State Accounting Office of Georgia
Fiscal Leadership for Georgia

Activity Security - HCM

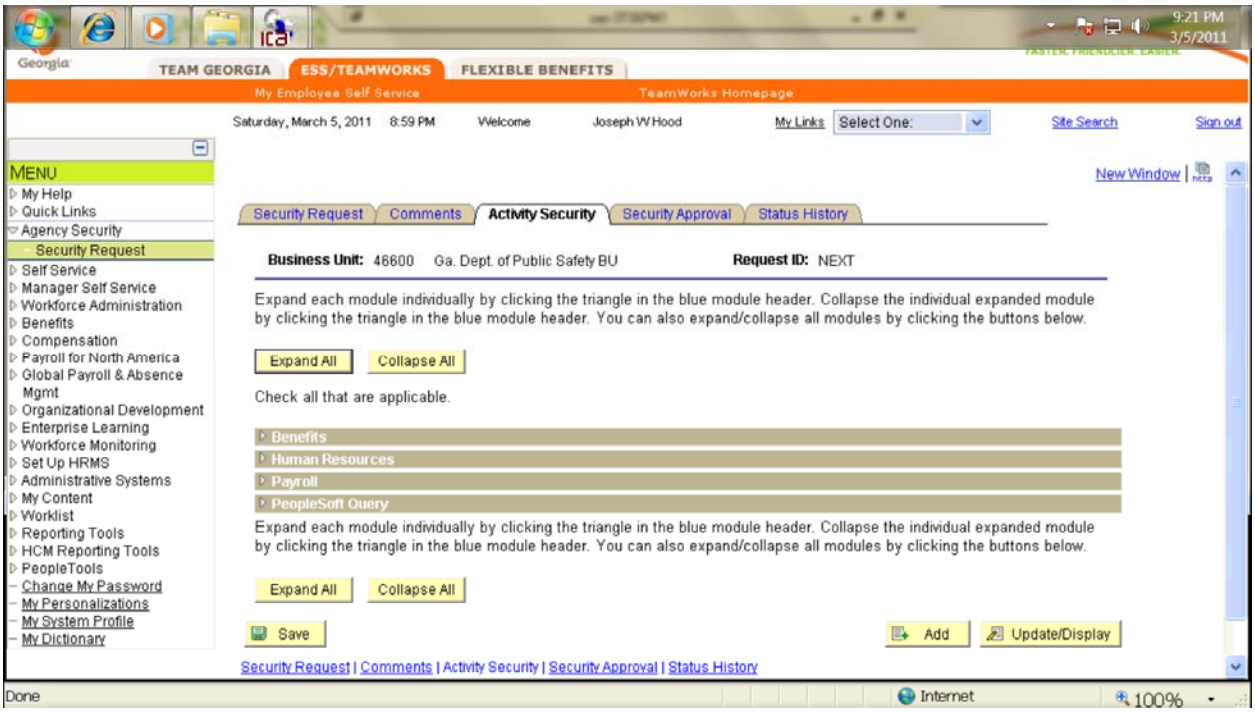
The Activity Security Tab contain several modules where managers and agency security officers can select the access they want employees and contractors to have for their Business Unit or Company.

You can expand all the modules by clicking the Expand All button and you can collapse all modules by clicking the Collapse All button. We will review each module. The Remove box is checked by default.

To add activities to an employee or contractor check the Add button within each module.

