HCM Security Officer Approving an Addition

Step	Action
1.	Begin by navigating to the **Security Officer** page. **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. Click the **Main Menu** link. Main Menu ▾
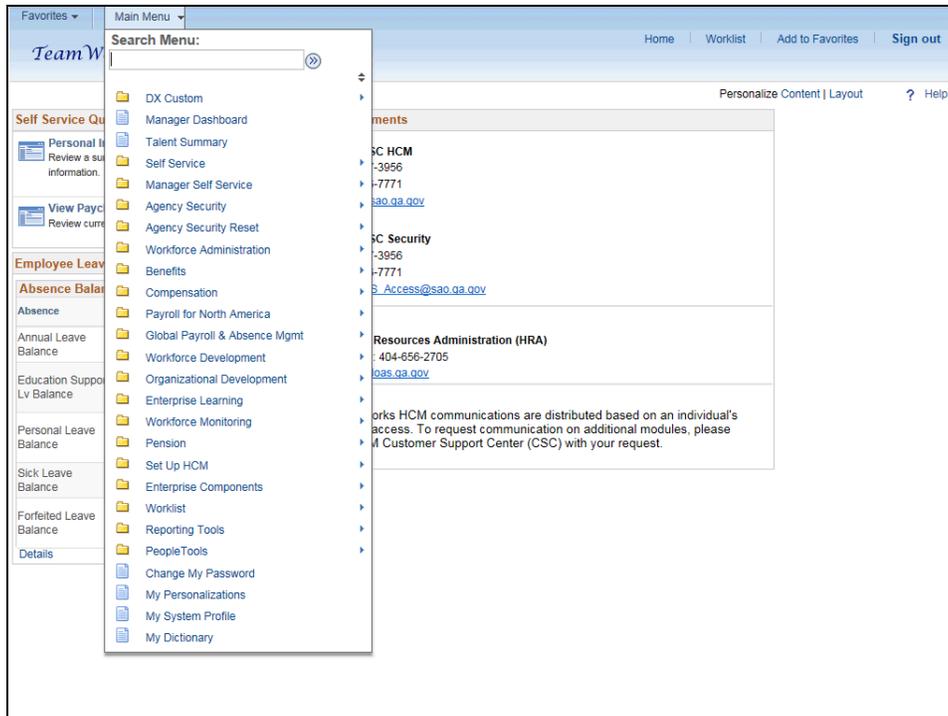
Step	Action
2.	Click the **Agency Security** link.
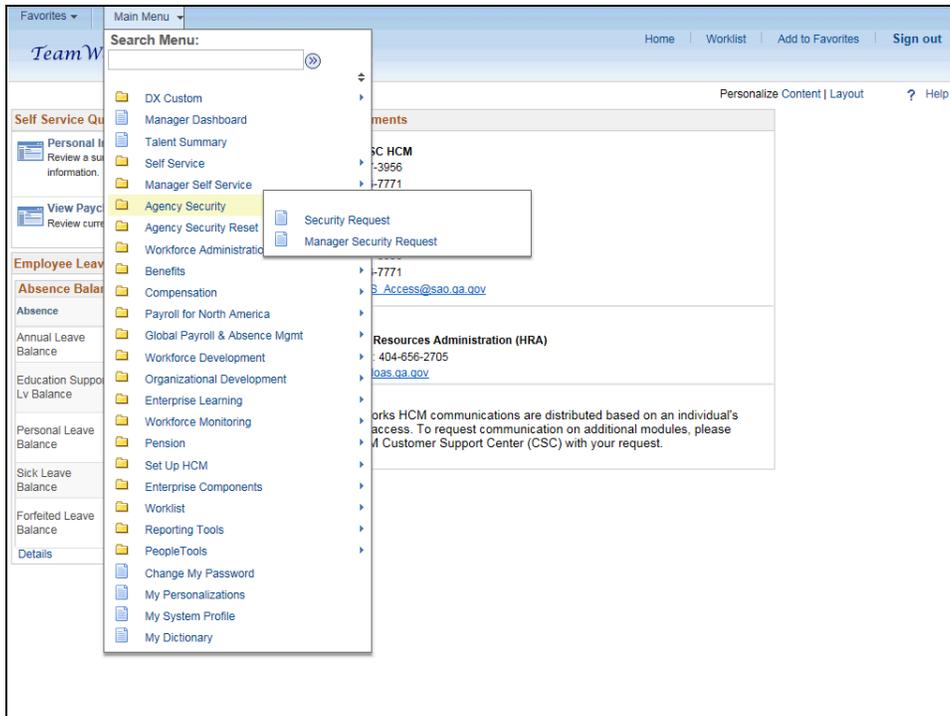
Step	Action
3.	Click the **Security Request** link.

