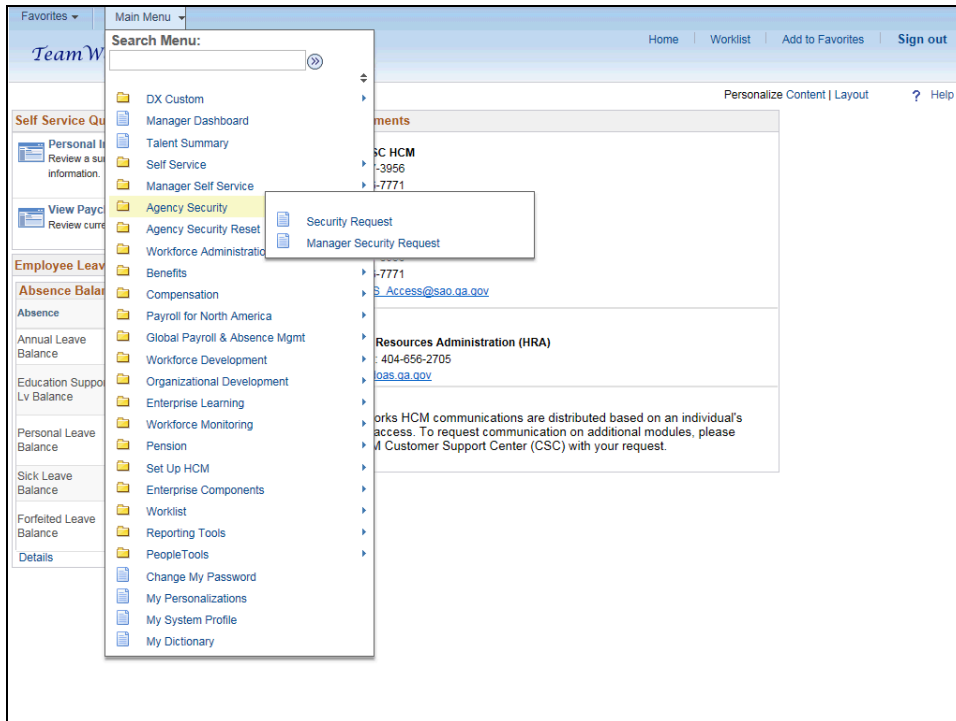
HCM Security Officer Approving a Deletion

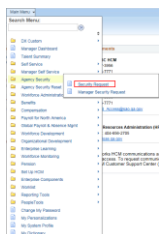


Step	Action
1.	<p>Begin by navigating to the Security Officer page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the Main Menu link.</p> <p></p>



Step	Action
2.	<p>Click the Agency Security link.</p> 



Step	Action
3.	<p>Click the Security Request link.</p> 

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

TeamWorks New Window | Help |

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](#)

Search Criteria

Business Unit
 Request ID
 Seq Nbr
 Requested Date
 Last Name
 Empl ID
 User ID
 Action
 Status
 Access Type
 Expire Date

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	Click in the Business Unit field.

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

TeamWorks New Window | Help |

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](#)

