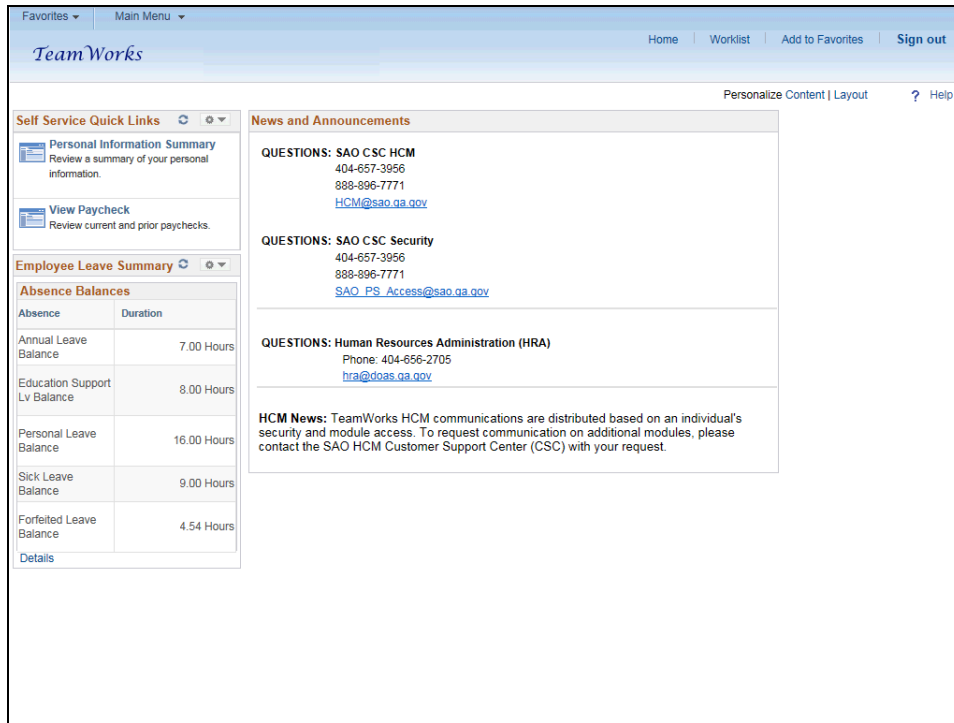


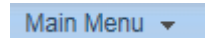
## Reviewing the Activity Security Tab

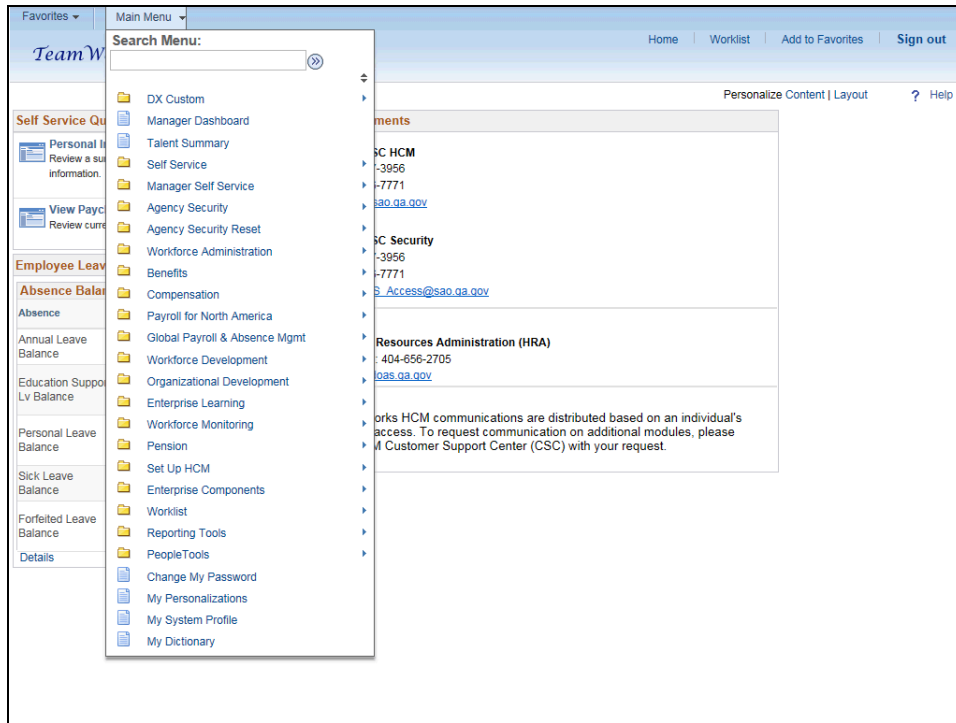


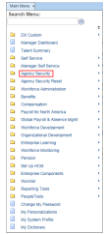
The screenshot shows the TeamWorks web application interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this, the 'TeamWorks' logo is displayed. The main content area is divided into several sections:

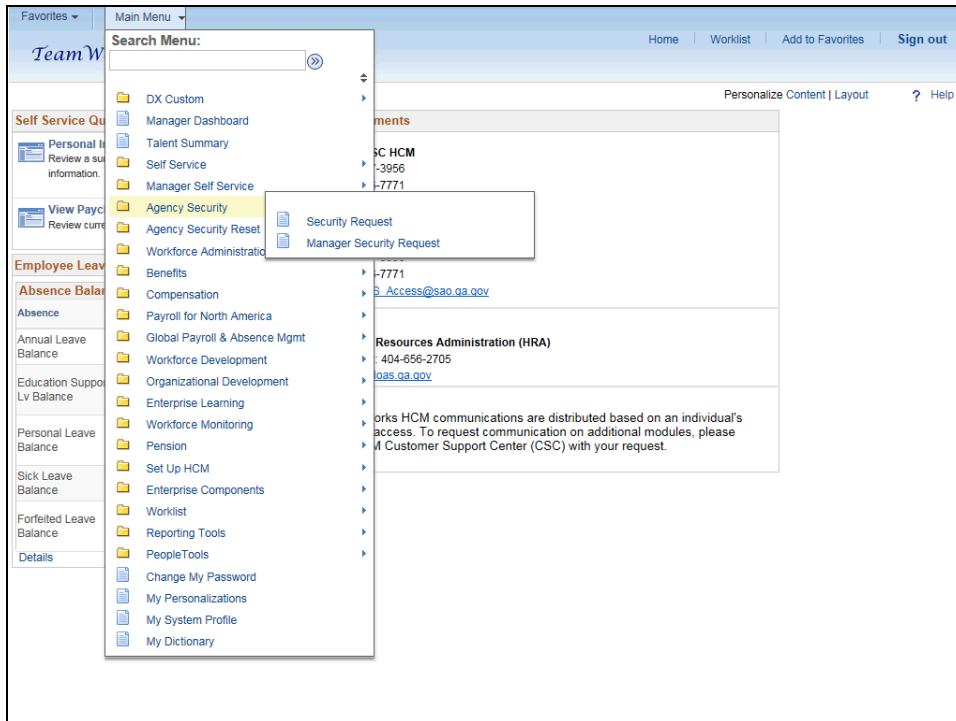
- Self Service Quick Links:** Includes 'Personal Information Summary' (Review a summary of your personal information) and 'View Paycheck' (Review current and prior paychecks).
- Employee Leave Summary:** A table showing absence balances:
 

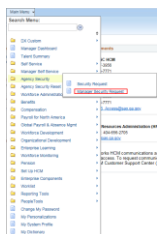
| Absence                      | Duration    |
|------------------------------|-------------|
| Annual Leave Balance         | 7.00 Hours  |
| Education Support Lv Balance | 8.00 Hours  |
| Personal Leave Balance       | 16.00 Hours |
| Sick Leave Balance           | 9.00 Hours  |
| Forfeited Leave Balance      | 4.54 Hours  |
- News and Announcements:** Contains contact information for SAO CSC HCM, SAO CSC Security, and Human Resources Administration (HRA), along with a notice about HCM News distribution.

