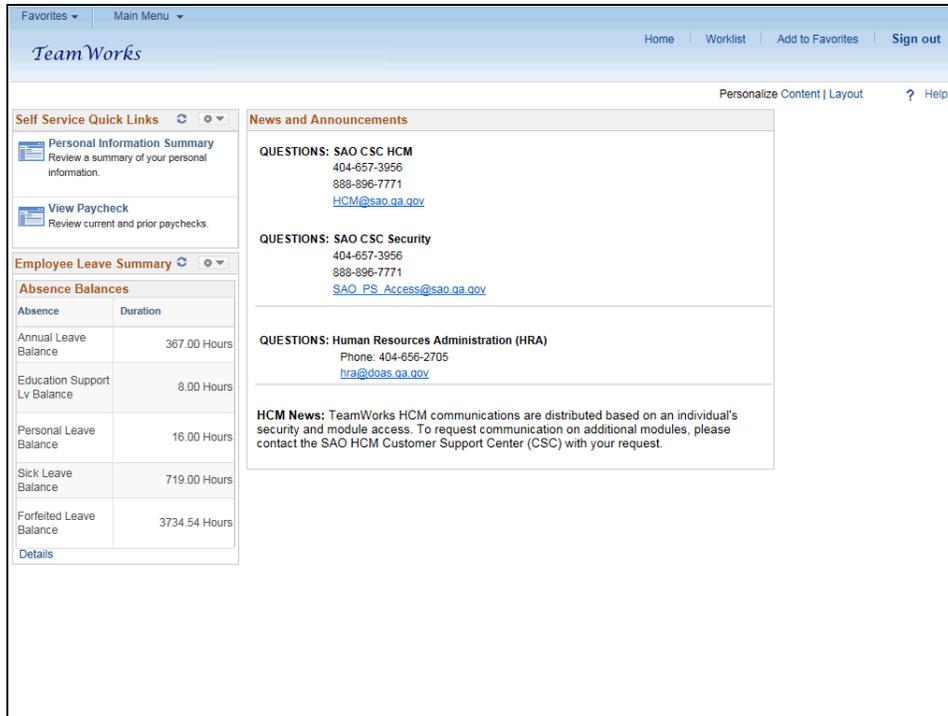
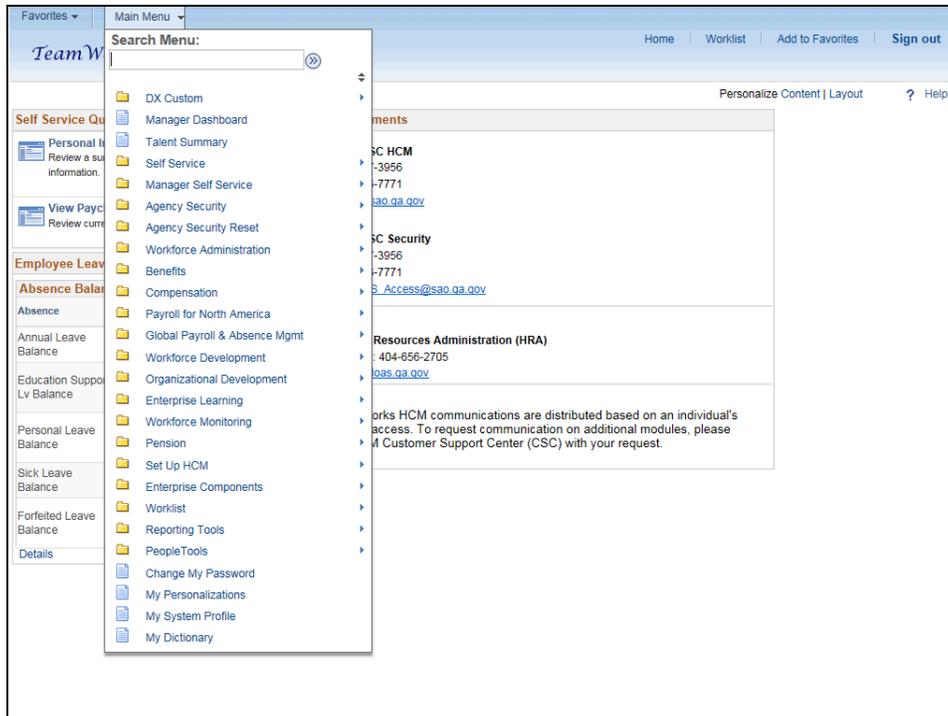
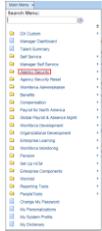


