

PeopleSoft  
FSCM  
Security  
Access  
Request

# Labor Distribution Release



Agencies that need the security access for Labor Distribution will need to submit a Security Form no later than April 16, 2012. Select **GA\_LD\_RELEASE** as the Security Role for Labor Distribution. Once your security access is approved you will be able to Release Labor.

**Step 1:** Log into Financials

**Financial Systems**

PeopleSoft FSCM

User ID:

Password:

**Sign In**

[Forgot your password?](#)

**Important Notice**

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

**Step 2:** Go to **Agency Security**, select **Manager Security Request** (for Agency Managers)

Financials Production

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**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**

Maximum number of rows to return (up to 300):

Business Unit: begins with

Request ID: begins with

Last Name: begins with

Empl ID: begins with

User ID: begins with

Action:

Status:

Case Sensitive

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

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## Document History:

Document Revision Date	Version	Description
03/27/2012	V1.0	Initial Document
4/16/2012	V1.1	Added Role name

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