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



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



| Step | Action                                                                                                                                     |
|------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Click the <b>Manager Security Request</b> link.</p>  |

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

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

*TeamWorks* New Window | Help |

### Manager 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](#)

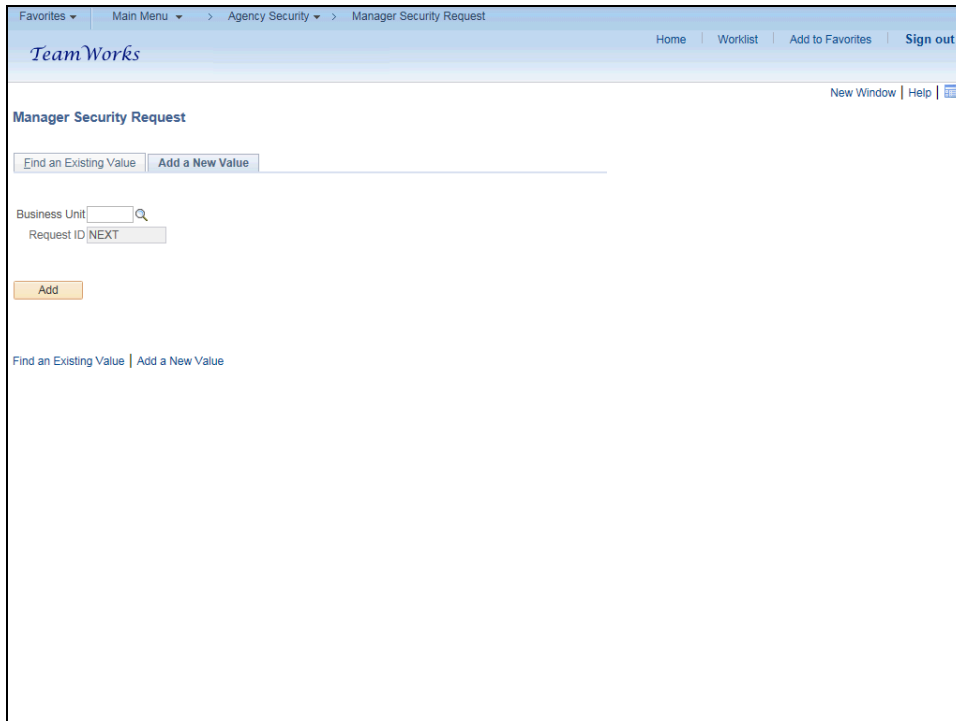
**Search Criteria**


Business Unit  [begins with]    
 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

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

| Step | Action                                                                                                                                                                                                                                                     |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | <p>For this example, a new Security Request will be created.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> |



| Step | Action                                                                                                                                                                                                                                                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.   | <p>In this example, use Business Unit 42700.</p> <p>Click in the <b>Business Unit</b> field.</p> <p>Business Unit <input data-bbox="500 1142 602 1178" type="text"/> </p> |

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

TeamWorks Home | Worklist | Add to Favorites | Sign out

Manager Security Request New Window | Help | [icon]

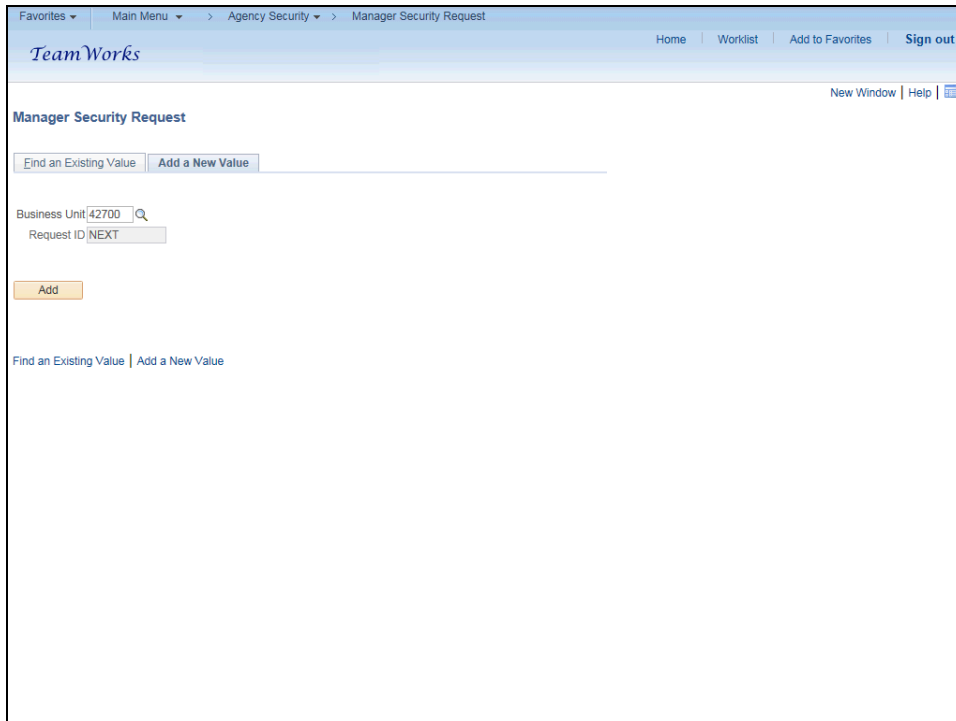
Find an Existing Value | Add a New Value

Business Unit

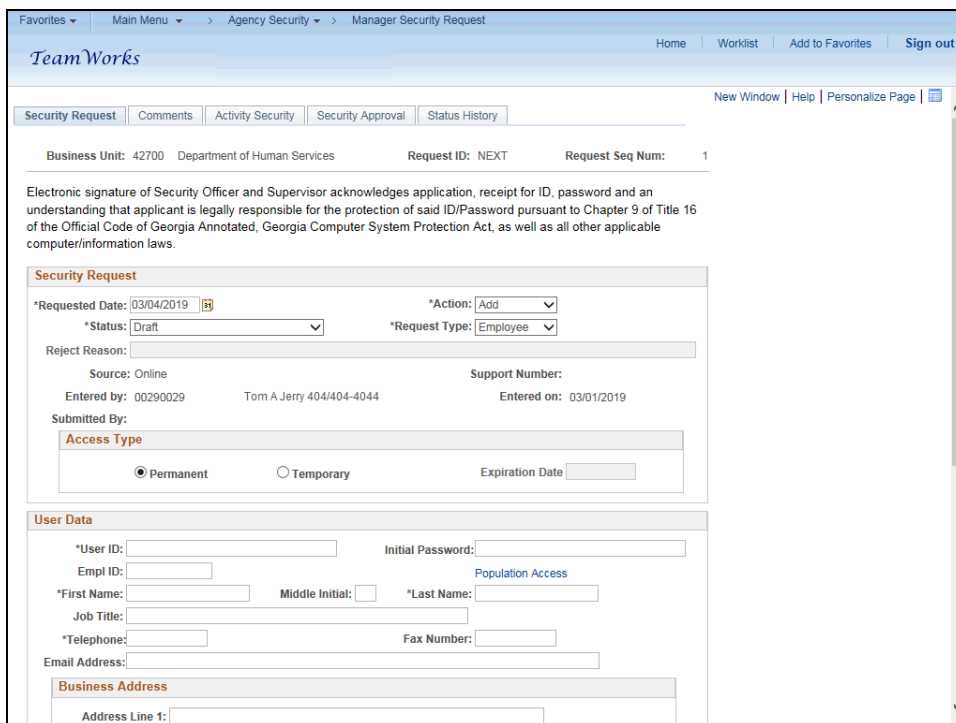
Request ID NEXT

Find an Existing Value | Add a New Value

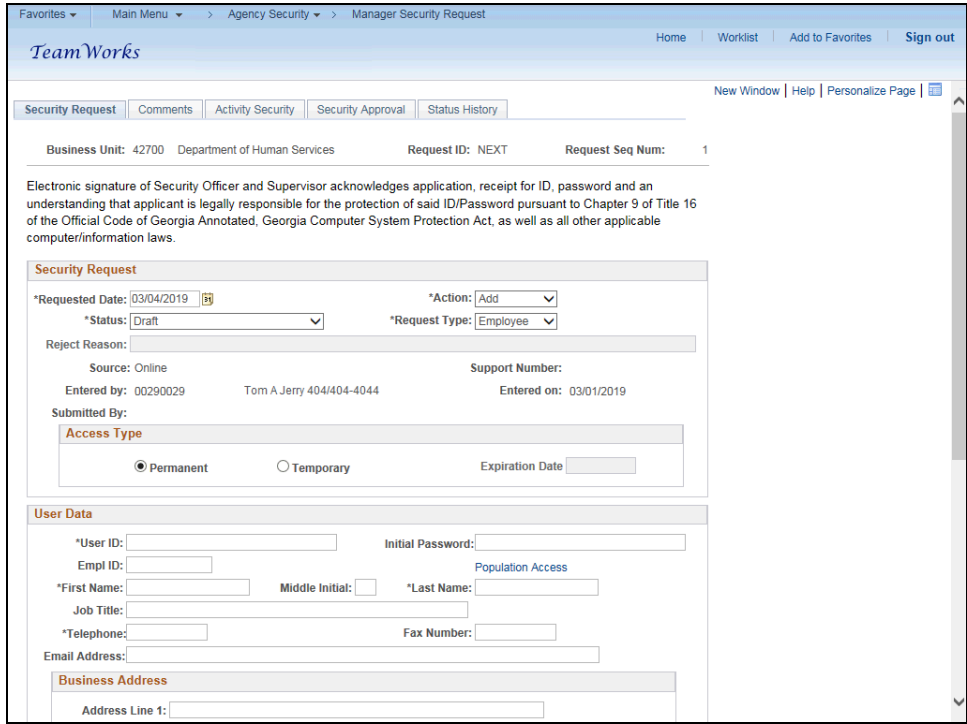
| Step | Action                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.   | <p>In this example, use Business Unit 42700.</p> <p>Enter the appropriate information into the <b>Business Unit</b> field.</p> <p>For this example, type <b>42700</b>.</p> |




| Step | Action                       |
|------|------------------------------|
| 7.   | Click the <b>Add</b> button. |



| Step | Action                                                                |
|------|-----------------------------------------------------------------------|
| 8.   | This is the initial entry page when beginning a new Security Request. |



