



Telework Approval Process

The PeopleSoft Online Application requires that View Drug Testing Results access be approved before SAO Security can process the Security Request.

You will receive an email stating the following:

This email is to inform you that a Security Request has been submitted in **HR89DEV** that requires your approval. Please log into **HR89DEV**, navigate to Agency Security => Security Request and review the following Security Request:

Business Unit: 40400

Request ID: 0000000002

Request Date: 4/14/2011

User Name: Jeff Arnold

User Id: 00278411

You may approve or reject the Security Request. If you reject the request, you will need to enter the reason on the Security Request page. You may also enter additional comments on the Comment page. Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.

The approver will now login to view and approve or reject the Security Request.

- Please navigate to Agency Security → Security Request.
- Enter the Business Unit and click the Search Button.

You will find the Security Request in the Search Results list and the Status will be in Pending Status.

The screenshot displays the 'Security Request' search page on the TEAM GEORGIA CONNECTION website. The page includes a navigation menu on the left, a search form with various filters, and a search results table. The search criteria are: Business Unit: begins with 40400. The search results table shows two entries, both with a status of 'Pending'.

Business Unit	Request ID	Requested Date	Last Name	First Name	EmplID	User ID	Action	Status
40400	0000000001	04/14/2011	Chong	Dae	00882358	00882358	Add	Pending
40400	0000000002	04/14/2011	Arnold	Jeff	00278411	00278411	Add	Pending

The Status is in Pending Approval.

- This means it needs you to approve or reject the Security Request.
- SAO Security cannot process the Security Request until you approve it.
- Please review the Security Request.

If you approve, select the Security Approval Tab.

The screenshot shows a web browser window titled "Security Request - Windows Internet Explorer". The address bar contains the URL: http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_SCRTY_REQST_CMP.GBL?FolderPath. The browser's search bar is empty. The page header features the "TEAM GEORGIA CONNECTION" logo and the slogan "FASTER. FRIENDLIER. EASIER.". Below the header, there are navigation tabs for "TEAM GEORGIA", "ESS/TEAMWORKS", and "FLEXIBLE BENEFITS". The main content area is titled "My Employee Self Service" and "TeamWorks Homepage". The date and time are "Monday, April 11, 2011 2:47 PM". The user is identified as "Gordon, Dorothy C.". There are links for "My Links", "Site Search", and "Sign out". A "New Window" button is also present. The main content area has a navigation bar with tabs: "Security Request", "Comments", "Activity Security", "Security Approval", and "Status History". The "Security Request" tab is selected. The page displays the following information:
Business Unit: 40400 Dept of Audits Business Unit
Request ID: 0000000002
Status: Pending Approval
Requested Date: 04/14/2011
Action: Add
Request Type: Employee
Entered by: 00203588 John A Thornton
Entered on: 04/11/2011
User Data:
User ID: 00278411
EmpID: 00278411
First Name: Jeff
Middle Initial:
Last Name: Arnold
Job Title: Specialist
Initial Password: |amD87qibfAJ4ZPLSX0dDEg==
[Population Access](#)

Please click the Approve or Reject Button by your Employee ID.

For this example, we will select Approve and click the Save Button at the bottom of this page.

The screenshot shows a web browser window with the URL `http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_SCRTY_REQST_CMP.GBL?FolderPath`. The page header includes the 'TEAM GEORGIA CONNECTION' logo and navigation tabs for 'TEAM GEORGIA', 'ESS/TEAMWORKS', and 'FLEXIBLE BENEFITS'. The main content area shows the following details:

- Business Unit:** 40400 Dept of Audits Business Unit
- Request ID:** 0000000002
- User Data:**
 - User ID: 00278411
 - First Name: Jeff
 - Middle Initial:
 - Last Name: Arnold
 - Telephone: 404/463-9977
 - Email Address: dummy1@sao.ga.gov
 - Password: amD87qbfAJ4ZPLSX0dDEg==
 - Fax Number:
- Approval List:**

Module	Sequence Number	Approval Status
PSSECADM	999	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
HR	80	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected

When you approve and save the Security Request, it changes the Status of the Security Request to Approved.