Search Criteria

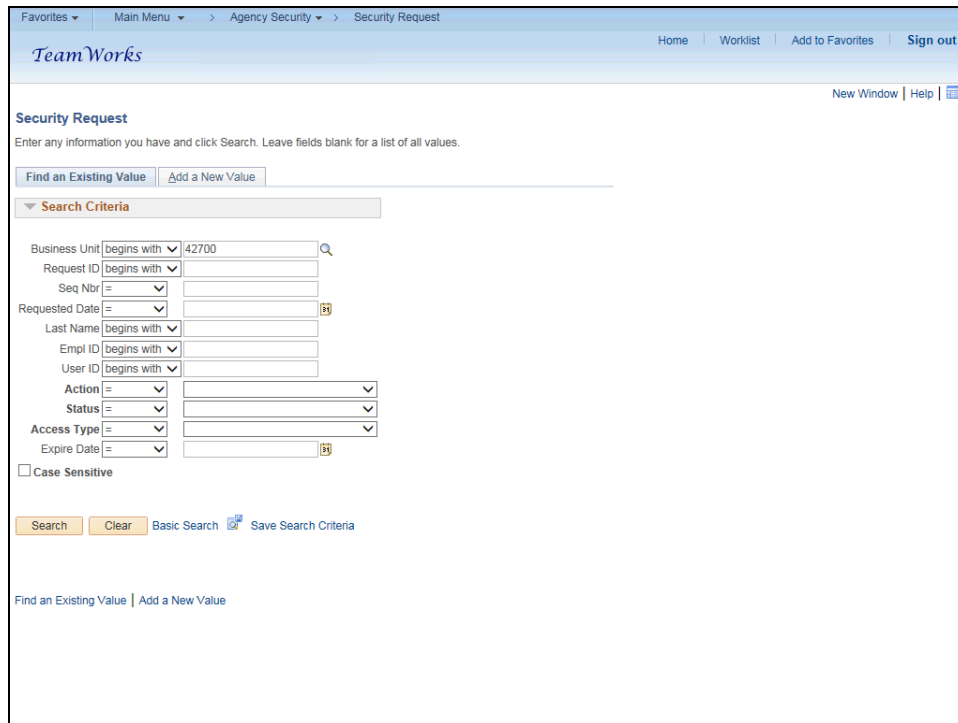
Business Unit
 Request ID
 Seq Nbr
 Requested Date
 Last Name
 Empl ID
 User ID
 Action
 Status
 Access Type
 Expire Date

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	<p>Enter the appropriate information into the Business Unit field.</p> <p>For this example, type 42700.</p>



Favorites ▾ Main Menu ▾ > Agency Security ▾ > Security Request
 TeamWorks Home | Worklist | Add to Favorites | Sign out
 New Window | Help |

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

Business Unit | begins with ▾ | 42700 | 🔍
 Request ID | begins with ▾ |
 Seq Nbr | = ▾ |
 Requested Date | = ▾ |
 Last Name | begins with ▾ |
 Empl ID | begins with ▾ |
 User ID | begins with ▾ |
 Action | = ▾ |
 Status | = ▾ |
 Access Type | = ▾ |
 Expire Date | = ▾ |

Case Sensitive

Step	Action
6.	<p>The email received contained the Employee ID for the request. Use this information to narrow the search.</p> <p>Click in the Empl ID field.</p> <p>Empl ID begins with ▾ </p>

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

TeamWorks New Window | Help |

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](#)

Search Criteria

Business Unit [begins with] 42700
 Request ID [begins with]
 Seq Nbr [=]
 Requested Date [=]
 Last Name [begins with]
 Empl ID [begins with]
 User ID [begins with]
 Action [=]
 Status [=]
 Access Type [=]
 Expire Date [=]

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
7.	Enter the appropriate information into the Empl ID field. For this example, type 78787878 .

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

TeamWorks New Window | Help |

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](#)