Favorites ▾ Main Menu ▾ > Agency Security ▾ > Manager 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: NEXT 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: Add  
 \*Status: Draft \*Request Type: Employee  
 Reject Reason:  
 Source: Online Support Number:  
 Entered by: 00290029 Tom A Jerry 404/404-4044 Entered on: 03/01/2019  
 Submitted By:  
**Access Type**  
 Permanent  Temporary Expiration Date:  
**User Data**  
 \*User ID: Initial Password:  
 Empl ID: Population Access  
 \*First Name: Middle Initial: \*Last Name:  
 Job Title:  
 \*Telephone: Fax Number:  
 Email Address:  
**Business Address**  
 Address Line 1:

| Step | Action                                                                                                                                                                                                                                                                             |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.   | In this exercise, we will take a closer look will be taken at the <b>Activity Security</b> tab.<br><br>Click in the <b>User ID</b> field.<br><br>*User ID: <span style="border: 2px solid red; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span> |



[Favorites](#) > [Main Menu](#) > [Agency Security](#) > [Manager 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: NEXT 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: Add   
 \*Status: Draft  \*Request Type: Employee   
 Reject Reason:   
 Source: Online Support Number:   
 Entered by: 00290029 Tom A.Jerry 404/404-4044 Entered on: 03/01/2019  
 Submitted By:   
**Access Type**  
 Permanent  Temporary Expiration Date:   
**User Data**  
 \*User ID:  Initial Password:   
 Empl ID:  Population Access   
 \*First Name:  Middle Initial:  \*Last Name:   
 Job Title:   
 \*Telephone:  Fax Number:   
 Email Address:   
**Business Address**  
 Address Line 1:

| Step | Action                                                                                                                                                                                           |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.  | Enter the appropriate information into the <b>Activity Security</b> field.<br><br>For this example, type <b>003003003</b> .<br><br>*User ID: <input style="border: 2px solid red;" type="text"/> |

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

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

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

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

Business Unit: 42700 Department of Human Services Request ID: NEXT 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: Add  
 \*Status: Draft \*Request Type: Employee  
 Reject Reason:

Source: Online Support Number:  
 Entered by: 00290029 Tom A Jerry 404/404-4044 Entered on: 03/01/2019

Submitted By:

**Access Type**  
 Permanent  Temporary Expiration Date:

**User Data**

\*User ID: 003003003 Initial Password:  
 Empl ID: Population Access  
 \*First Name: Middle Initial: \*Last Name:  
 Job Title:  
 \*Telephone: Fax Number:  
 Email Address:

**Business Address**  
 Address Line 1:

| Step | Action               |
|------|----------------------|
| 11.  | Press <b>[Tab]</b> . |

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

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

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

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

Business Unit: 42700 Department of Human Services Request ID: NEXT 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: Add  
 \*Status: Draft \*Request Type: Employee  
 Reject Reason:

Source: Online Support Number:  
 Entered by: 00290029 Tom A Jerry 404/404-4044 Entered on: 03/01/2019

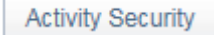
Submitted By:

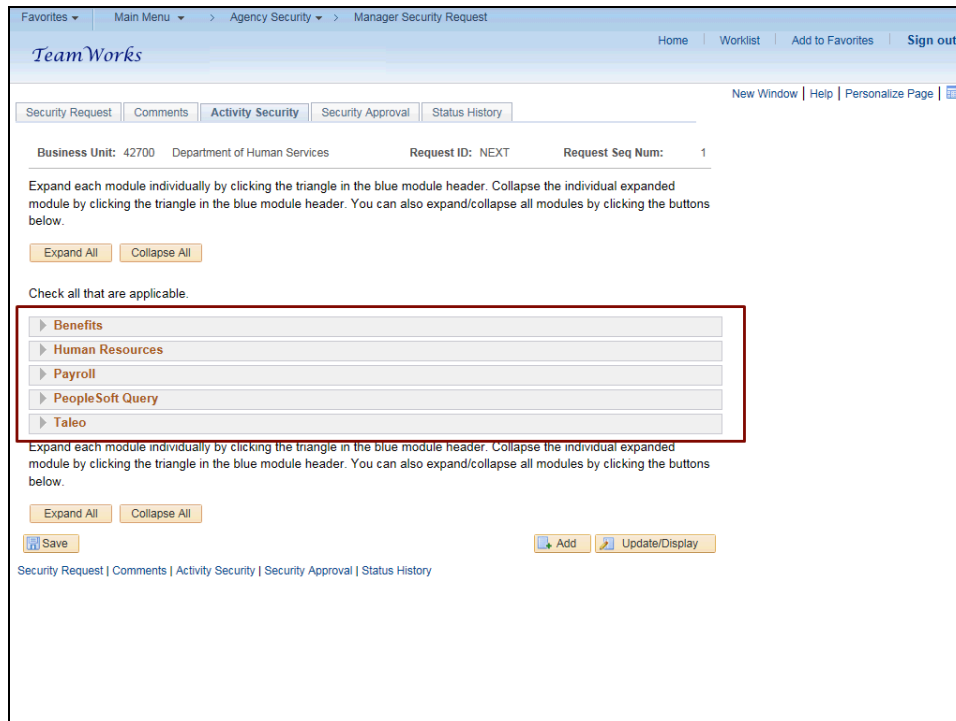
**Access Type**  
 Permanent  Temporary Expiration Date:

**User Data**

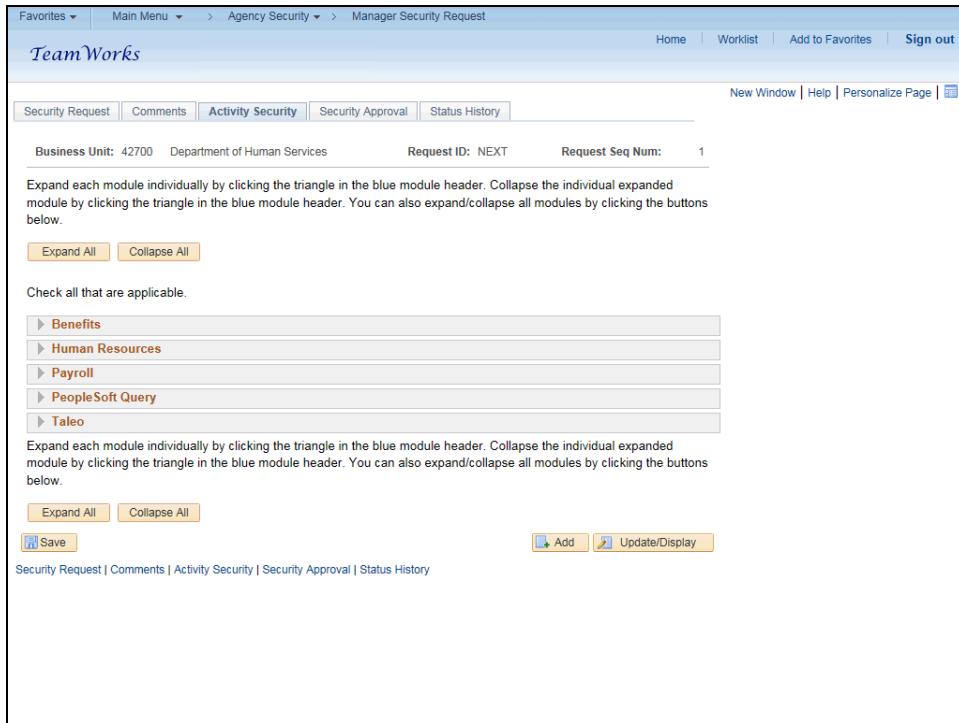
\*User ID: 003003003 Initial Password:  
 Empl ID: Population Access  
 \*First Name: Middle Initial: \*Last Name:  
 Job Title:  
 \*Telephone: Fax Number:  
 Email Address:

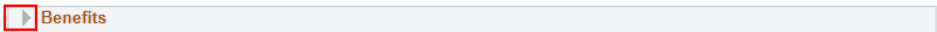
**Business Address**  
 Address Line 1:

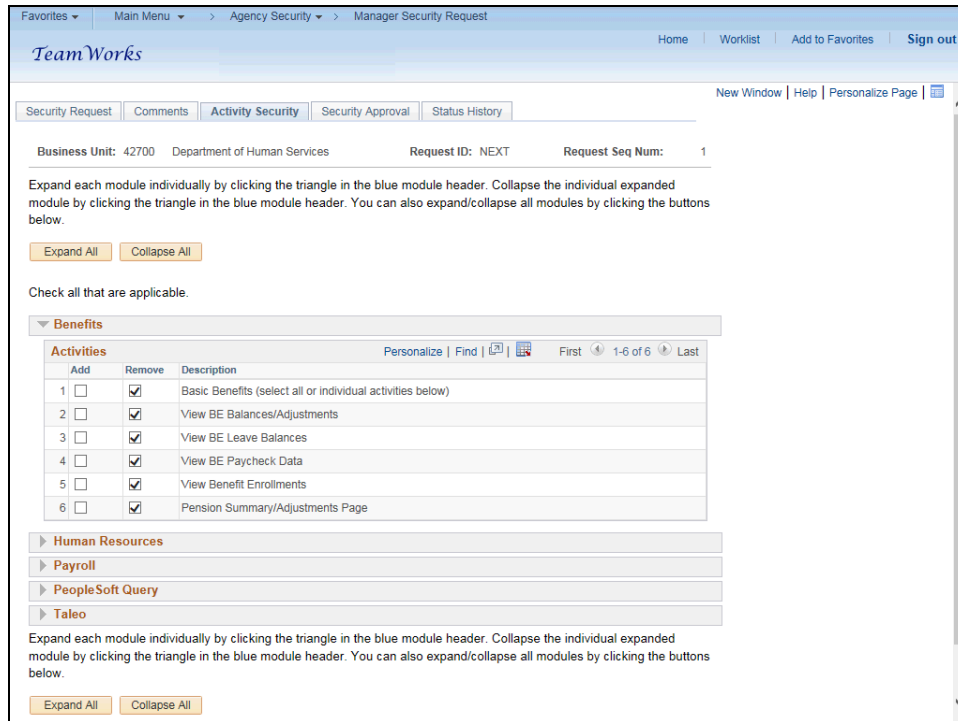
| Step | Action                                                                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.  | <p>In this exercise, a closer look will be taken at the <b>Activity Security</b> tab.</p> <p>Click the <b>Activity Security</b> tab.</p>  |

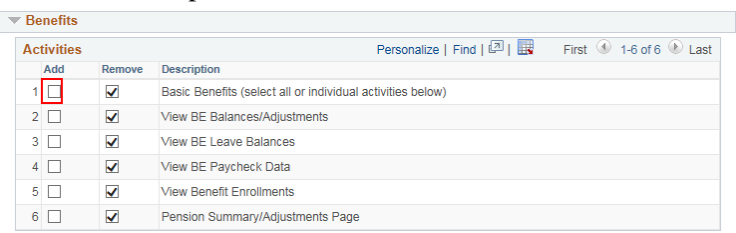


| Step | Action                                                                                                                                                                                                                  |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13.  | <p>This is the <b>Activity Security</b> page. This page allows the manager to select roles for employees and contractors. Access can be added or removed.</p> <p>Notice the different modules that can be expanded.</p> |



| Step | Action                                                                                                                                                             |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.  | <p>Let's look at <b>Benefits</b></p> <p>Click the <b>Benefits</b> button.</p>  |



| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.  | <p>Once a module is expanded, roles specific access can be added or removed.</p> <p><b>To add activities</b> to an employee or contractor check the <b>Add</b> button within each module.</p> <p><b>To remove activities</b> from an employee or contractor, click the <b>Remove</b> button.</p> <p>Click the <b>Add</b> option.</p>  |

TeamWorks

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

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Check all that are applicable.

**Benefits**

| Activities                          |                                     |                                                            |
|-------------------------------------|-------------------------------------|------------------------------------------------------------|
| Add                                 | Remove                              | Description                                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Basic Benefits (select all or individual activities below) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View BE Balances/Adjustments                               |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View BE Leave Balances                                     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View BE Paycheck Data                                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View Benefit Enrollments                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Pension Summary/Adjustments Page                           |

| Activities (Basic Benefits) |                                     |                                 |
|-----------------------------|-------------------------------------|---------------------------------|
| Add                         | Remove                              | Description                     |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | All Basic Benefits Listed Below |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | FMLA Administrator              |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Emp Charitable Contribution     |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Gen Ded Enrollment/Change       |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Hire Emp/Leave Transfer         |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Update Leave Plans              |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Leave Usage                     |

| Step | Action                                                                                                                                                                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16.  | Since the <b>Add</b> button was checked for Basic Benefits, notice the <b>Activates (Basic Benefits)</b> is now available. There are more specific access options in Basic Benefits if the manager does not want to give access to the entire Basic Benefits module. |

TeamWorks

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

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

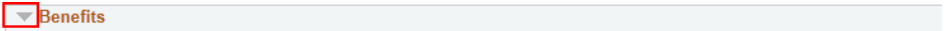
Expand All Collapse All

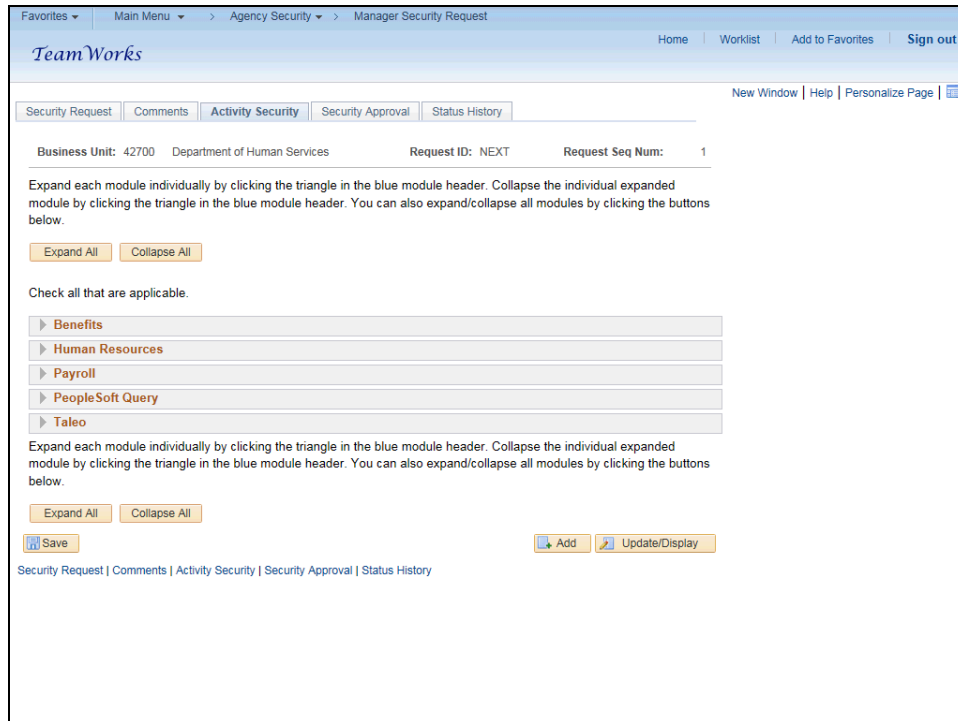
Check all that are applicable.

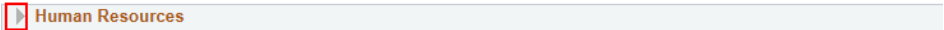
**Benefits**

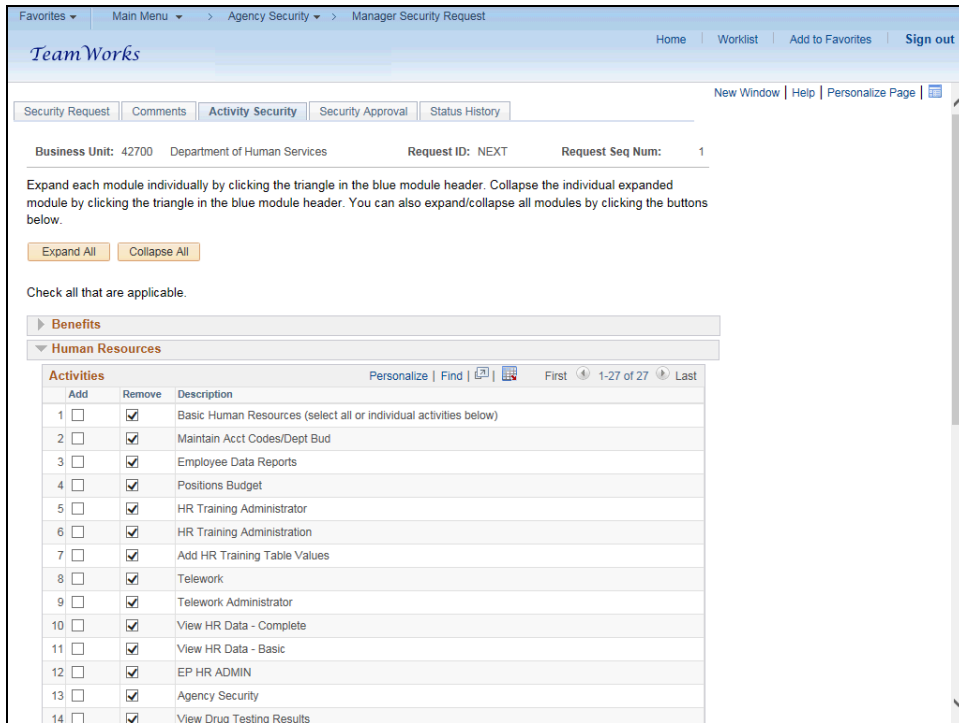
| Activities                          |                                     |                                                            |
|-------------------------------------|-------------------------------------|------------------------------------------------------------|
| Add                                 | Remove                              | Description                                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Basic Benefits (select all or individual activities below) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View BE Balances/Adjustments                               |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View BE Leave Balances                                     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View BE Paycheck Data                                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View Benefit Enrollments                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Pension Summary/Adjustments Page                           |