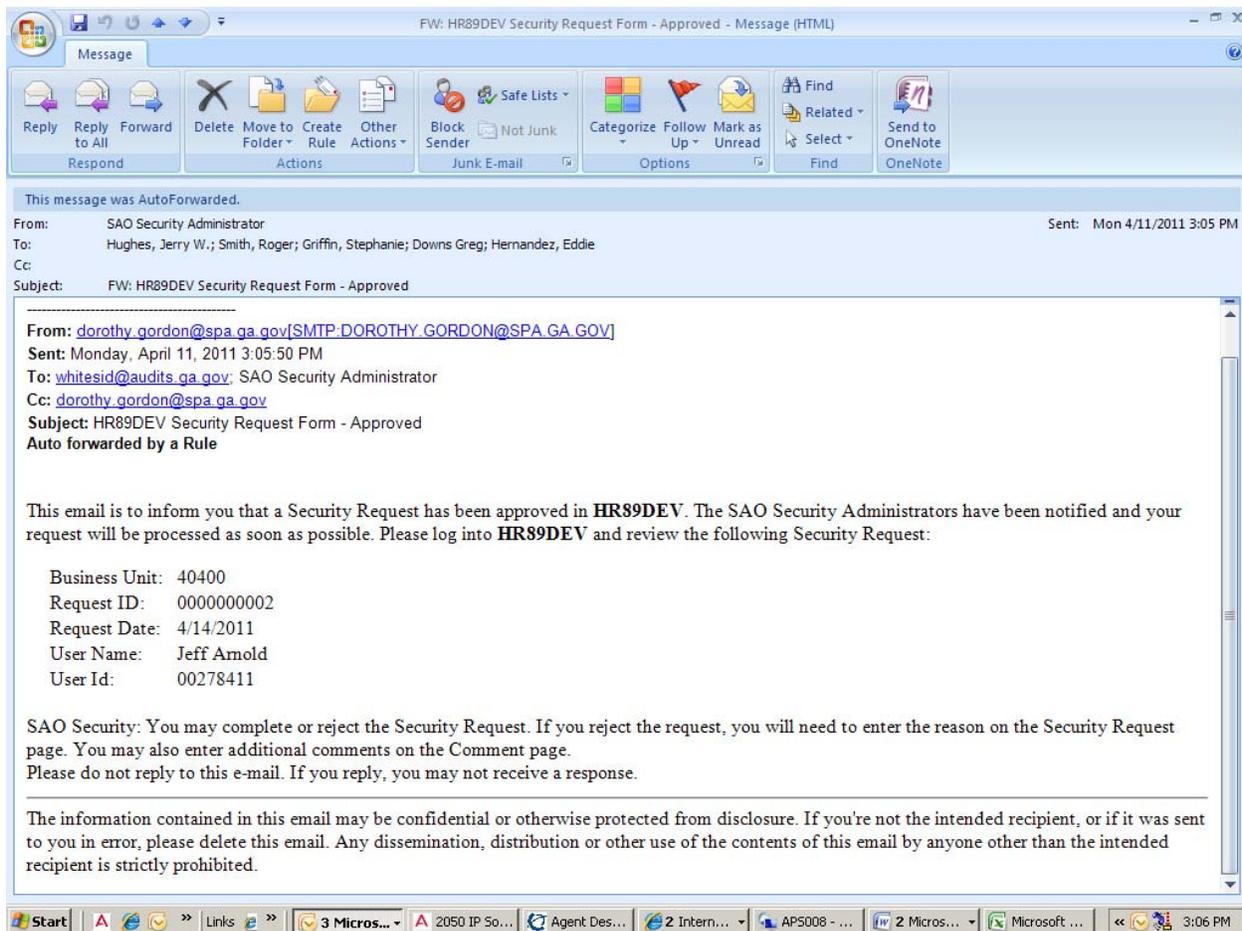
The screenshot shows a web browser window titled "Security Request - Windows Internet Explorer". The address bar shows a URL from the state of Georgia. The browser's toolbar includes a search bar and various utility icons. The main content area displays the "TEAM GEORGIA CONNECTION" logo and navigation tabs for "TEAM GEORGIA", "ESS/TEAMWORKS", and "FLEXIBLE BENEFITS".