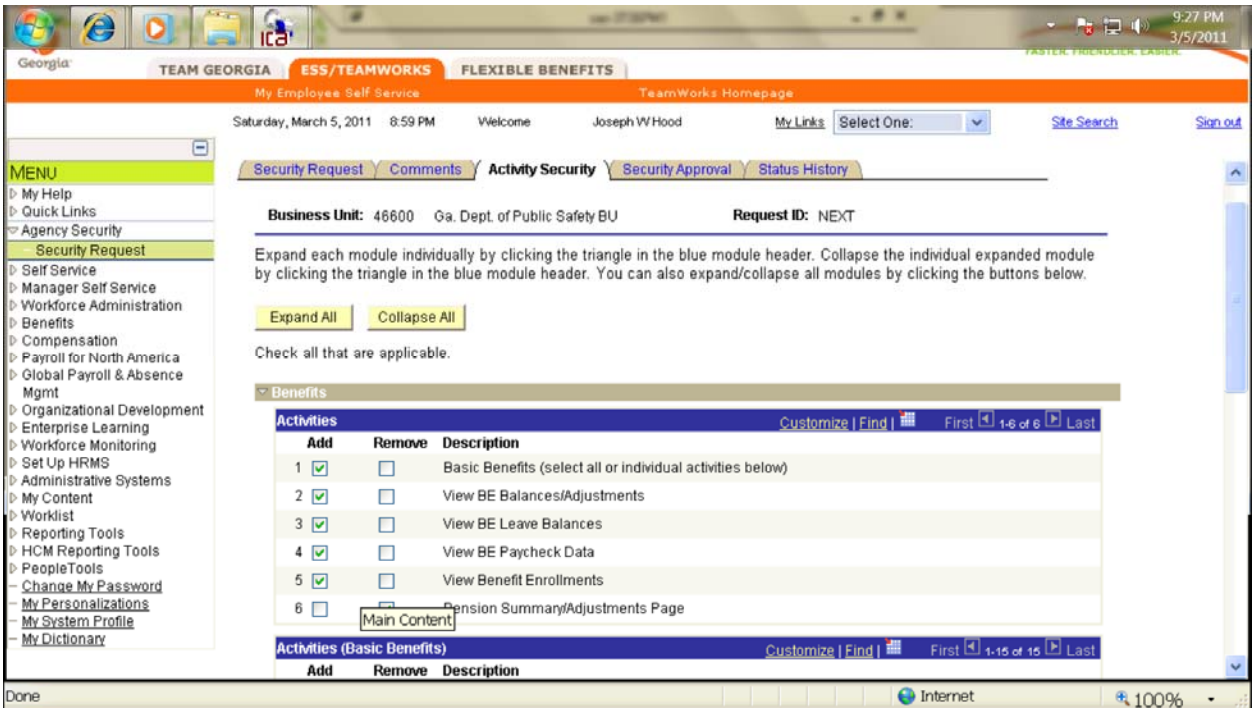
To remove activities from an employee or contractor, write Remove – Activity Name on the Comments Tab.

This is only temporary and it will be modified for managers and agency security officers to select the Remove button to remove activities within each module.

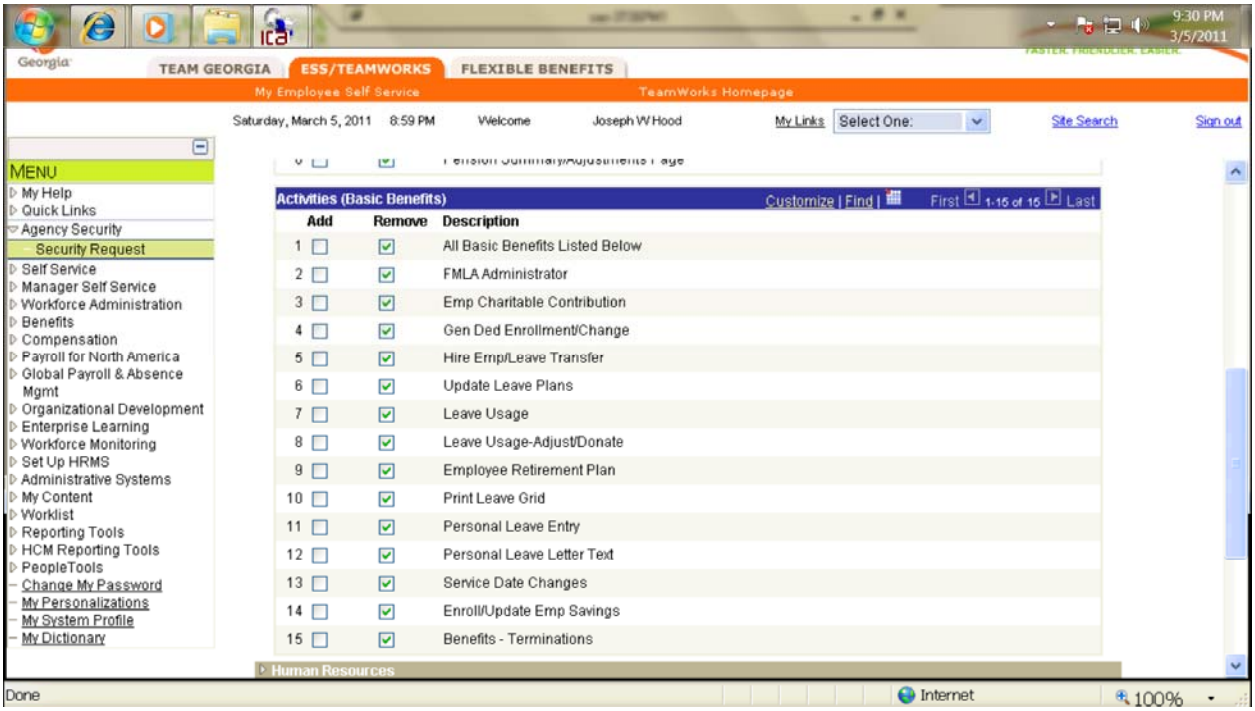


For this example, we will only add activities within each module.