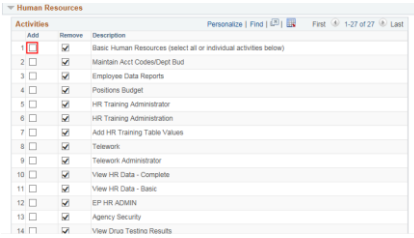
| Activities (Basic Benefits) |                                     |                                 |
|-----------------------------|-------------------------------------|---------------------------------|
| Add                         | Remove                              | Description                     |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | All Basic Benefits Listed Below |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | FMLA Administrator              |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Emp Charitable Contribution     |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Gen Ded Enrollment/Change       |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Hire Emp/Leave Transfer         |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Update Leave Plans              |
| <input type="checkbox"/>    | <input checked="" type="checkbox"/> | Leave Usage                     |

| Step | Action                                                                                                                                                                                                                                                         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.  | <p>Now that the appropriate selections have been made, the <b>Benefits</b> section is complete. Collapse this section.</p> <p>Click the <b>Collapse section</b> button.</p>  |

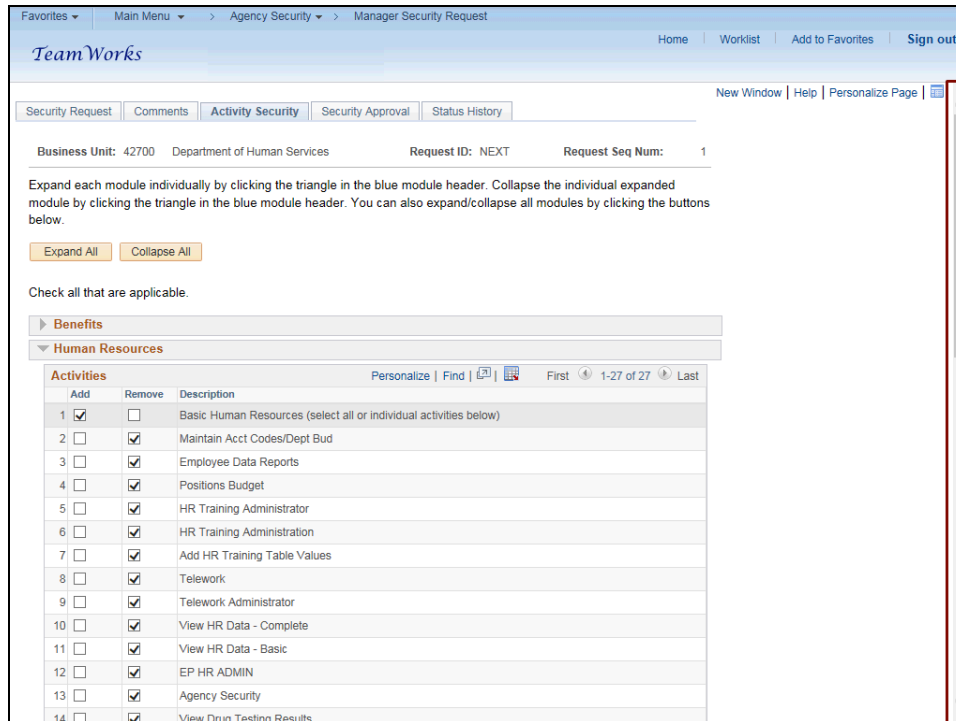


| Step | Action                                                                                                                                                                                    |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18.  | <p>Now, let's look at the Human Resources module.</p> <p>Click the <b>Expand section</b> button.</p>  |



| Step | Action                                                                                                                                                                                                                                                                                                                                        |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19.  | <p>The <b>Human Resources</b> module has now been expanded. Notice that the Basic Human Resources activity states that all or individual activities can be selected. Let's take a look at the individual options.</p> <p>Click the <b>Add</b> option.</p>  |





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

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

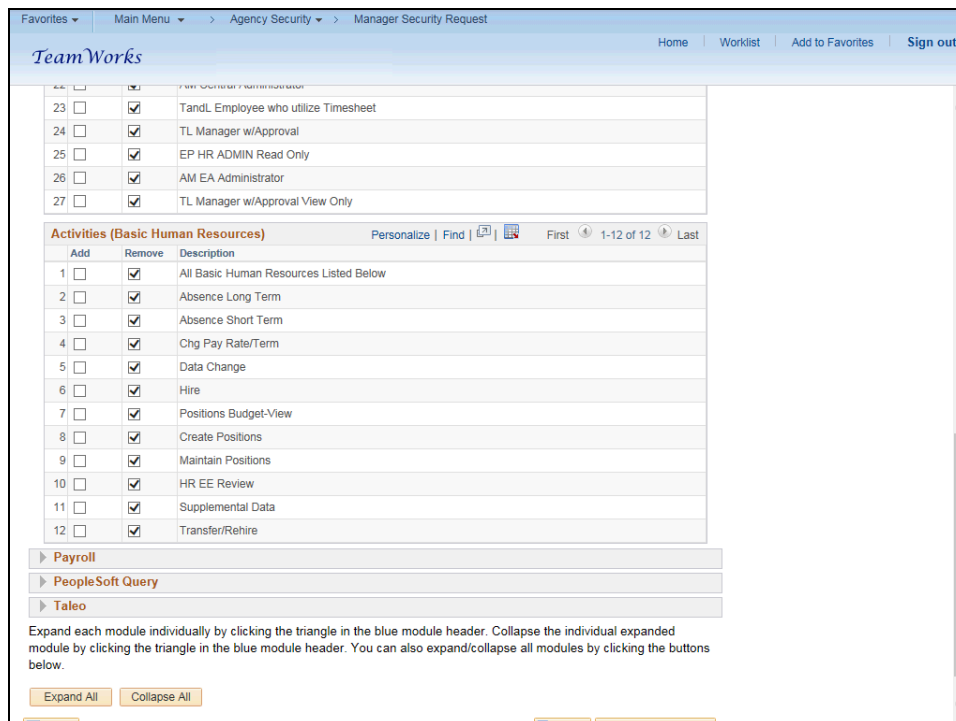
Expand All Collapse All

Check all that are applicable.

**Human Resources**

| Add                                 | Remove                              | Description                                                       |
|-------------------------------------|-------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Basic Human Resources (select all or individual activities below) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Maintain Acct Codes/Dept Bud                                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Employee Data Reports                                             |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Positions Budget                                                  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | HR Training Administrator                                         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | HR Training Administration                                        |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Add HR Training Table Values                                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Telework                                                          |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Telework Administrator                                            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View HR Data - Complete                                           |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View HR Data - Basic                                              |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | EP HR ADMIN                                                       |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Agency Security                                                   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View Drug Testing Results                                         |

| Step | Action                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20.  | Now there is an additional module with additional Basic Human Resources options.<br><br>Using the <b>vertical scroll bar</b> , scroll down to view all of the options. |



Activities (Basic Human Resources)

| Add                      | Remove                              | Description                            |
|--------------------------|-------------------------------------|----------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | All Basic Human Resources Listed Below |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Absence Long Term                      |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Absence Short Term                     |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Chg Pay Rate/Term                      |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Data Change                            |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hire                                   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Positions Budget-View                  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Positions                       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Maintain Positions                     |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | HR EE Review                           |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Supplemental Data                      |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Transfer/Rehire                        |

