Requesting a New Security Request - Employee

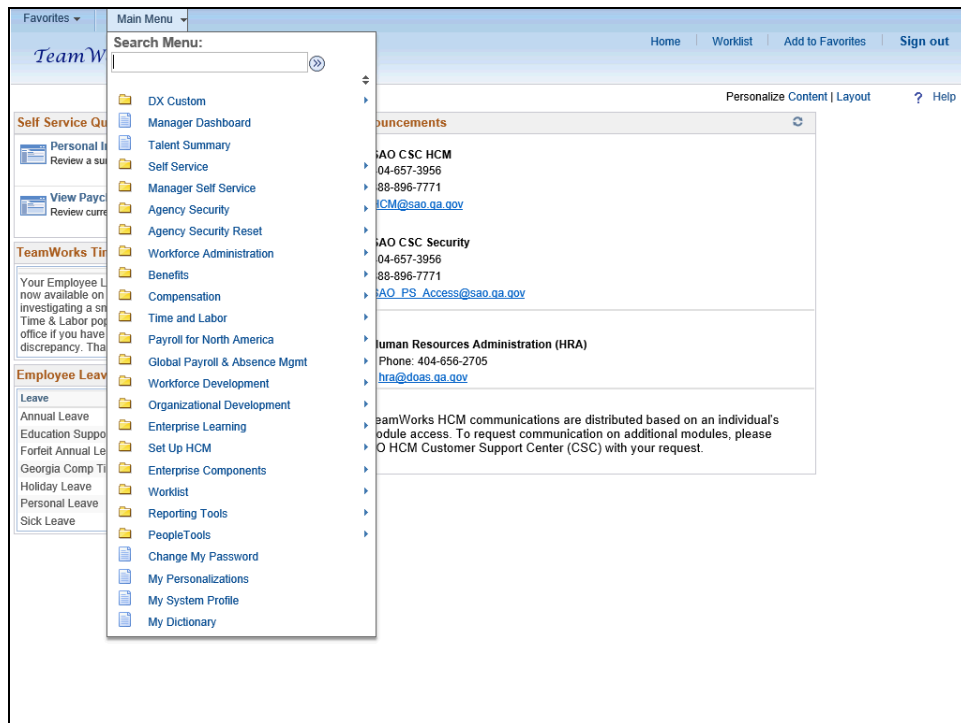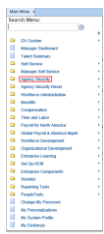

Step	Action
1.	Click the **Main Menu** link. Main Menu

Job Aid

Step	Action
2.	Click the **Agency Security** link.
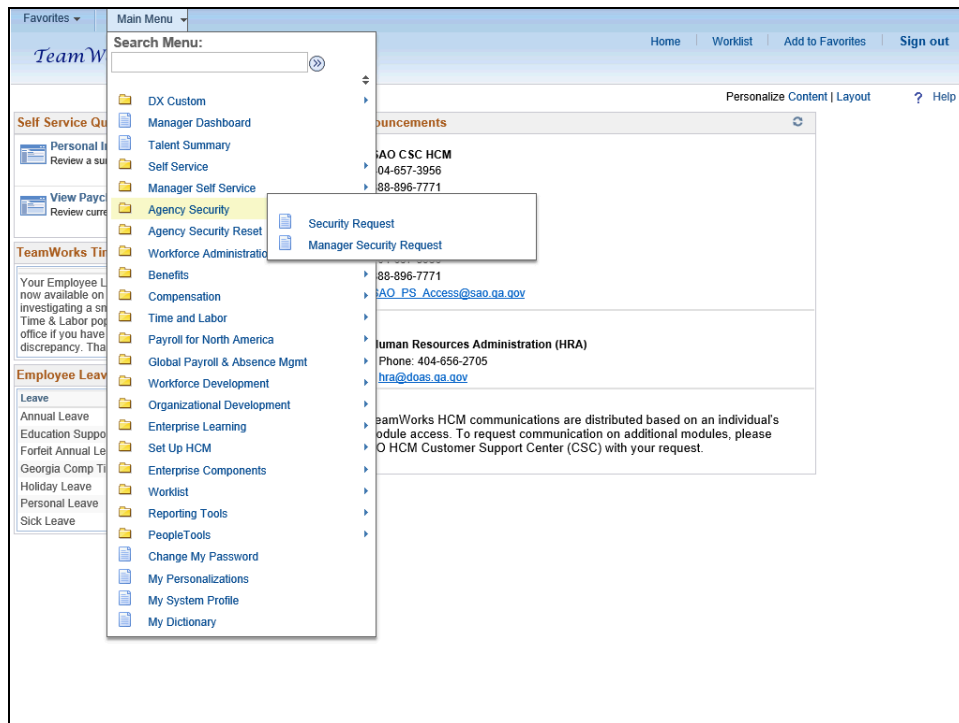
Step	Action
3.	Click the **Manager Security Request** link.