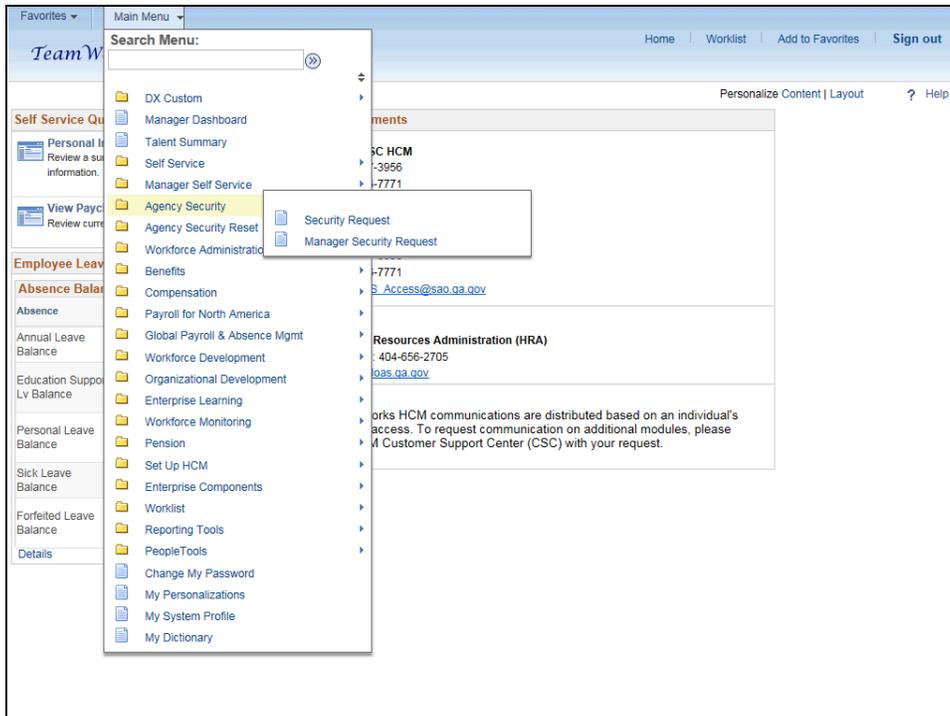
## HCM Security Officer Approving a Deletion

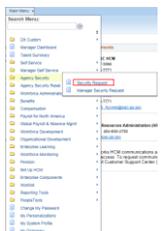


| Step | Action  |
|------|---|
| 1.   | <p>Begin by navigating to the <b>Security Officer</b> page.</p> <p><b>Note:</b> This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork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

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

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

| Step | Action                                   |
|------|--|
| 4.   | Click in the <b>Business Unit</b> field. |

Business Unit

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

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*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**

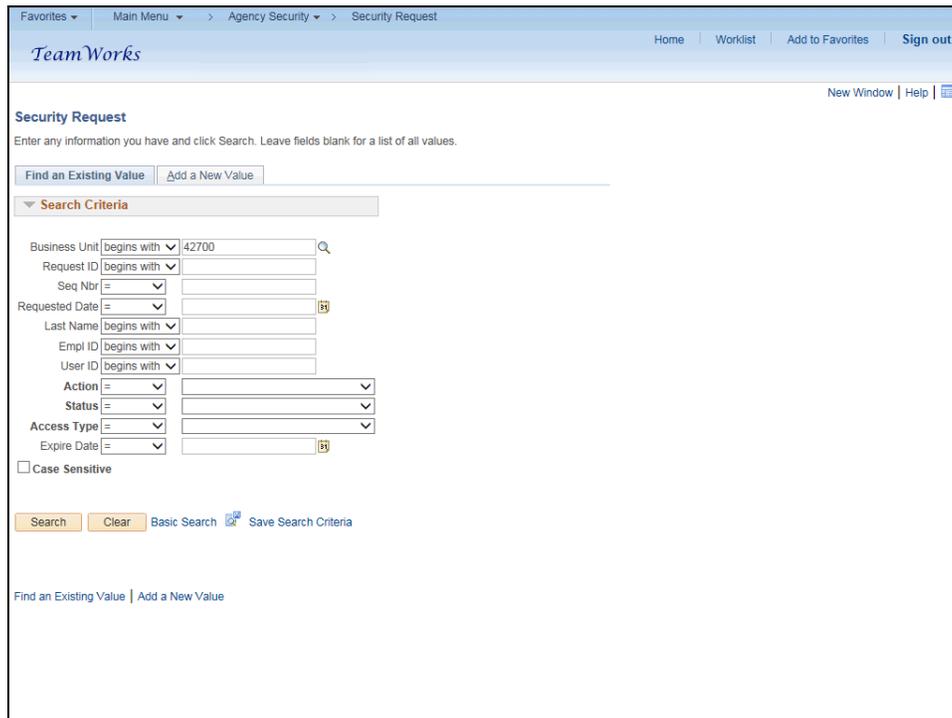
Business Unit    
 Request ID   
 Seq Nbr   
 Requested Date    
 Last Name   
 Empl ID   
 User ID   
 Action   
 Status   
 Access Type   
 Expire Date