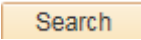
Search Criteria

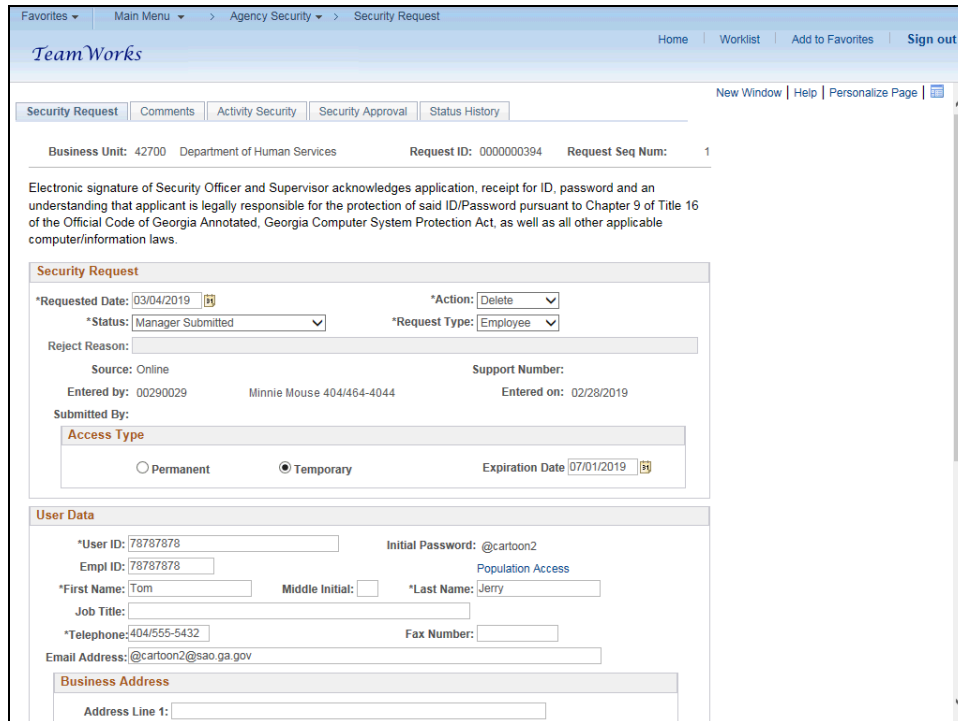
Business Unit [begins with] 42700
 Request ID [begins with]
 Seq Nbr [=]
 Requested Date [=]
 Last Name [begins with]
 Empl ID [begins with] 78787878
 User ID [begins with]
 Action [=]
 Status [=]
 Access Type [=]
 Expire Date [=]

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
8.	Click the Search button. 



Business Unit: 42700 Department of Human Services Request ID: 0000000394 Request Seq Num: 1

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: 03/04/2019 *Action: Delete

*Status: Manager Submitted *Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Minnie Mouse 404/464-4044 Entered on: 02/28/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 07/01/2019

User Data

*User ID: 78787878 Initial Password: @cartoon2

Empl ID: 78787878 Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

Job Title:

*Telephone: 404/555-5432 Fax Number:

Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

Step	Action
9.	Notice all the relevant employee information has been previously inputted by the Manager. The *Action for this request is set to Delete and the *Status is Manager Submitted. Click the Vertical scrollbar to view the bottom of the page.

Favorites > Main Menu > Agency Security > Security Request

Home | Worklist | Add to Favorites | Sign out

TeamWorks

User Data

*User ID: 78787878 Initial Password: @cartoon2
 Empl ID: 78787878 Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

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

Supervisor's Information

*Name: Barney File
 *Telephone: 404/555-6543

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 Return to Search Add Update/Display

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

Step	Action
10.	Click the Vertical scrollbar to return to the top of the page.

Favorites > Main Menu > Agency Security > Security Request

Home | Worklist | Add to Favorites | Sign out

TeamWorks

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

New Window | Help | Personalize Page

Business Unit: 42700 Department of Human Services Request ID: 000000394 Request Seq Num: 1

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: 03/04/2019 *Action: Delete
 *Status: Manager Submitted *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00290029 Minnie Mouse 404/464-4044 Entered on: 02/28/2019
 Submitted By:
 Access Type
 Permanent Temporary Expiration Date: 07/01/2019