Job Aid

Step	Action
4.	A new security request will be created. Click the **Add a New Value** tab.

Step	Action
5.	This is an example. Be sure to input the Business Unit specific to your Agency. For this example Business Unit 44100 will be used. Click in the **Business Unit** field. Business Unit [ ] 🔍

Job Aid

Step	Action
6.	Enter the appropriate information into the **Business Unit** field. For this example, type **44100**.
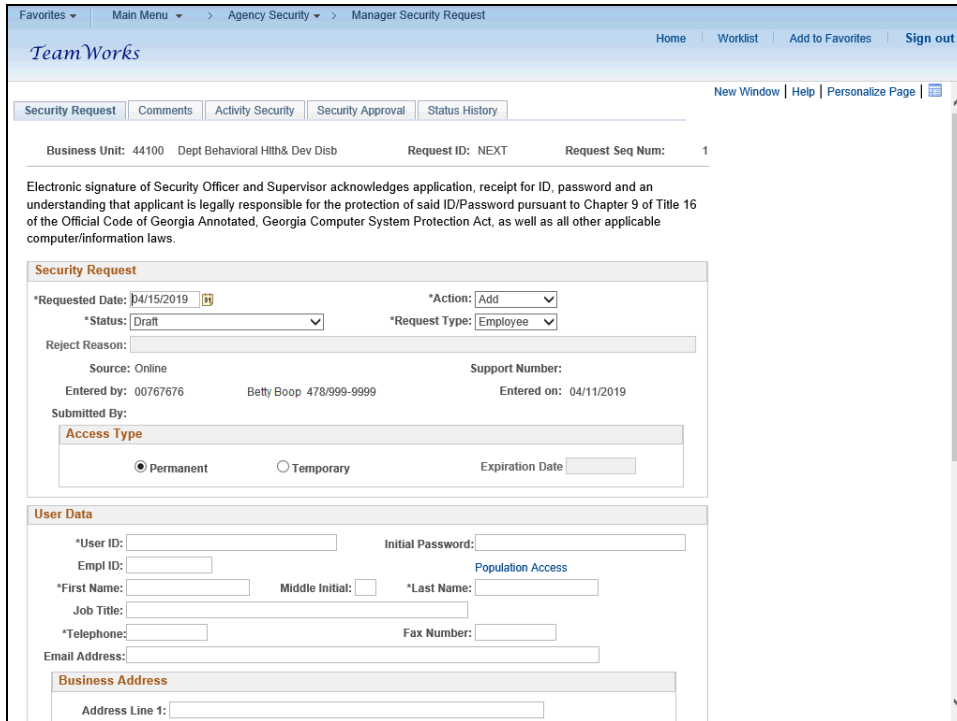
Step	Action
7.	Click the **Add** button. ![Add button]

Step	Action
8.	The **Security Request** page is where the Manager will input all relative information for the security addition. Those items with an ***** are required. The first section includes items such as: • **Request Date -** automatically defaults to 3 days later, as SAO requires 3 days to process a request. • **Action, Status,** and **Request Type** - editable by the user. • **Source, Entered by** and **Support Number -** automatically updated by the system. Click the **Vertical** scrollbar to view the bottom of the page.

Step	Action
9.	The next section consists of user data that will need to be entered. Again, items with an ***** are required. There is also a section for the **Supervisor's Information**.

