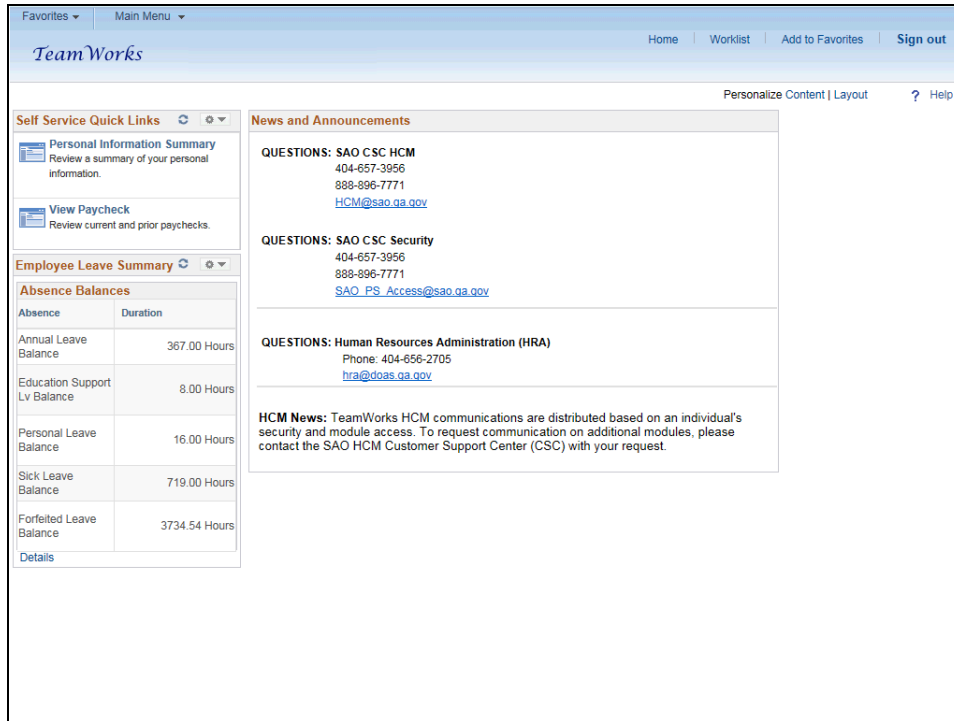
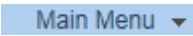
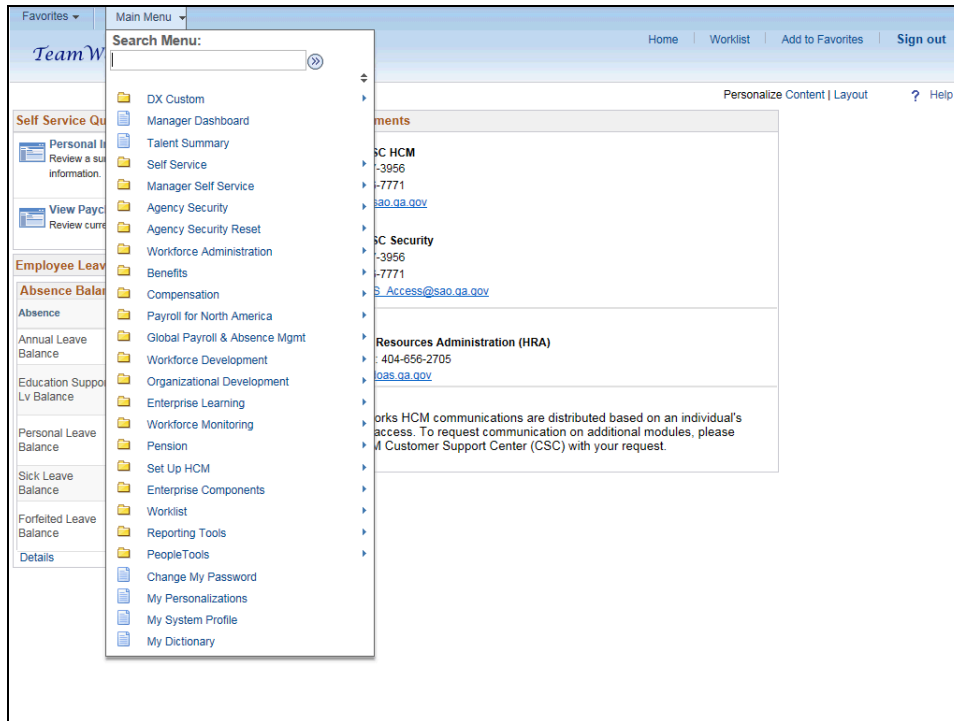
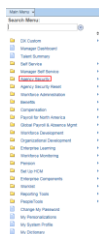