User Data

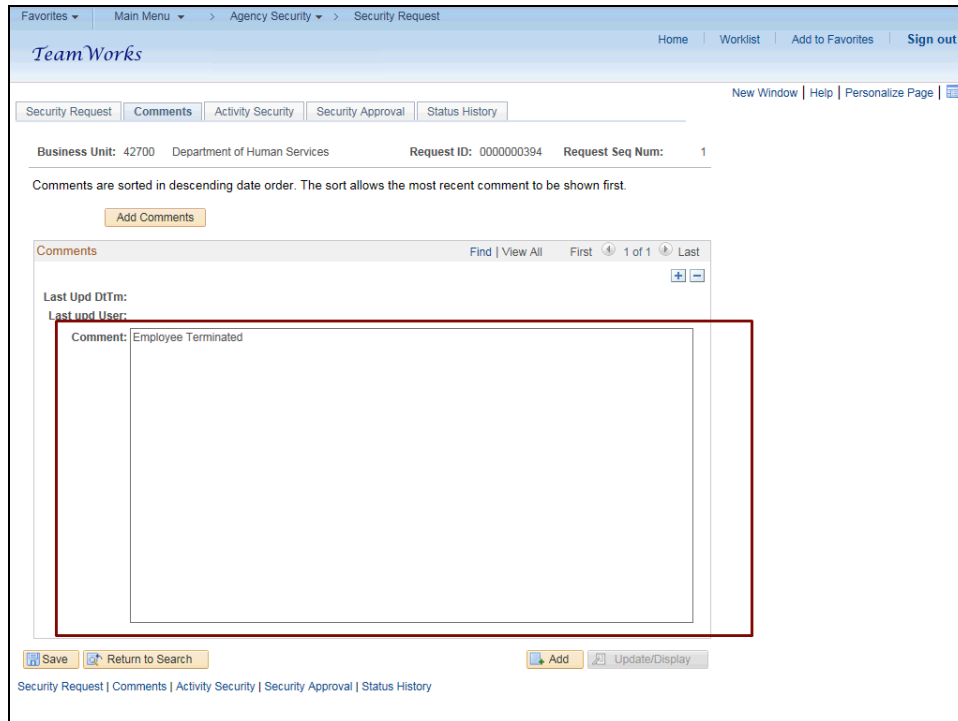
*User ID: 78787878 Initial Password: @cartoon2
 Empl ID: 78787878 Population Access

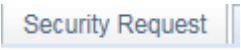
*First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

Step	Action
11.	Click the Comments tab. 



Step	Action
12.	Notice that a reason was given for the deletion request. Click the Security Request tab. 

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Security Request](#) | [Comments](#) | [Activity Security](#) | [Security Approval](#) | [Status History](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Business Unit: 42700 Department of Human Services Request ID: 000000394 Request Seq Num: 1

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: 03/04/2019 *Action:

*Status: *Request Type:

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Minnie Mouse 404/464-4044 Entered on: 02/28/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 07/01/2019

User Data

*User ID: 78787878 Initial Password: @cartoon2

Empl ID: 78787878 Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry

Job Title:

*Telephone: 404/555-5432 Fax Number:

Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

Step	Action
13.	Click the Status drop-down list. *Status: <input type="button" value="Manager Submitted"/>

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Security Request](#) | [Comments](#) | [Activity Security](#) | [Security Approval](#) | [Status History](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Business Unit: 42700 Department of Human Services Request ID: 000000394 Request Seq Num: 1

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: *Action:

*Status: *Request Type:

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Minnie Mouse 404/464-4044 Entered on: 02/28/2019

Submitted By:

Access Type

Permanent Temporary Expiration Date: 07/01/2019

User Data

*User ID: 78787878 Initial Password: @cartoon2

Empl ID: 78787878 Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry


Job Title:

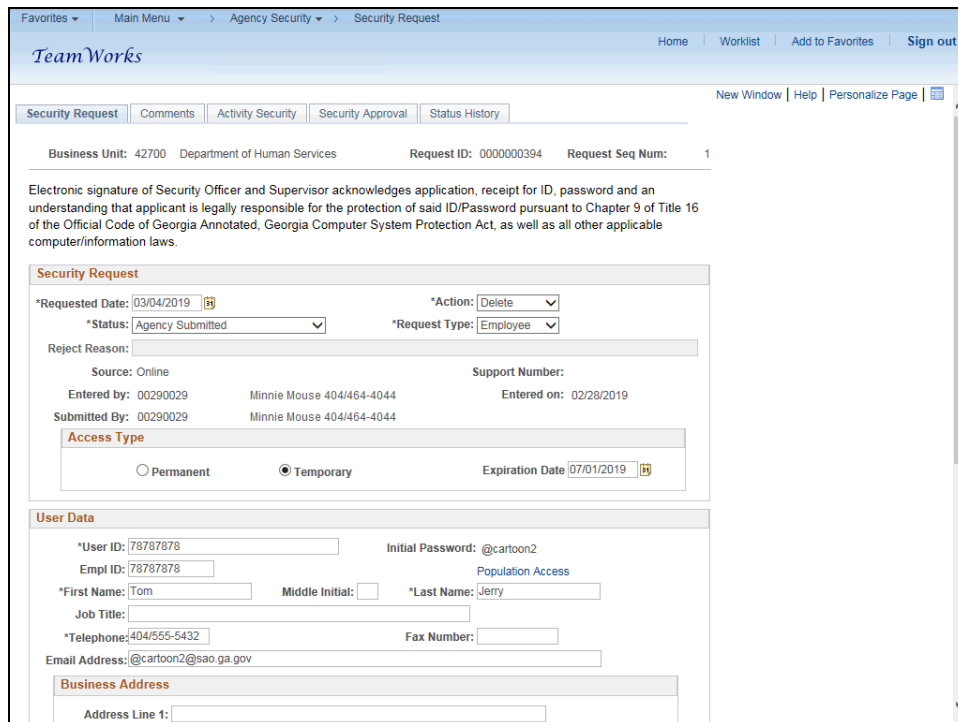
*Telephone: 404/555-5432 Fax Number:

Email Address: @cartoon2@sao.ga.gov

Business Address

Address Line 1:

Step	Action
14.	Click the Agency Submitted list item. 



Favorites | Main Menu | Agency Security | Security Request
 Home | Worklist | Add to Favorites | Sign out
 TeamWorks
 New Window | Help | Personalize Page

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

Business Unit: 42700 Department of Human Services Request ID: 000000394 Request Seq Num: 1

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: 03/04/2019 *Action: Delete
 *Status: Agency Submitted *Request Type: Employee
 Reject Reason:

Source: Online Support Number:
 Entered by: 00290029 Minnie Mouse 404/464-4044 Entered on: 02/28/2019
 Submitted By: 00290029 Minnie Mouse 404/464-4044

Access Type
 Permanent Temporary Expiration Date: 07/01/2019

User Data
 *User ID: 78787878 Initial Password: @cartoon2
 Empl ID: 78787878 Population Access
 *First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov
Business Address
 Address Line 1:

Step	Action
15.	Click the Vertical scrollbar to view the bottom of the page.

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Security Request

Home | Worklist | Add to Favorites | Sign out

TeamWorks

User Data

*User ID: 78787878 Initial Password: @cartoon2
 Empl ID: 78787878 Population Access

*First Name: Tom Middle Initial: *Last Name: Jerry
 Job Title:
 *Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

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

Supervisor's Information

*Name: Barney Fife
 *Telephone: 404/555-6543

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.

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

Step	Action
16.	Click the Save button.

Favorites ▾ Main Menu ▾ > Agency Security ▾ > Security Request

Home | Worklist | Add to Favorites | Sign out

TeamWorks

User Data

User ID: 78787878 Initial Password: 86i2Xb5waJJK2JSSVATGIA==
 Empl ID: 78787878 Population Access

First Name: Tom Middle Initial: Last Name: Jerry
 Job Title:
 Telephone: 404/555-5432 Fax Number:
 Email Address: @cartoon2@sao.ga.gov