Step	Action
10.	For this example, the user will create a security access request for a permanent employee. Accept the default **Access Type** of *Permanent*. **Note:** If creating a security access for a contractor, select the **Access Type** of *Temporary*. The **Request Type** of Contractor and an **Expiration Date** will also be required.

Step	Action
11.	Click in the **User ID** field. *User ID:

Step	Action
12.	Enter the appropriate information into the **User ID** field. It is limited to 8-20 characters. For this example, type **03131331**.

Step	Action
13.	The **Initial Password** must be at least 8 characters long including a number and at least 1 special character. Click in the **Initial Password** field. Initial Password: [ ]

Step	Action
14.	Enter the appropriate information into the **Initial Password** field. For this example, type **ohyeah19!**.

Step	Action
15.	Click in the **Empl ID** field.

Step	Action
16.	The **Empl ID** consists of eight numeric values proceeded by *00* or *01*.

For this example, type **03131331**. |

Step	Action
17.	The **First Name** is required.

Click in the **First Name** field.

*First Name: |

Job Aid

Step	Action
18.	Enter the appropriate information into the **First Name** field. For this example, type **Captain**.

Step	Action
19.	The **Last Name** of the user also needs to be entered. Click in the **Last Name** field. *Last Name: [ ]

Step	Action
20.	Enter the appropriate information into the **Last Name** field. For this example, type **Marvel**.

Step	Action
21.	The telephone number is a required field. If the employee or contractor does not have a telephone number, please enter the Supervisor's telephone number. Click in the **Telephone** field. *Telephone:

Step	Action
22.	Enter the appropriate information into the **Telephone** field. For this example, type **4041234567**.

Step	Action
23.	The email address is a required field. If the employee does not have an email address, please enter the Supervisor's email address or a default email address of dummy1@XXXX.ga.gov Click in the **Email Address** field. Email Address: [ ]

Step	Action
24.	Notice the **Telephone** field automatically formats.

Step	Action
25.	Enter the appropriate information into the **Email Address** field. For this example, type **captain.marvel@dbhdd.ga.gov**.

Step	Action
26.	For this example, we want the employee to have access to only one department within Business Unit 441 and not the entire company. Click the **Population Access** link. Population Access

Step	Action
27.	Click the **Add** option. Add

Step	Action
28.	Click in the **Department** field. **Department**

Step	Action
29.	Click in the **Department** field.

Step	Action
30.	Enter the appropriate information into the **Department** field. For this example, type **441**.

Step	Action
31.	Click the **Look Up** button. Look Up

Step	Action
32.	Click the **Vertical** scrollbar.

Step	Action
33.	Notice the different departments of this particular business unit. For this example, our employee only needs access to the Employee Health Service Department. Click the **Employee Health Service** link.

Step	Action
34.	If more Population Access is needed later, click the **Add a new row at row 1** button and repeat this process.

Step	Action
35.	Click the **OK** button. OK

Step	Action
36.	The **Supervisor's Information** is required. The name and phone number are needed. Click in the **Name** field. *Name:

Step	Action
37.	Enter the appropriate information into the **Name** field. For this example, type **Nick Furry**.

Step	Action
38.	Click in the **Telephone** field. *Telephone:

Step	Action
39.	Enter the appropriate information into the **Telephone** field. For this example, type **6781234567**.

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

Step	Action
41.	Check that all information is correct. Always be sure to save your work. Click the **Save** button. ![Save button]

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

Step	Action
43.	The information has now been saved. Notice there is now a **Request ID.**
	The **Status** field will remain in *Draft* Mode until the manager is ready to submit it to the Agency Security Officer.
	Notice that the **Initial Password** has now been encrypted.

Step	Action
44.	Now let's look at the other tabs.
	Click the **Comments** tab.

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Step	Action
45.	On the **Comments** page, comments regarding the request can be added.

Step	Action
46.	Click the **Activity Security** tab. Activity Security

Step	Action
47.	This page shows security privileges broken out by module.

Step	Action
48.	To review each module, click **Expand All** button or click arrows to expand one module at a time.