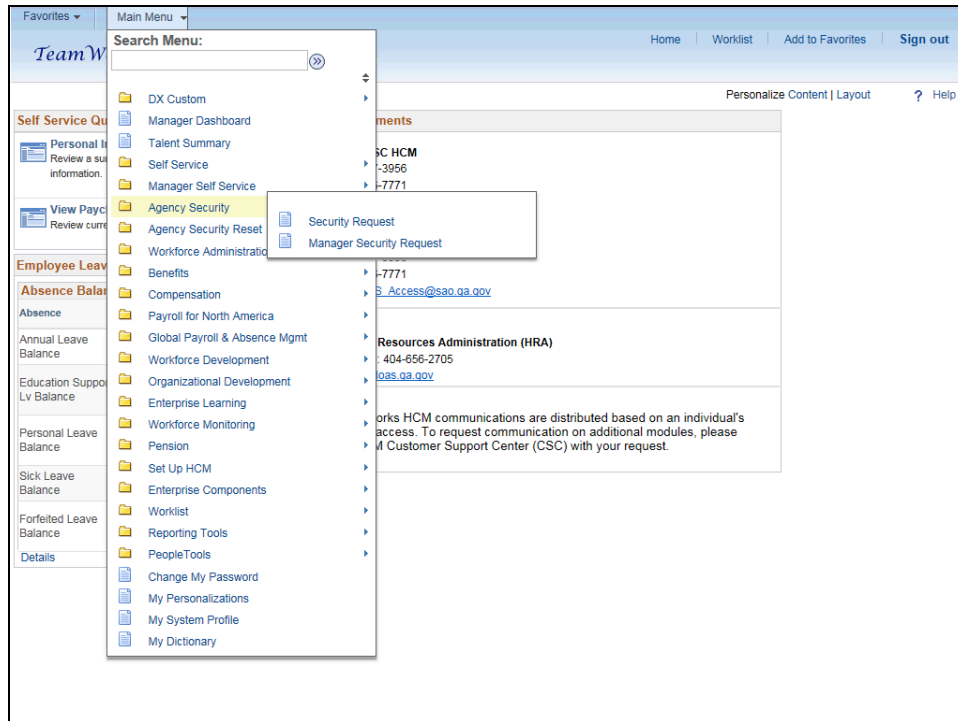
HCM Security Officer Approving an Addition

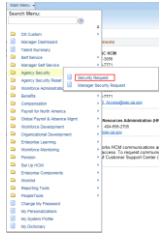


Step	Action
1.	<p>Begin by navigating to the Security Officer page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.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



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



Step	Action
3.	<p>Click the Security Request 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

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

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

Step	Action
4.	<p>To find the specific Security Request, filters will be used.</p> <p>Click in the Business Unit field.</p> <p>Business Unit <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/> </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 ▾] [] [Q]

Request ID [begins with ▾] []

Seq Nbr [= ▾] []

Requested Date [= ▾] [] [B]

Last Name [begins with ▾] []

Empl ID [begins with ▾] []

User ID [begins with ▾] []

Action [= ▾] []

Status [= ▾] []

Access Type [= ▾] []

Expire Date [= ▾] [] [B]

Case Sensitive

Search Clear Basic Search [?] Save Search Criteria

Find an Existing Value | Add a New Value

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

[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 42700
 Request ID
 Seq Nbr
 Requested Date
 Last Name
 Empl ID
 User ID
 Action
 Status
 Access Type
 Expire Date

Case Sensitive

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

Step	Action
6.	<p>The Employee ID filter will also be used to help narrow the search. This information is in the email received.</p> <p>Click in the Empl ID field.</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/></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 Empl ID field. For this example, type 00270027 .