Case Sensitive

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

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

| Step | Action  |
|------|---|
| 5.   | <p>Enter the appropriate information into the <b>Business Unit</b> field.</p> <p>For this example, type <b>42700</b>.</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 <b>Empl ID</b> field.</p> <p>Empl ID   begins with ▾   <span style="border: 2px solid red; display: inline-block; width: 150px; height: 15px;"></span></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 <b>Empl ID</b> field.<br><br>For this example, type <b>78787878</b> . |

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[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](#)

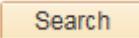
**Search Criteria**

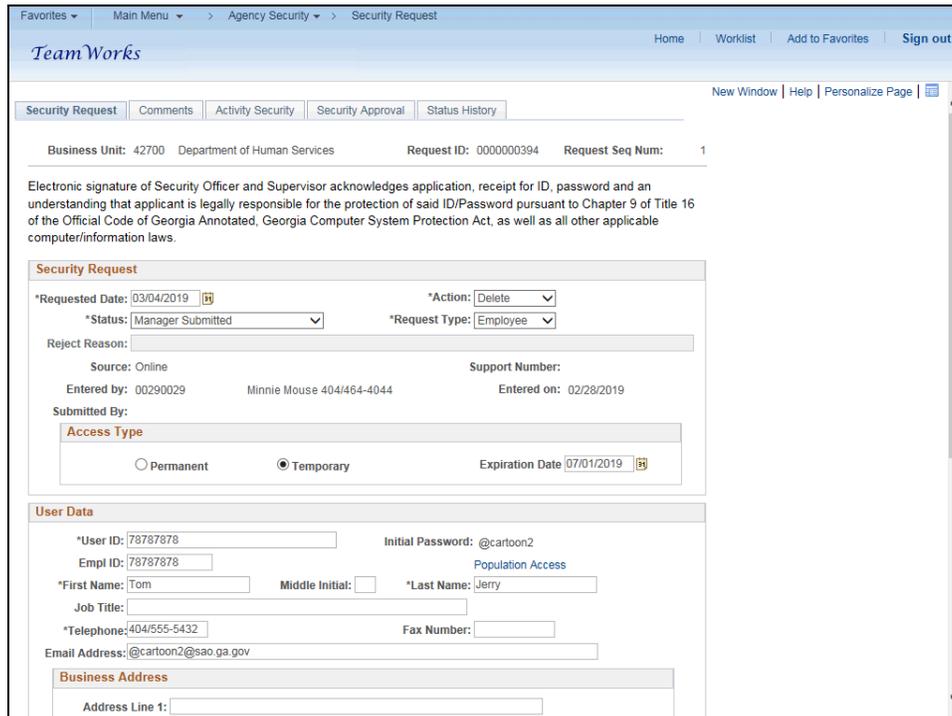
Business Unit [begins with] 42700    
 Request ID [begins with]   
 Seq Nbr [=]   
 Requested Date [=]    
 Last Name [begins with]   
 Empl ID [begins with] 78787878   
 User ID [begins with]   
 Action [=]   
 Status [=]   
 Access Type [=]   
 Expire Date [=]

Case Sensitive

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

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

| Step | Action   |
|------|--|
| 8.   | Click the <b>Search</b> button.<br> |



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 <b>*Action</b> for this request is set to Delete and the <b>*Status</b> is Manager Submitted.<br><br>Click the <b>Vertical</b> 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 <b>Vertical</b> 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**