Step	Action
49.	For review purposes, expand the **Payroll** section. Click the **Payroll** arrow. ▶ Payroll

Step	Action
50.	If you want to *Add* or *Remove* any **Activities**, click in the appropriate checkboxes.

Step	Action
51.	Click the **Add** option for *View PY Data*.

Step	Action
52.	Click the **Save** button. ![Save button]

Step	Action
53.	Click the **Security Approval** tab. ![Security Approval tab]

Step	Action
54.	This page keeps a record of approvals with this particular request.

Step	Action
55.	Click the **Status History** tab. ![Status History button]

Step	Action
56.	This page keeps a status history of the request.

Step	Action
57.	Click the **Security Request** tab.

Step	Action
58.	When the addition request is completed by the manager, the manager will change the **Status** field from *Draft* to *Manager Submitted*. Click the **Status** dropdown. *Status: Draft ▼

Step	Action
59.	Click the **Manager Submitted** list item. Draft Manager Submitted Rejected

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

Step	Action
61.	Click the **Save** button. ![Save button]

![TeamWorks Manager Security Request screen showing User Data with User ID: 03131331, Empl ID: 03131331, First Name: Captain, Last Name: Marvel, Initial Password: wktVasqxTZO3EvTMS5dd3Q==, Population Access link, Telephone: 404/123-4567, Email Address: captain.marvel@dbhdd.ga.gov, Business Address section (blank), Supervisor's Information: Name Nick Furry, Telephone: 678/123-4567]
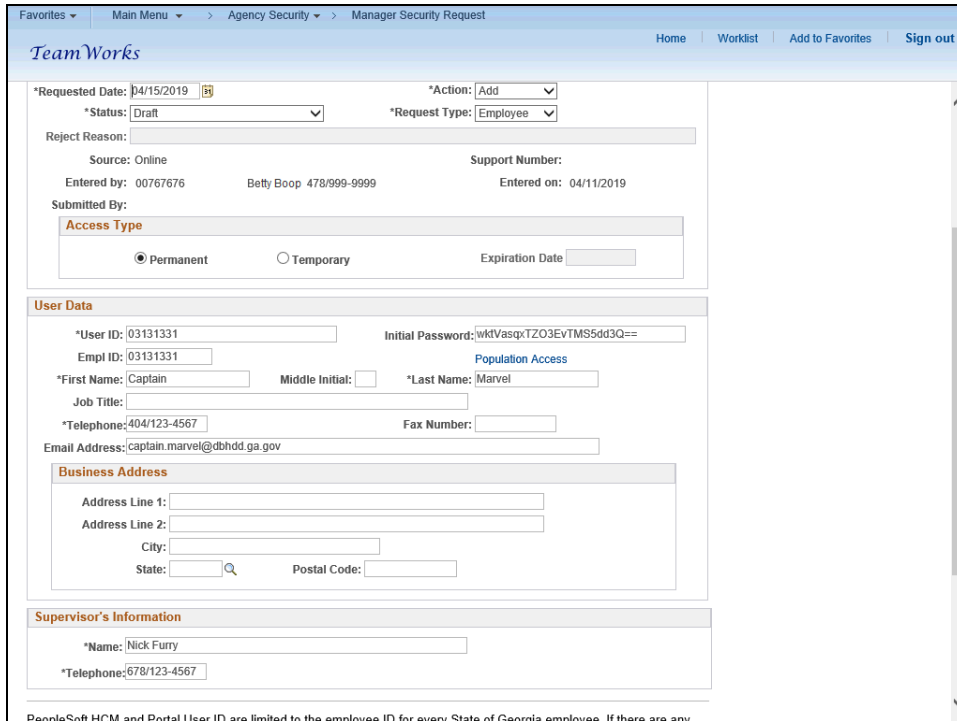
PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned 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   Add   Update/Display

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

Step	Action
62.	An email will now be sent to the Agency Security Officer to inform them that they have a Security Request. The Agency Security Officer will need to review and approve before it is sent to SAO Security to process.

Job Aid

Step	Action
63.	**Congratulations!** You have completed requesting an addition to security access. **End of Procedure.**