[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](#)

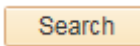
Search Criteria

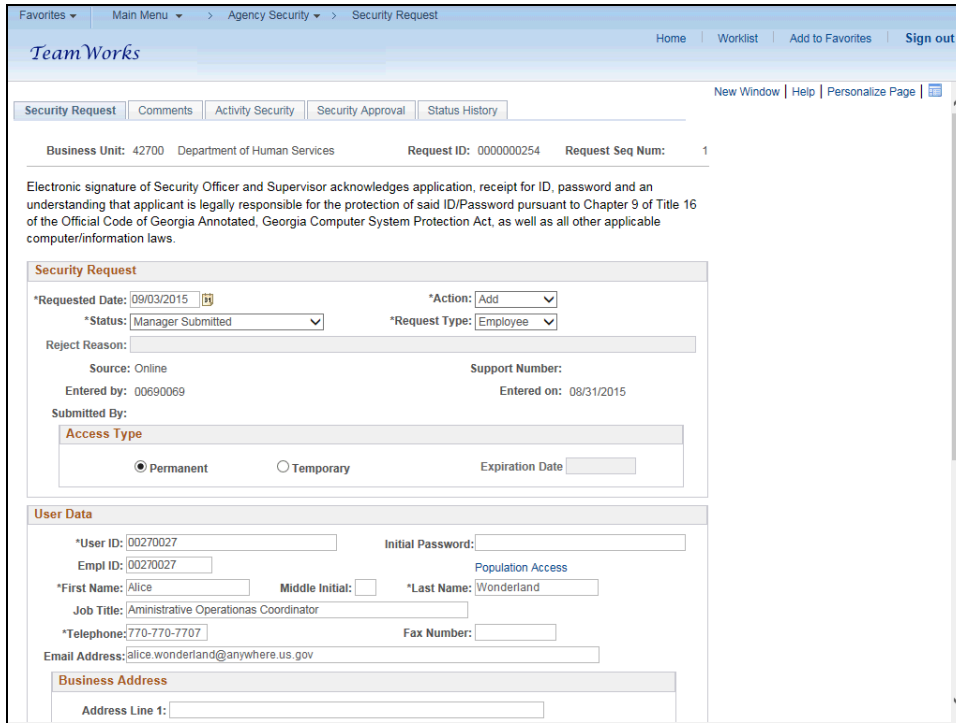
Business Unit [begins with] 42700
 Request ID [begins with]
 Seq Nbr [=]
 Requested Date [=]
 Last Name [begins with]
 Empl ID [begins with] 00270027
 User ID [begins with]
 Action [=]
 Status [=]
 Access Type [=]
 Expire Date [=]

Case Sensitive

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

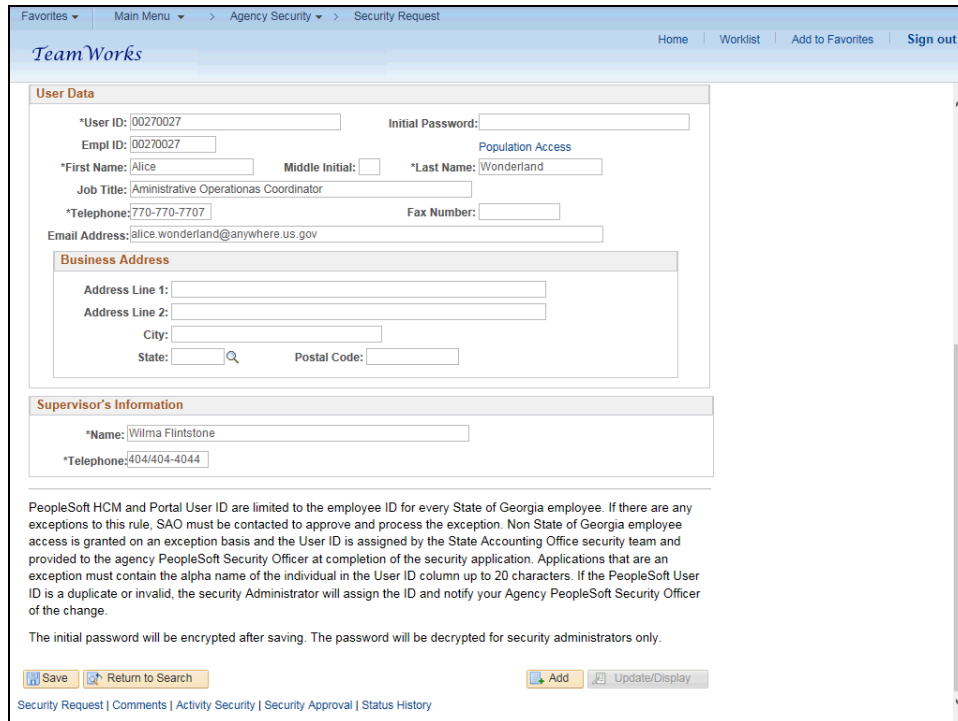
[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
8.	Click the Search button. 