Payroll

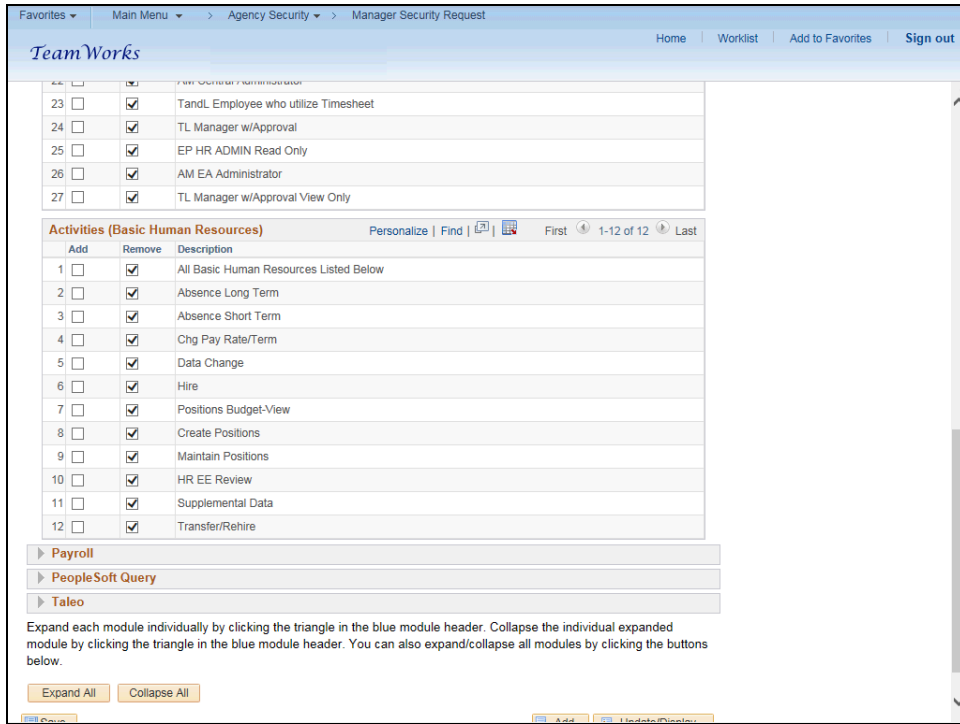
PeopleSoft Query

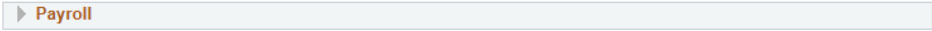
Taleo

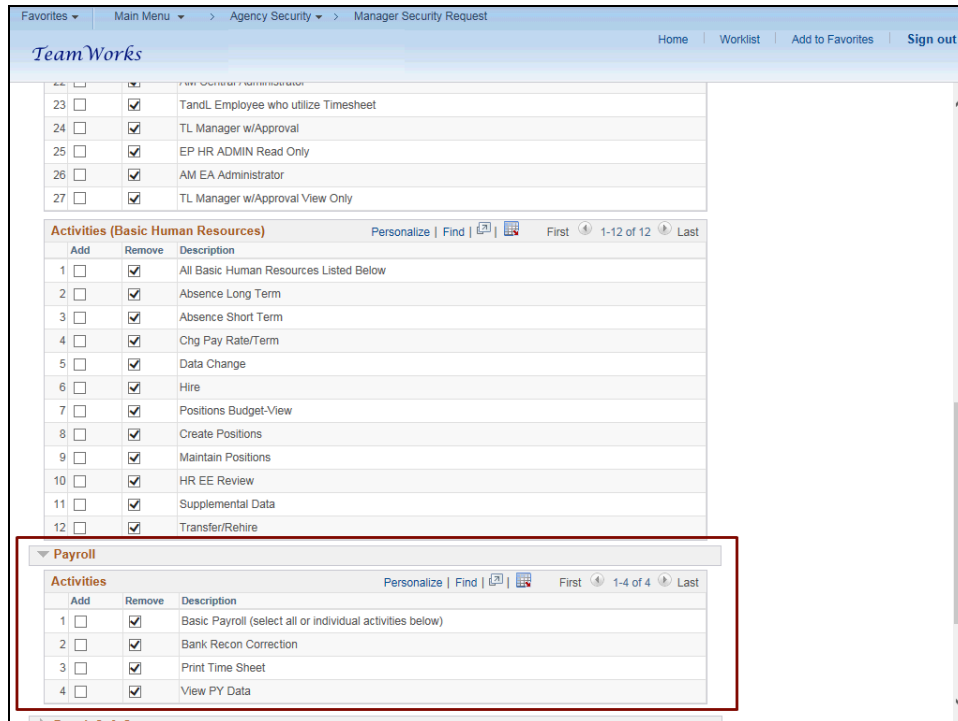
Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

| Step | Action                                                                                                 |
|------|--------------------------------------------------------------------------------------------------------|
| 21.  | Here is a full list of the options under Basic Human Resources. Add or Remove can be checked for each. |



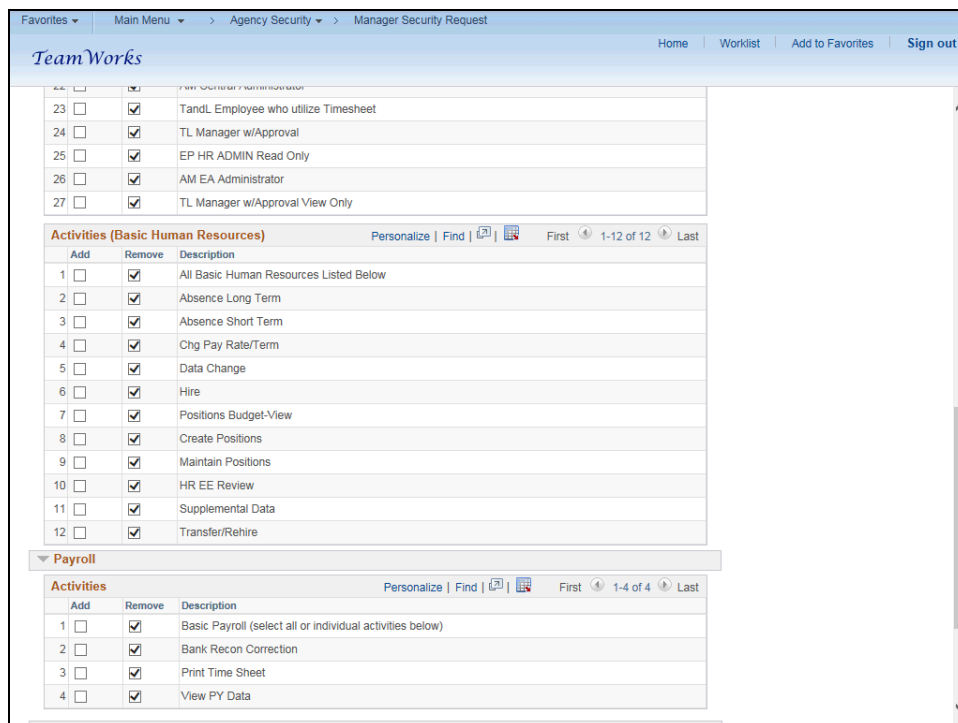
| Step | Action                                                                                                                                                                         |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22.  | <p>Now, open the <b>Payroll</b> module</p> <p>Click the <b>Expand section</b> button.</p>  |



The screenshot shows the 'TeamWorks' interface with the 'Manager Security Request' page. The 'Payroll' section is highlighted with a red box. The 'Payroll' section contains the following activities:

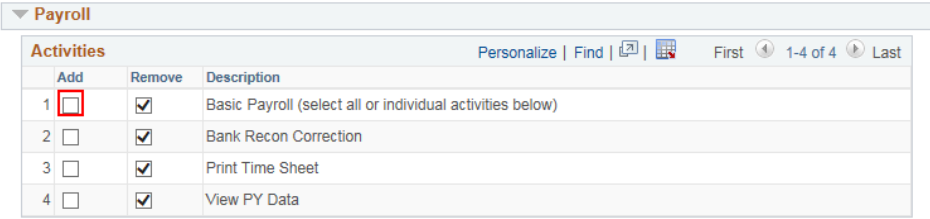
| Add                      | Remove                              | Description                                               |
|--------------------------|-------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Basic Payroll (select all or individual activities below) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bank Recon Correction                                     |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Print Time Sheet                                          |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Data                                              |

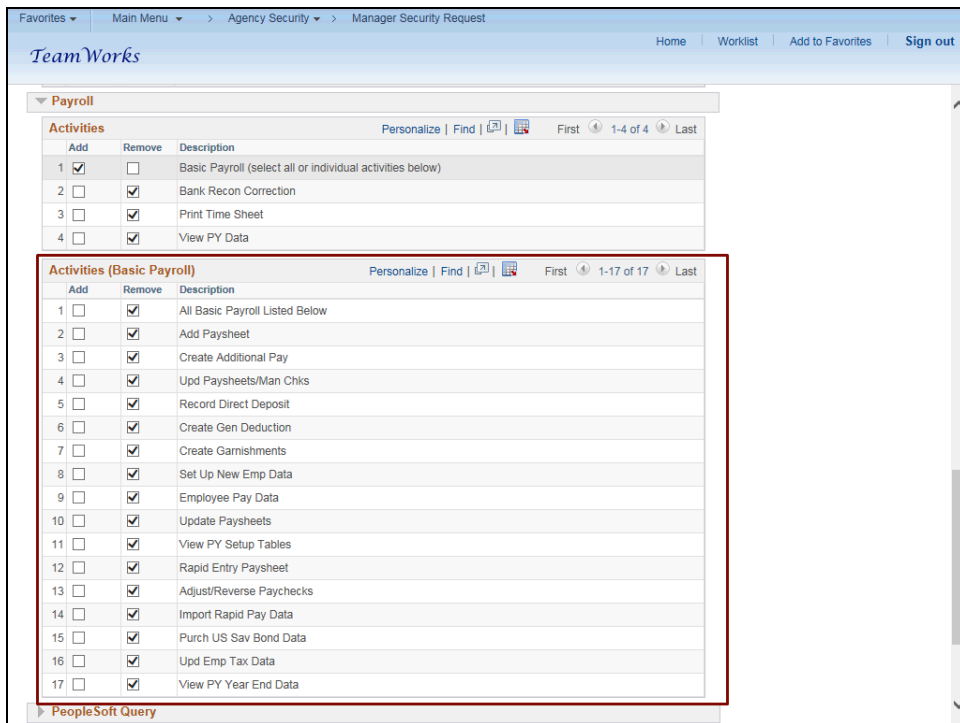
| Step | Action                                              |
|------|-----------------------------------------------------|
| 23.  | Here are the options for the <b>Payroll</b> module. |