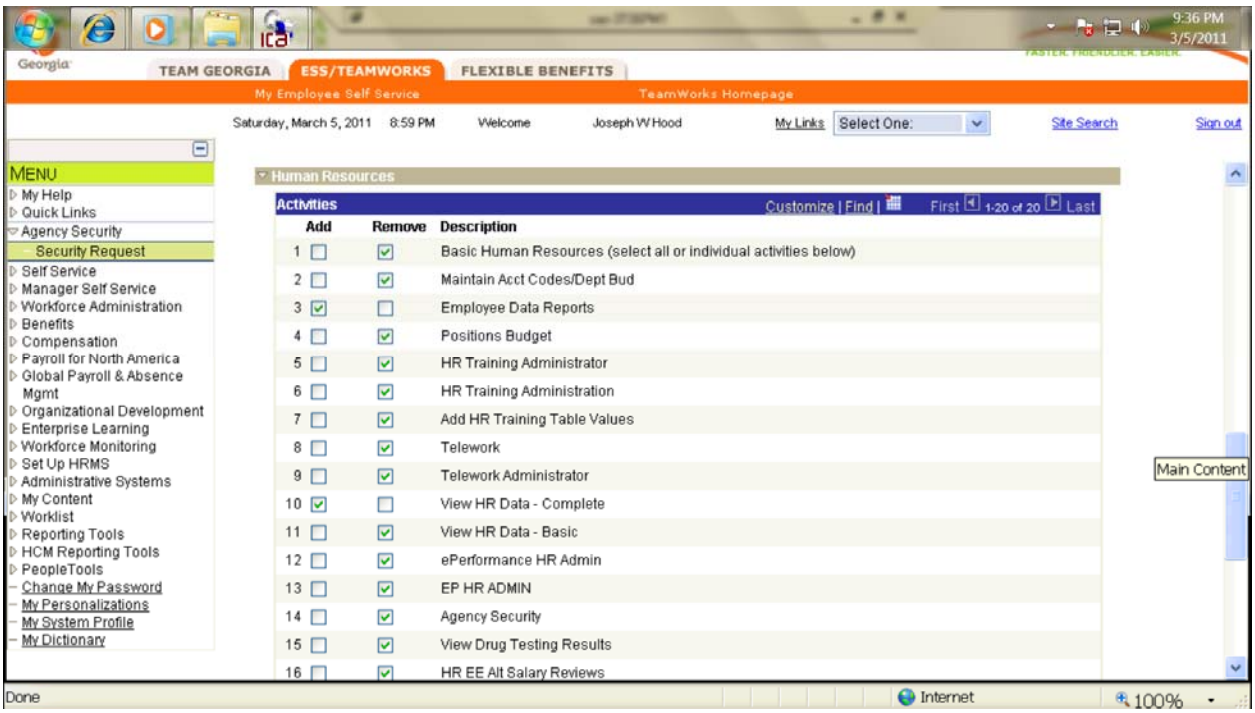
We clicked the Add button for Basic Benefits, View BE Balances/Adjustments, View BE Leave Balances, View BE Paycheck Data, and View Benefit Enrollments.