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: 0000000254 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: 09/03/2015 *Action: Add
 *Status: Manager Submitted *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00690069 Entered on: 08/31/2015
 Submitted By:
Access Type
 Permanent Temporary Expiration Date:
User Data
 *User ID: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 *First Name: Alice Middle Initial: *Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 *Telephone: 770-770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov
Business Address
 Address Line 1:

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



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

User Data

*User ID: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 *First Name: Alice Middle Initial: *Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 *Telephone: 770-770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:

Supervisor's Information

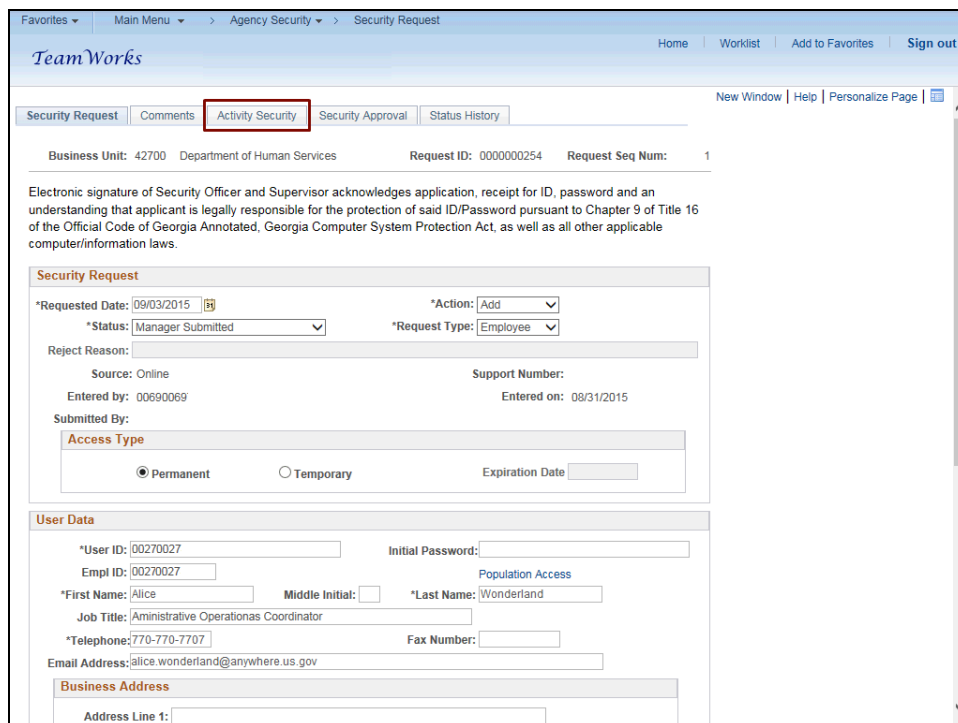
*Name: Wilma Flintstone
 *Telephone: 404/404-4044

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
10.	Click the Vertical 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

Business Unit: 42700 Department of Human Services Request ID: 0000000254 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: 09/03/2015 *Action: Add
 *Status: Manager Submitted *Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00690069 Entered on: 08/31/2015
 Submitted By:
Access Type
 Permanent Temporary Expiration Date:

User Data

*User ID: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 *First Name: Alice Middle Initial: *Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 *Telephone: 770-770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:

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


The screenshot shows the 'Security Request' form in the TeamWorks system. The form includes the following sections and fields:

- Navigation:** Favorites, Main Menu, Agency Security, Security Request. Home, Worklist, Add to Favorites, Sign out.
- Business Unit:** 42700 Department of Human Services. Request ID: 0000000254. Request Seq Num: 1.
- Legal Notice:** 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 Section:**
 - *Requested Date: 09/03/2015
 - *Action: Add
 - *Status: Manager Submitted
 - *Request Type: Employee
 - Reject Reason: (empty)
 - Source: Online. Support Number: (empty)
 - Entered by: 00690069. Entered on: 08/31/2015
 - Submitted By: (empty)
- Access Type Section:**
 - Permanent
 - Temporary
 - Expiration Date: (empty)
- User Data Section:**
 - *User ID: 00270027. Initial Password: (empty)
 - Empl ID: 00270027. Population Access: (empty)
 - *First Name: Alice. Middle Initial: (empty). *Last Name: Wonderland
 - Job Title: Administrative Operations Coordinator
 - *Telephone: 770-770-7707. Fax Number: (empty)
 - Email Address: alice.wonderland@anywhere.us.gov
- Business Address Section:**
 - Address Line 1: (empty)

Step	Action
12.	<p>We now need to choose the appropriate status for the Security Request. As the Security Officer, the request will be either Approved or Rejected.</p> <p>Click the Status drop-down list.</p> <p>*Status: <input type="text" value="Manager Submitted"/> </p>

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

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

Business Unit: 42700 Department of Human Services Request ID: 000000254 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
 Draft
 *Status: **Manager Submitted**
 Rejected

*Action: Add ▾
 *Request Type: Employee ▾

Reject Reason:

Source: Online Support Number:
 Entered by: 00690069 Entered on: 08/31/2015

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 *First Name: Alice Middle Initial: *Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 *Telephone: 770-770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:

Step	Action
13.	<p>First, let's see what happens if we choose Rejected.</p> <p>Click the Rejected list item.</p> <div data-bbox="354 1136 764 1255" style="border: 1px solid black; padding: 5px;"> <p>Agency Submitted Draft Manager Submitted Rejected</p> </div>

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

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

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Business Unit: 42700 Department of Human Services Request ID: 000000254 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: 09/03/2015 *Action: Add

*Status: Rejected *Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00690069 Entered on: 08/31/2015

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 00270027 Initial Password:

Empl ID: 00270027 Population Access

*First Name: Alice Middle Initial: *Last Name: Wonderland

Job Title: Administrative Operations Coordinator

*Telephone: 770-770-7707 Fax Number:

Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:

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

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

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

Business Unit: 42700 Department of Human Services Request ID: 000000254 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: 09/03/2015 *Action: Add

*Status: Rejected *Request Type: Employee

Reject Reason:

Source: Online Support Number:

Entered by: 00690069 Entered on: 08/31/2015

Submitted By:

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 00270027 Initial Password:

Empl ID: 00270027 Population Access

*First Name: Alice Middle Initial: *Last Name: Wonderland


Job Title: Administrative Operations Coordinator

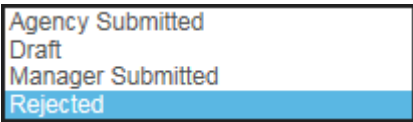
*Telephone: 770-770-7707 Fax Number:

Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:

Step	Action
15.	<p>For this example, we want to approve the request.</p> <p>Click the Status drop-down list.</p> <p>*Status: <input type="text" value="Rejected"/> </p>

Step	Action
16.	<p>To approve the request, change the status to Agency Submitted.</p> <p>Click the Agency Submitted list item.</p> 

Favorites > Main Menu > Agency Security > Security Request

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TeamWorks

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

Business Unit: 42700 Department of Human Services Request ID: 000000254 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: 09/03/2015 *Action: Add
 *Status: Agency Submitted *Request Type: Employee

Reject Reason:

Source: Online Support Number:
 Entered by: 00690069 Entered on: 08/31/2015
 Submitted By: 00290029 Betty Rubble 463/463-4634

Access Type

Permanent Temporary Expiration Date:

User Data

*User ID: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 *First Name: Alice Middle Initial: *Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 *Telephone: 770-770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:

Step	Action
17.	Click the Vertical 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: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 *First Name: Alice Middle Initial: *Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 *Telephone: 770-770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:

Supervisor's Information

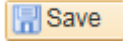
*Name: Wilma Flintstone
 *Telephone: 404-404-4044