Business Address

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

Supervisor's Information

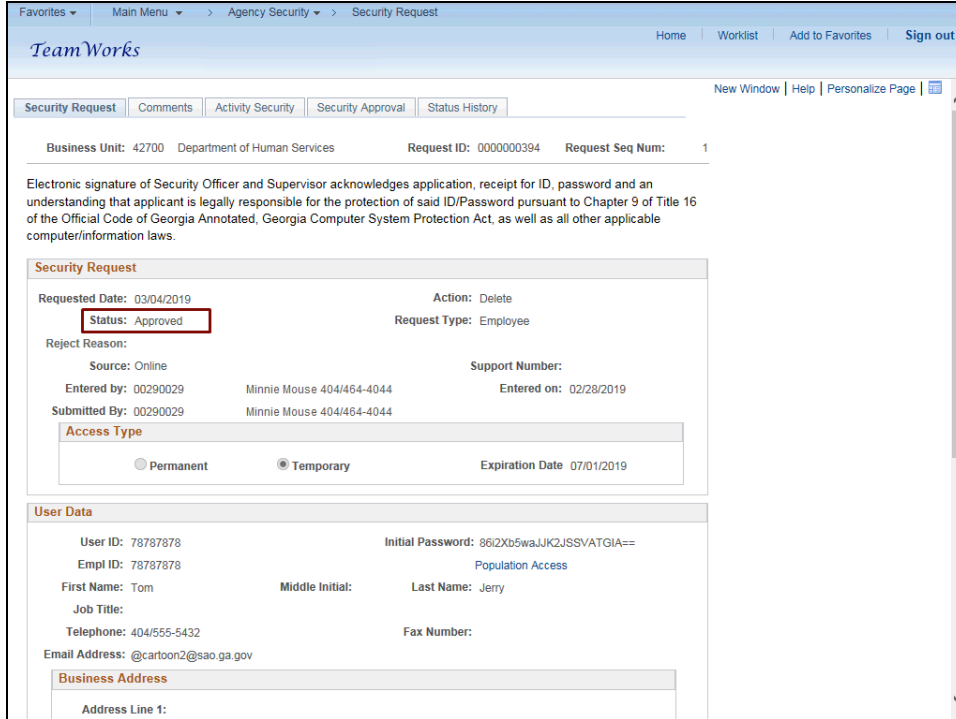
Name: Barney Fife
 Telephone: 404/555-6543

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.

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

Step	Action
17.	Click the Vertical scrollbar to return to the top of the page.



The screenshot shows the 'Security Request' page in the TeamWorks system. The page header includes 'TeamWorks' and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the header, there are tabs for 'Security Request', 'Comments', 'Activity Security', 'Security Approval', and 'Status History'. The main content area displays details for a security request with the following information:

- Business Unit: 42700 Department of Human Services
- Request ID: 0000000394 Request Seq Num: 1
- 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** section:
 - Requested Date: 03/04/2019
 - Action: Delete
 - Status: Approved** (highlighted with a red box)
 - Request Type: Employee
 - Reject Reason: Source: Online
 - Support Number: Entered by: 00290029 Minnie Mouse 404/464-4044 Entered on: 02/28/2019
 - Submitted By: 00290029 Minnie Mouse 404/464-4044
 - Access Type** section:
 - Permanent
 - Temporary
 - Expiration Date: 07/01/2019
- User Data** section:
 - User ID: 78787878 Initial Password: 86i2Xb5waJK2JSSVATGIA==
 - Empl ID: 78787878 Population Access
 - First Name: Tom Middle Initial: Last Name: Jerry
 - Job Title: Telephone: 404/555-5432 Fax Number:
 - Email Address: @cartoon2@sao.ga.gov
 - Business Address** section:
 - Address Line 1:

Step	Action
18.	Notice the status is now Approved . An email will be sent to SAO Security that a request is waiting for their further approval.

[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Security Request](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Security Request](#) | [Comments](#) | [Activity Security](#) | [Security Approval](#) | [Status History](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Business Unit: 42700 Department of Human Services Request ID: 000000394 Request Seq Num: 1

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: 03/04/2019	Action: Delete
Status: Approved	Request Type: Employee
Reject Reason:	
Source: Online	Support Number:
Entered by: 00290029 Minnie Mouse 404/464-4044	Entered on: 02/28/2019
Submitted By: 00290029 Minnie Mouse 404/464-4044	

Access Type

Permanent Temporary Expiration Date 07/01/2019

User Data

User ID: 78787878	Initial Password: 86i2Xb5waJK2JSSVATGIA==
Empl ID: 78787878	Population Access
First Name: Tom	Middle Initial:
Job Title:	Last Name: Jerry
Telephone: 404/555-5432	Fax Number:
Email Address: @cartoon2@sao.ga.gov	

Business Address

Address Line 1:

Step	Action
19.	<p>Congratulations! You have successfully completed approving or rejecting a request for employee deletion.</p> <p>End of Procedure.</p>