The page content includes:

- Header:** "My Employee Self Service" and "TeamWorks Homepage".
- Navigation:** "MENU" on the left with options like "My Help", "Quick Links", "Agency Security", "Security Request", "Self Service", "Manager Self Service", "Workforce Administration", "Benefits", "Compensation", "Global Payroll & Absence Mgmt", "Organizational Development", "Set Up HRMS", "Administrative Systems", "My Content", "Worklist", "Reporting Tools", "HCM Reporting Tools", "PeopleTools", "Change My Password", "My Personalizations", "My System Profile", and "My Dictionary".
- Request Details:**
 - Business Unit:** 40400 Dept of Audits Business Unit
 - Request ID:** 0000000002
 - Action:** Add
 - Status:** Approved
 - Request Type:** Employee
 - Entered by:** 00203588 John A Thornton
 - Entered on:** 04/11/2011
- User Data:**
 - User ID:** 00278411
 - EmpID:** 00278411
 - Initial Password:** amD87qjbfAJ4ZPLSX0dDEg==
 - First Name:** Jeff
 - Middle Initial:**
 - Last Name:** Arnold
 - Job Title:** Specialist

The browser's taskbar at the bottom shows several open applications, including "2 Micros...", "2050 IP 5...", "Agent Des...", "2 Intern...", "AP5008 - ...", "2 Micros...", and "Microsoft ...". The system clock indicates the time is 3:05 PM.

An email is sent to SAO Security informing them that you approved the access and SAO Security can now process the Security Request.



If you reject the Security Request, please click the Reject Button by your Employee ID.

The screenshot shows a web browser window titled "Security Request - Windows Internet Explorer". The address bar shows a URL from "route88d.state.ga.us". The page header includes the "TEAM GEORGIA CONNECTION" logo and navigation tabs for "TEAM GEORGIA", "ESS/TEAMWORKS", and "FLEXIBLE BENEFITS". Below the header, there is a "My Employee Self Service" section with a date of "Monday, April 11, 2011 2:47 PM" and a user name "Gordon, Dorothy C.". A "MENU" is visible on the left side, with "Security Request" selected. The main content area shows "Business Unit: 40400 Dept of Audits Business Unit" and "Request ID: 0000000002". Under "User Data", the user is identified as "Jeff Arnold" with email "dummy1@sao.ga.gov". Below this, there are two buttons: "Sort By Approver Id" and "Sort By Module". The "Approval List" section contains two entries:

Module	Sequence Number	Approval Status
PSSECADM	999	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
HR	80	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Rejected

The bottom of the screenshot shows the Windows taskbar with the Start button, several open applications, and the system clock showing 3:09 PM on 4/11/2011.

It is required to enter the Reject Reason on the Security Request Tab.

The employee may need training, agency may not need access, or whatever reason you think is appropriate.

Please the reason in the Reject Reason field and click the Save Button.

The screenshot shows a web browser window displaying the TEAM GEORGIA CONNECTION portal. The page title is "Security Request - Windows Internet Explorer". The URL is http://route88d.state.ga.us:56000/psp/pa09dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_SCRTY_REQST_CMP.GBL?FolderPath. The browser's address bar shows "Google". The page features a navigation menu on the left with options like "My Help", "Quick Links", "Agency Security", and "Security Request". The main content area displays a "Security Request" form with the following details:

- Business Unit:** 40400 Dept of Audits Business Unit
- Request ID:** 000000003
- Status:** Rejected
- Request Type:** Employee
- Reject Reason:** User Needs Training
- Entered by:** 00203588 John A Thornton
- Entered on:** 04/11/2011

Below the request details, there is a "User Data" section with the following information:

- User ID:** 00289770
- EmpID:** 00289770
- First Name:** Charles
- Middle Initial:** M
- Last Name:** Hoover
- Job Title:** Specialist

The initial password field contains the value "amD87qjbfAJ4ZPLSX0dDEg==". The page also includes a "MENU" on the left, a "Security Request" tab, and a "User Data" section. The browser's taskbar shows several open applications, including "Links", "Micros...", "2050 IP 5...", "Agent Des...", "2 Intern...", "AP5008 - ...", "2 Micros...", and "Microsoft ...". The system clock shows "3:17 PM".

An email is sent to the Agency Security Officer informing them that the Security Request has been rejected.

This email is to inform you that a Security Request has been rejected in **HR89DEV**. Please log into **HR89DEV**, navigate to Agency Security → Manager Security Request and review the following Security Request:

Business Unit: 40400

Request ID: 0000000003

Request Date: 4/14/2011

User Name: Charles Hoover

User Id: 00289770

This request may be updated by changing the status to 'Draft'. The request may be submitted again once the reason for the rejection has been corrected.

Please do not reply to this e-mail. If you reply, you may not receive a response.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.