Step	Action
4.	To find the specific Security Request, filters will be used. Click in the **Business Unit** field. Business Unit begins with ▼ [ ] 🔍

Step	Action
5.	To find the specific Security Request, filters will be used. Enter the appropriate information into the **Business Unit** field. For this example, type **42700**.

Job Aid

Step	Action
6.	The **Employee ID** filter will also be used to help narrow the search. This information is in the email received. Click in the **Empl ID** field.

Date Created: 12/4/2019 9:46:00 AM

Step	Action
7.	Enter the appropriate information into the **Empl ID** field.
	For this example, type **00270027**.

Job Aid

Step	Action
8.	Click the **Search** button.
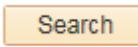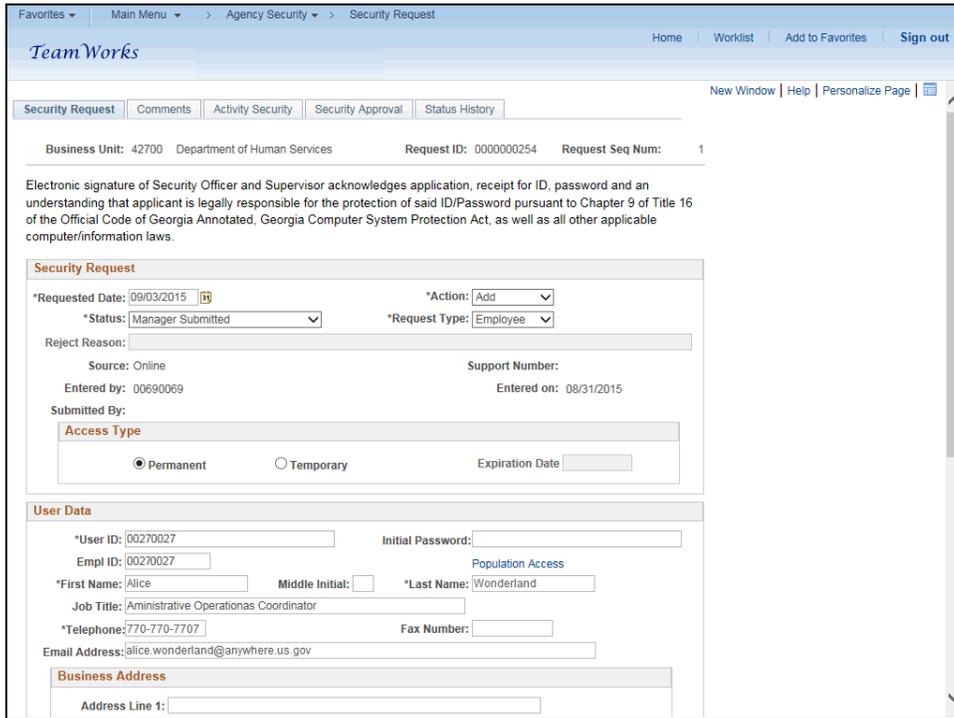
Step	Action
9.	Here is the Security Request for the employee. First, verify the information is correct.
	Click the **Vertical** scrollbar to view the employee's information.

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

Job Aid

Step	Action
11.	Before changing the status of the Security Request, it is imperative to review the **Activity Security** tab. For further information on the **Activity Security** tab, review the topic **Reviewing the Activity Security** tab.

Step	Action
12.	We now need to choose the appropriate status for the Security Request. As the Security Officer, the request will be either **Approved** or **Rejected**. Click the **Status** drop-down list. ***Status:** Manager Submitted ⌄

Step	Action
13.	First, let's see what happens if we choose **Rejected.** Click the **Rejected** list item.

Step	Action
14.	Notice that now the **Reject Reason** field is available for input. If **Rejected** is chosen, a reason must be entered into the **Reject Reason** field.

Step	Action
15.	For this example, we want to approve the request. Click the **Status** drop-down list. ***Status:** [Rejected ▼]

Step	Action
16.	To approve the request, change the status to **Agency Submitted**. Click the **Agency Submitted** list item. Agency Submitted Draft Manager Submitted Rejected

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

Step	Action
18.	Always be sure to save your work. Click the **Save** button. ![Save button]

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

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

Step	Action
21.	**Congratulations!** You have successfully completed Approving an Addition. **End of Procedure.**