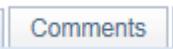
\*Requested Date: 03/04/2019 \*Action: Delete  
 \*Status: Manager Submitted \*Request Type: Employee  
 Reject Reason:  
 Source: Online Support Number:  
 Entered by: 00290029 Minnie Mouse 404/464-4044 Entered on: 02/28/2019  
 Submitted By:  
 Access Type  
 Permanent  Temporary Expiration Date: 07/01/2019

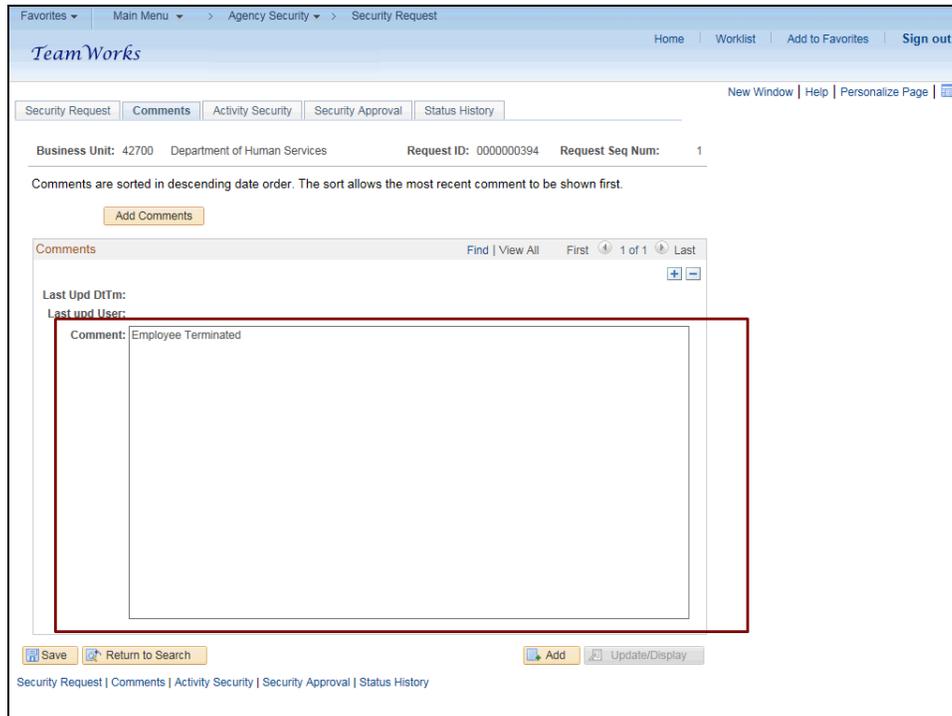
**User Data**

\*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 <b>Comments</b> tab.<br> |



| Step | Action  |
|------|---|
| 12.  | Notice that a reason was given for the deletion request.<br>Click the <b>Security Request</b> tab.<br> |

Favorites > Main Menu > Agency Security > 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: 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   |
|------|--|
| 13.  | Click the <b>Status</b> drop-down list.<br> |

Favorites > Main Menu > Agency Security > 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: 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: Agency Submitted \*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

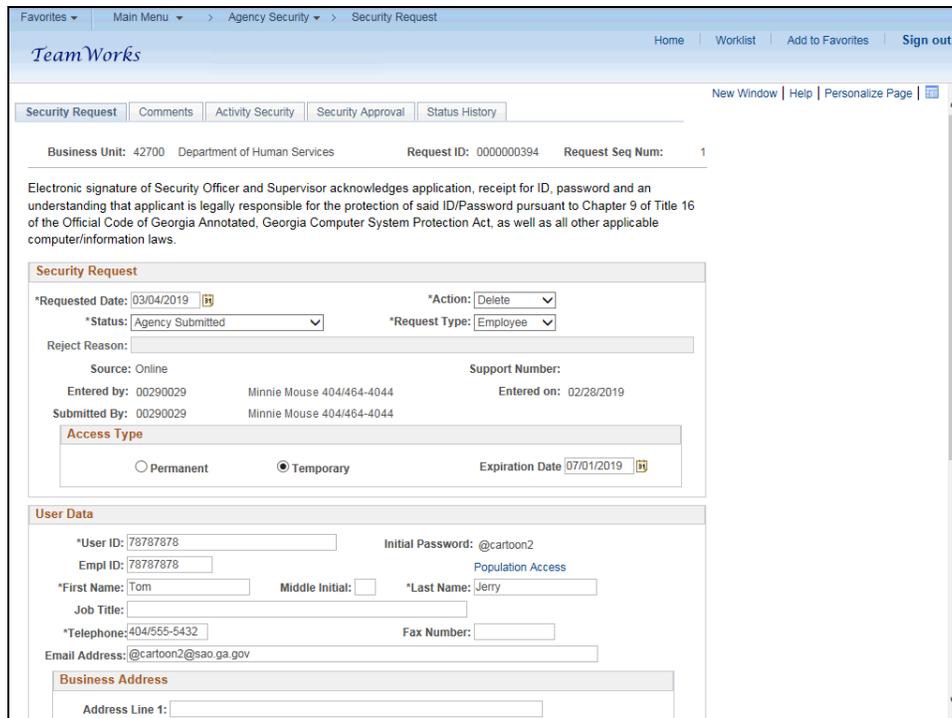
\*First Name: Tom Middle Initial: \*Last Name: Jerry  
 Job Title:

\*Telephone: 404/555-5432 Fax Number:  
 Email Address: @cartoon2@sao.ga.gov

**Business Address**

Address Line 1:

| Step | Action  |
|------|---|
| 14.  | Click the <b>Agency Submitted</b> list item.<br> |



Favorites | Main Menu > Agency Security > Security Request  
 Home | Worklist | Add to Favorites | Sign out  
 TeamWorks  
 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 <b>Vertical</b> 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**

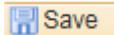
\*Name: Barney File  
 \*Telephone: 404/555-6543

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.

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

| Step | Action                        |
|------|-------------------------------|
| 16.  | Click the <b>Save</b> button. |



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

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*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**

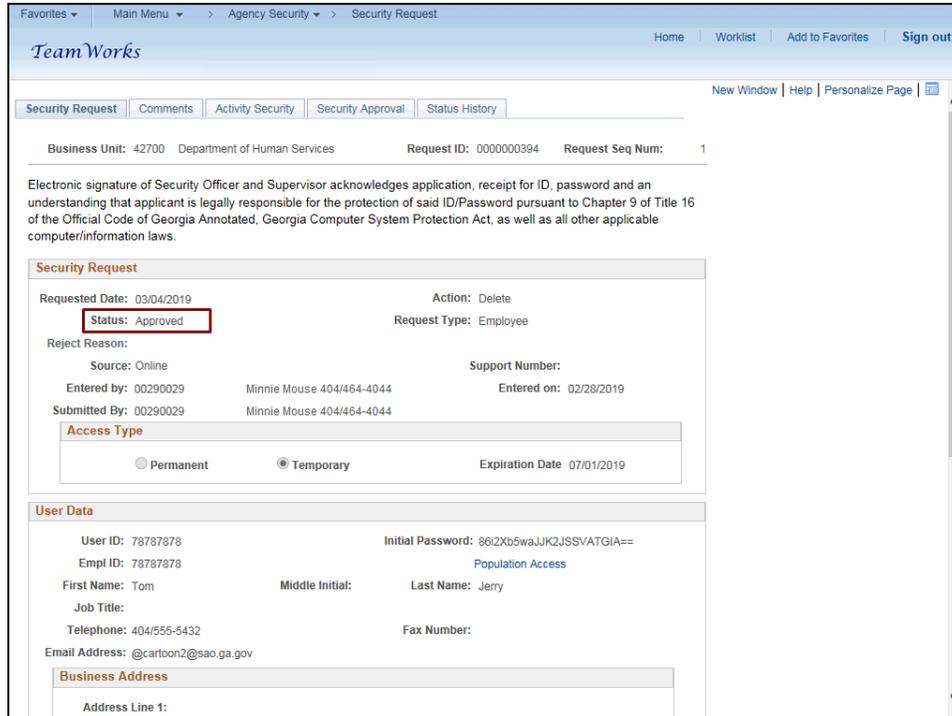
Name: Barney File  
 Telephone: 404/555-6543

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.

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

| Step | Action  |
|------|---|
| 17.  | Click the <b>Vertical</b> scrollbar to return to the top of the page. |



The screenshot shows the 'Security Request' page in the TeamWorks system. The status is 'Approved', which is highlighted with a red box. The page includes fields for Requested Date (03/04/2019), Request ID (000000394), and Request Seq Num (1). It also displays user information for Tom Jerry and the request type as 'Employee'.

| Step | Action  |
|------|---|
| 18.  | Notice the status is now <b>Approved</b> .<br><br>An email will be sent to SAO Security that a request is waiting for their further approval. |

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

**Business Address**

Address Line 1:

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