The screenshot shows the 'TeamWorks' interface with the 'Manager Security Request' page. The 'Payroll' section is highlighted with a red box. The 'Payroll' section contains the following activities:

| Add                      | Remove                              | Description                                               |
|--------------------------|-------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Basic Payroll (select all or individual activities below) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bank Recon Correction                                     |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Print Time Sheet                                          |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Data                                              |

| Step | Action                                                                                                                                                                                                                                                                   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24.  | <p>Notice that <b>Basic Payroll</b> states that all or individual activities can be selected. Clicking Add will expand the available options.</p> <p>Click the <b>Add</b> option.</p>  |



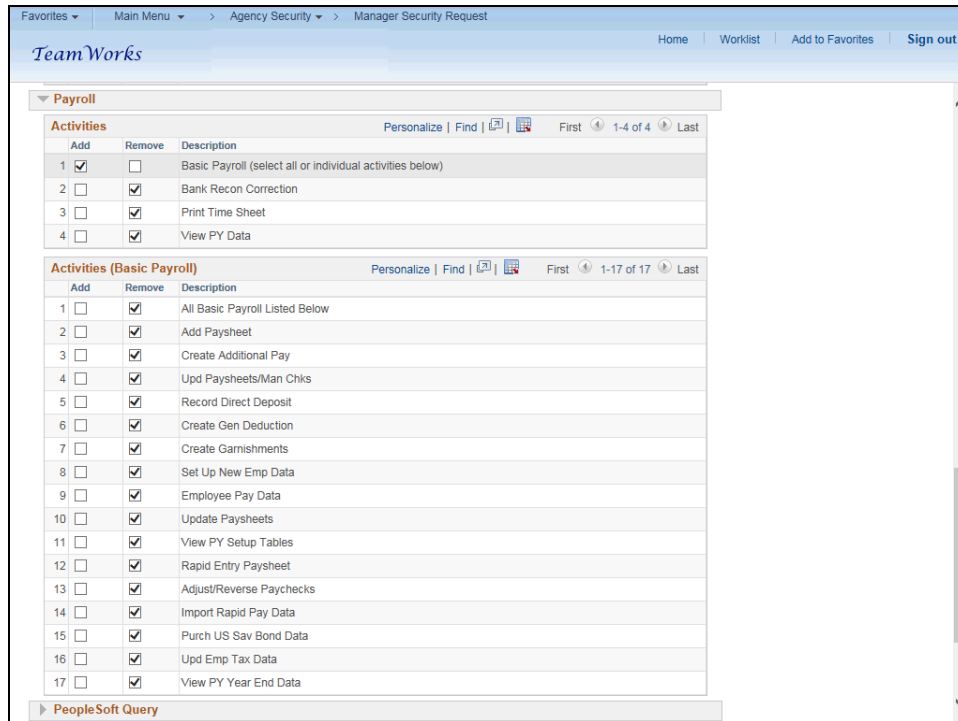
The screenshot shows the 'TeamWorks' interface with a 'Payroll' dropdown menu expanded. Below it, there are two tables of activities. The first table, 'Activities', has 4 rows. The second table, 'Activities (Basic Payroll)', has 17 rows. The 'Add' checkboxes in the second table are all checked, and the entire table is highlighted with a red border.

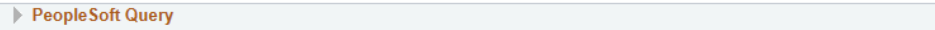
| Add                                 | Remove                              | Description                                               |
|-------------------------------------|-------------------------------------|-----------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Basic Payroll (select all or individual activities below) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Bank Recon Correction                                     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Print Time Sheet                                          |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | View PY Data                                              |

| Add                      | Remove                              | Description                    |
|--------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | All Basic Payroll Listed Below |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Add Paysheet                   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Additional Pay          |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Upd Paysheets/Man Chks         |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Record Direct Deposit          |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Gen Deduction           |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Garnishments            |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Set Up New Emp Data            |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Employee Pay Data              |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Update Paysheets               |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Setup Tables           |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Rapid Entry Paysheet           |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Adjust/Reverse Paychecks       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Import Rapid Pay Data          |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Purch US Sav Bond Data         |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Upd Emp Tax Data               |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Year End Data          |

| Step | Action                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------------------|
| 25.  | <p>Here are the individual options for <b>Basic Payroll</b>. The options can be added or removed by checking the appropriate box.</p> |



| Step | Action                                                                                                                                                                                            |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26.  | <p>Now, let's look at the <b>PeopleSoft Query</b> module.</p> <p>Click the <b>Expand section</b> button.</p>  |

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

Home | Worklist | Add to Favorites | Sign out

*TeamWorks*

|    |                          |                                     |                          |
|----|--------------------------|-------------------------------------|--------------------------|
| 3  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Additional Pay    |
| 4  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Upd Paysheets/Man Chks   |
| 5  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Record Direct Deposit    |
| 6  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Gen Deduction     |
| 7  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Garnishments      |
| 8  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Set Up New Emp Data      |
| 9  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Employee Pay Data        |
| 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Update Paysheets         |
| 11 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Setup Tables     |
| 12 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Rapid Entry Paysheet     |
| 13 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Adjust/Reverse Paychecks |
| 14 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Import Rapid Pay Data    |
| 15 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Purch US Sav Bond Data   |
| 16 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Upd Emp Tax Data         |
| 17 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Year End Data    |

▼ PeopleSoft Query

Personalize | Find |  |  First 1-2 of 2 Last

|   | Add                      | Remove                              | Description |
|---|--------------------------|-------------------------------------|-------------|
| 1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Run Query   |
| 2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Ad Hoc      |

▶ Taleo

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

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

| Step | Action                                                                                                                      |
|------|-----------------------------------------------------------------------------------------------------------------------------|
| 27.  | Notice the two options for <b>PeopleSoft Query</b> . These options can be added or removed by checking the appropriate box. |

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

Home | Worklist | Add to Favorites | Sign out

*TeamWorks*

|    |                          |                                     |                          |
|----|--------------------------|-------------------------------------|--------------------------|
| 3  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Additional Pay    |
| 4  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Upd Paysheets/Man Chks   |
| 5  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Record Direct Deposit    |
| 6  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Gen Deduction     |
| 7  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create Garnishments      |
| 8  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Set Up New Emp Data      |
| 9  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Employee Pay Data        |
| 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Update Paysheets         |
| 11 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Setup Tables     |
| 12 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Rapid Entry Paysheet     |
| 13 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Adjust/Reverse Paychecks |
| 14 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Import Rapid Pay Data    |
| 15 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Purch US Sav Bond Data   |
| 16 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Upd Emp Tax Data         |
| 17 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Year End Data    |

▼ PeopleSoft Query


Personalize | Find |  |  First 1-2 of 2 Last

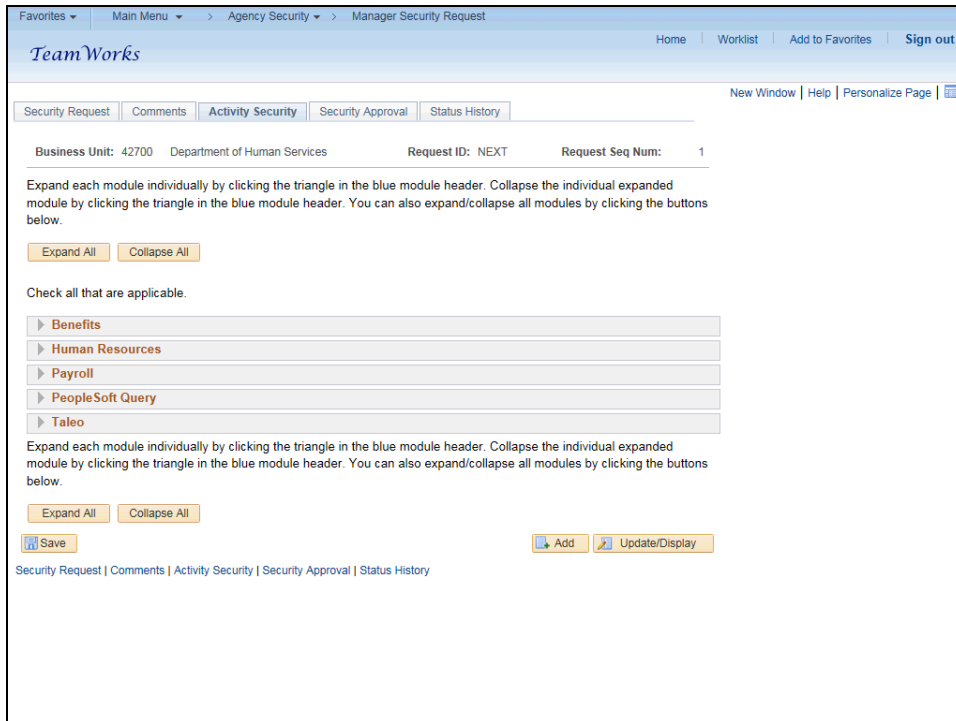
|   | Add                      | Remove                              | Description |
|---|--------------------------|-------------------------------------|-------------|
| 1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Run Query   |
| 2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Ad Hoc      |