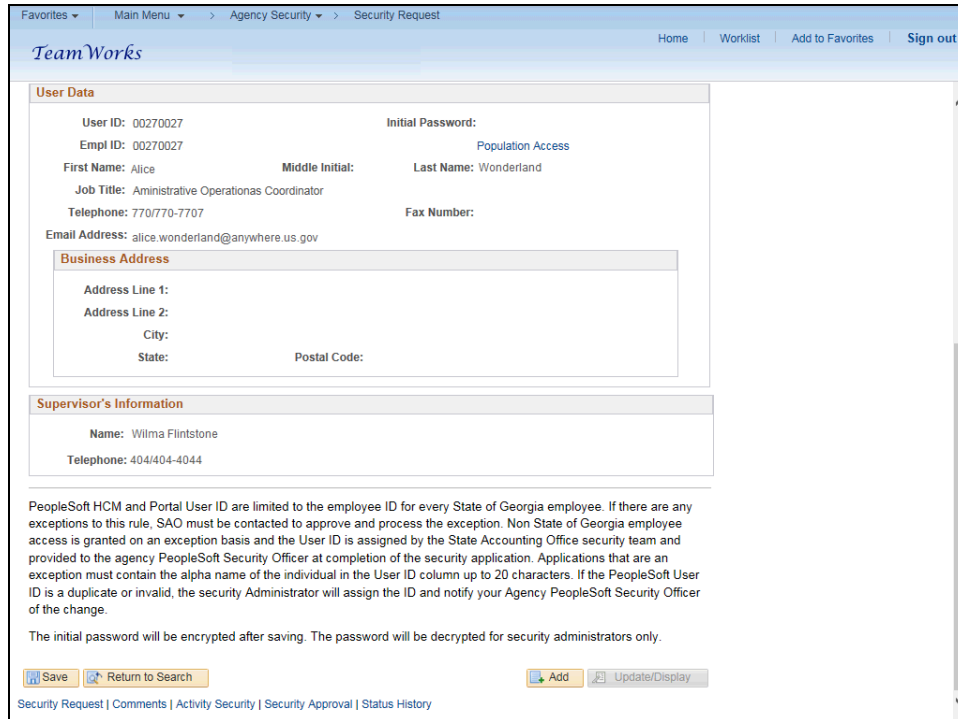
PeopleSoft HCM and Portal User ID are limited to the employee ID for every State of Georgia employee. If there are any exceptions to this rule, SAO must be contacted to approve and process the exception. Non State of Georgia employee access is granted on an exception basis and the User ID is assigned 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
18.	<p>Always be sure to save your work.</p> <p>Click the Save button.</p> 



Favorites ▾ Main Menu ▾ > Agency Security ▾ > Security Request
 Home Worklist Add to Favorites Sign out
TeamWorks

User Data

User ID: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 First Name: Alice Middle Initial: Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 Telephone: 770/770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:
 Address Line 2:
 City:
 State: Postal Code:

Supervisor's Information

Name: Wilma Flintstone
 Telephone: 404/404-4044

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
19.	Click the Vertical scrollbar to return to the top of the page.

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

Business Unit: 42700 Department of Human Services Request ID: 000000254 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: 03/05/2019 Action: Add
 Status: Approved Request Type: Employee
 Reject Reason:

Source: Online Support Number:
 Entered by: 00690069 Entered on: 08/31/2015
 Submitted By: 00290069 Betty Rubble 463/463-4634

Access Type

Permanent Temporary Expiration Date

User Data

User ID: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 First Name: Alice Middle Initial: Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 Telephone: 770/770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:

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

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

Business Unit: 42700 Department of Human Services Request ID: 000000254 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: 03/05/2019 Action: Add
 Status: Approved Request Type: Employee
 Reject Reason:
 Source: Online Support Number:
 Entered by: 00690069 Entered on: 08/31/2015
 Submitted By: 00290069 Betty Rubble 463/463-4634

Access Type

Permanent Temporary Expiration Date

User Data

User ID: 00270027 Initial Password:
 Empl ID: 00270027 Population Access
 First Name: Alice Middle Initial: Last Name: Wonderland
 Job Title: Administrative Operations Coordinator
 Telephone: 770/770-7707 Fax Number:
 Email Address: alice.wonderland@anywhere.us.gov

Business Address

Address Line 1:

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