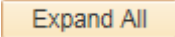
▶ Taleo

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

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

| Step | Action                                                                                                                                                                                                                                                                                               |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 28.  | <p>All of the appropriate items have been checked. Instead of closing each module individually, there is a <b>Collapse All</b> button that can close each module.</p> <p>Click the <b>Collapse All</b> button.</p>  |



| Step | Action                                                                                                                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29.  | <p>Notice now all of the modules are closed. If the modules need to all be viewed simultaneously, there is an <b>Expand All</b> button.</p> <p>Click the <b>Expand All</b> button.</p>  |

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

Home | Worklist | Add to Favorites | Sign out

**TeamWorks**

|    |                          |                                     |                        |
|----|--------------------------|-------------------------------------|------------------------|
| 15 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Purch US Sav Bond Data |
| 16 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Upd Emp Tax Data       |
| 17 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | View PY Year End Data  |

▼ **PeopleSoft Query**

Activities Personalize | Find | | First 1-2 of 2 Last

| Add                      | Remove                              | Description |
|--------------------------|-------------------------------------|-------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Run Query   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Ad Hoc      |

▼ **Taleo**

Activities Personalize | Find | | First 1-9 of 9 Last

| Add                      | Remove                              | Description                                |  |
|--------------------------|-------------------------------------|--------------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Recruiter                                  |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Recruitment Coordinator                    |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Advanced Recruiter                         |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Onboarding Coordinator                     |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Enterprise Administrator - DOAS - HRA only |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | HRA Contact Center - DOAS - HRA only       |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hiring Manager                             |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Taleo Administrator                        |  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Flat Agency                                |  |

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

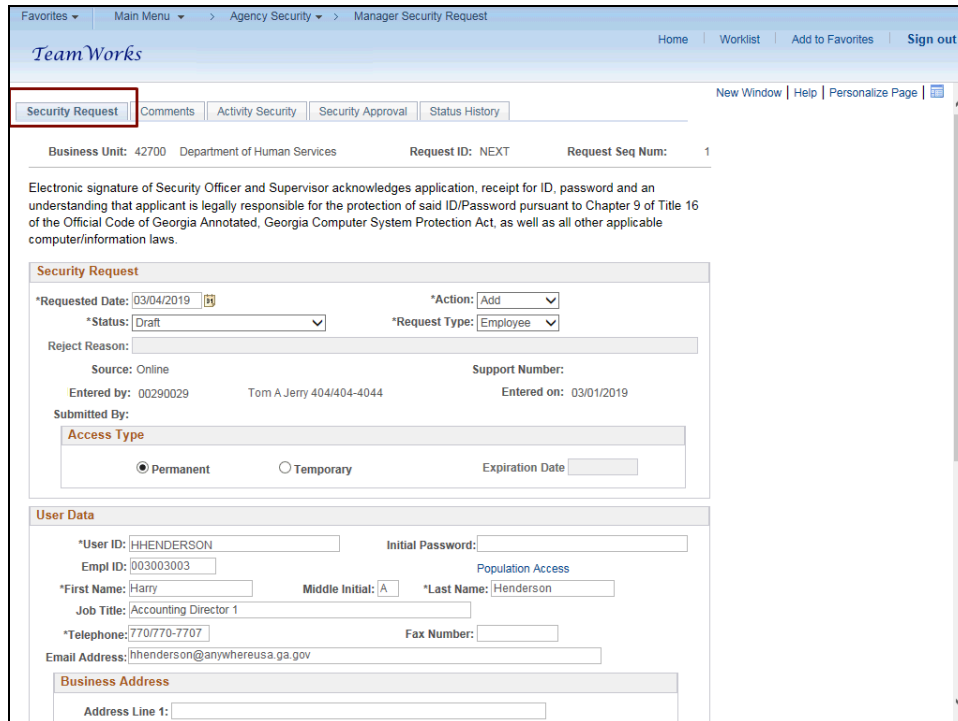
Expand All Collapse All

Save Add Update/Display

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

| Step | Action                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30.  | <p>All of the modules are now expanded. After a final review that the appropriate options have been checked, be sure to save your work.</p> <p>Click the <b>Save</b> button.</p> |





Business Unit: 42700 Department of Human Services Request ID: NEXT 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: Add  
 \*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:  
 Entered by: 00290029 Tom A Jerry 404/404-4044 Entered on: 03/01/2019

Submitted By:

**Access Type**

Permanent  Temporary Expiration Date:

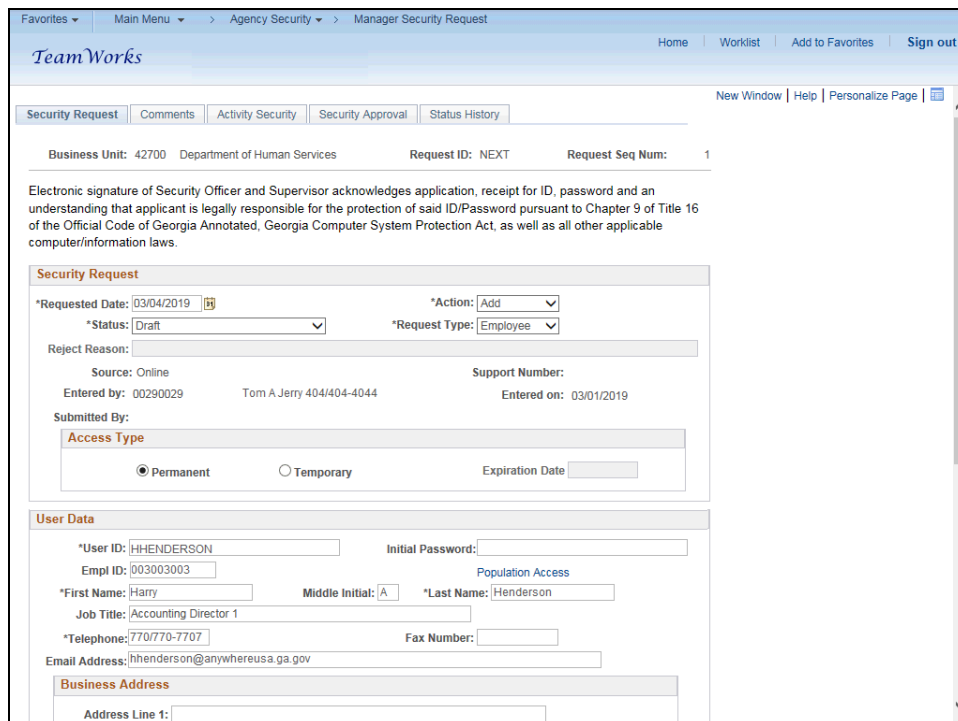
**User Data**

\*User ID: HHENDERSON Initial Password:  
 Empl ID: 003003003 Population Access  
 \*First Name: Harry Middle Initial: A \*Last Name: Henderson  
 Job Title: Accounting Director 1  
 \*Telephone: 770/770-7707 Fax Number:  
 Email Address: hhenderson@anywhereusa.ga.gov

**Business Address**

Address Line 1:

| Step | Action                                                                                                                      |
|------|-----------------------------------------------------------------------------------------------------------------------------|
| 31.  | After saving, the user is returned to the Security Request tab. Continue to input the relative employee or contractor data. |



Business Unit: 42700 Department of Human Services Request ID: NEXT 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: Add  
 \*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:  
 Entered by: 00290029 Tom A Jerry 404/404-4044 Entered on: 03/01/2019

Submitted By:

**Access Type**

Permanent  Temporary Expiration Date:

**User Data**

\*User ID: HHENDERSON Initial Password:  
 Empl ID: 003003003 Population Access  
 \*First Name: Harry Middle Initial: A \*Last Name: Henderson  
 Job Title: Accounting Director 1  
 \*Telephone: 770/770-7707 Fax Number:  
 Email Address: hhenderson@anywhereusa.ga.gov

**Business Address**

Address Line 1:

Favorites > Main Menu > Agency Security > Manager Security Request

TeamWorks Home | Worklist | Add to Favorites | Sign out

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

Business Unit: 42700 Department of Human Services Request ID: NEXT 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: Add

\*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00290029 Tom A Jerry 404/404-4044 Entered on: 03/01/2019

Submitted By:

**Access Type**

Permanent  Temporary Expiration Date:

**User Data**

\*User ID: HHENDERSON Initial Password:

Empl ID: 003003003 Population Access

\*First Name: Harry Middle Initial: A \*Last Name: Henderson

Job Title: Accounting Director 1

\*Telephone: 770/770-7707 Fax Number:

Email Address: hhenderson@anywhereusa.ga.gov

**Business Address**

Address Line 1:

| Step | Action                                                                                                                   |
|------|--------------------------------------------------------------------------------------------------------------------------|
| 32.  | <b>Congratulations!</b> You have successfully completed reviewing the Activity Security tab.<br><b>End of Procedure.</b> |