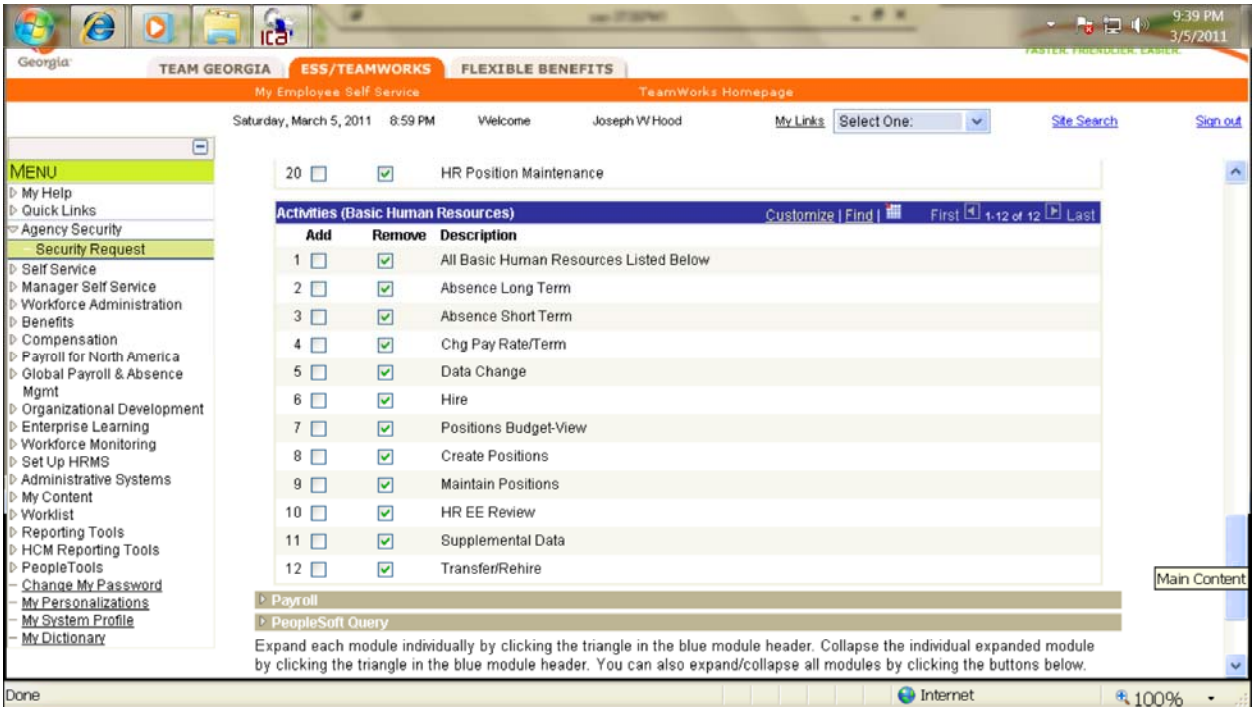
If the manager does not want to give the employee or contractor the Basic Benefit activity, the manager can click the Add buttons for any of the individual activities within Basic Benefit.



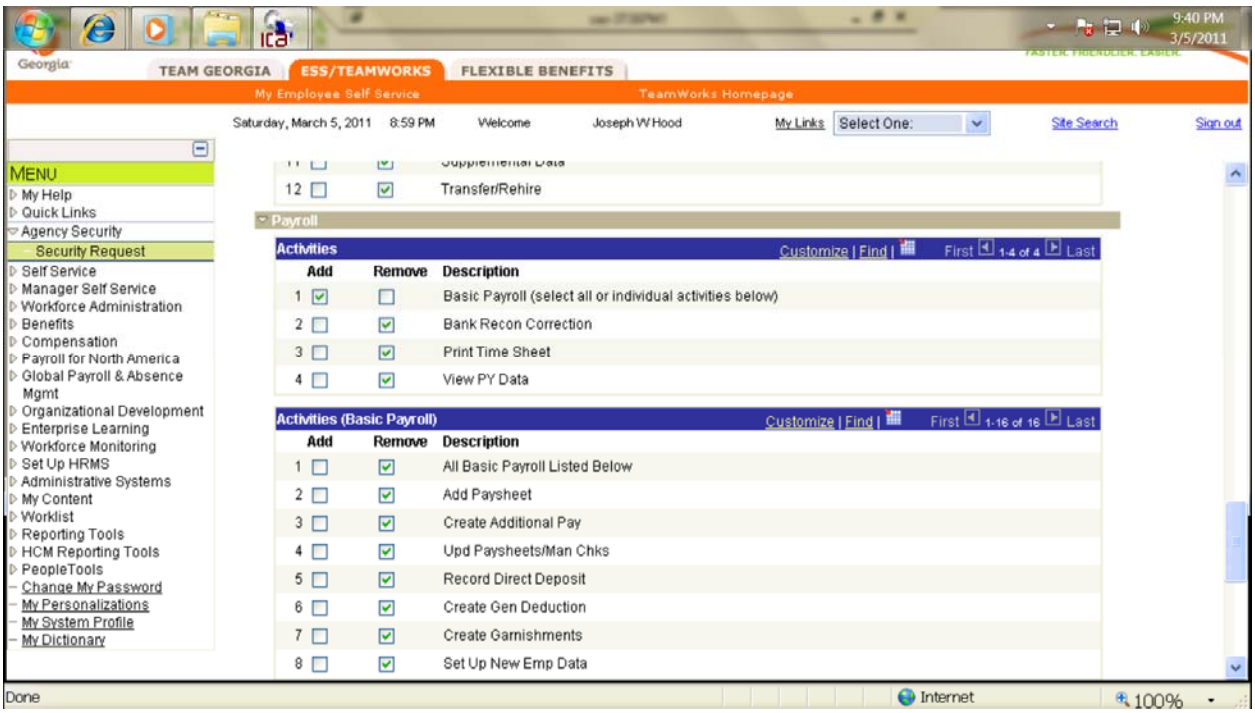
We clicked the Add button for Employee Data Reports and View HR Data – Complete.



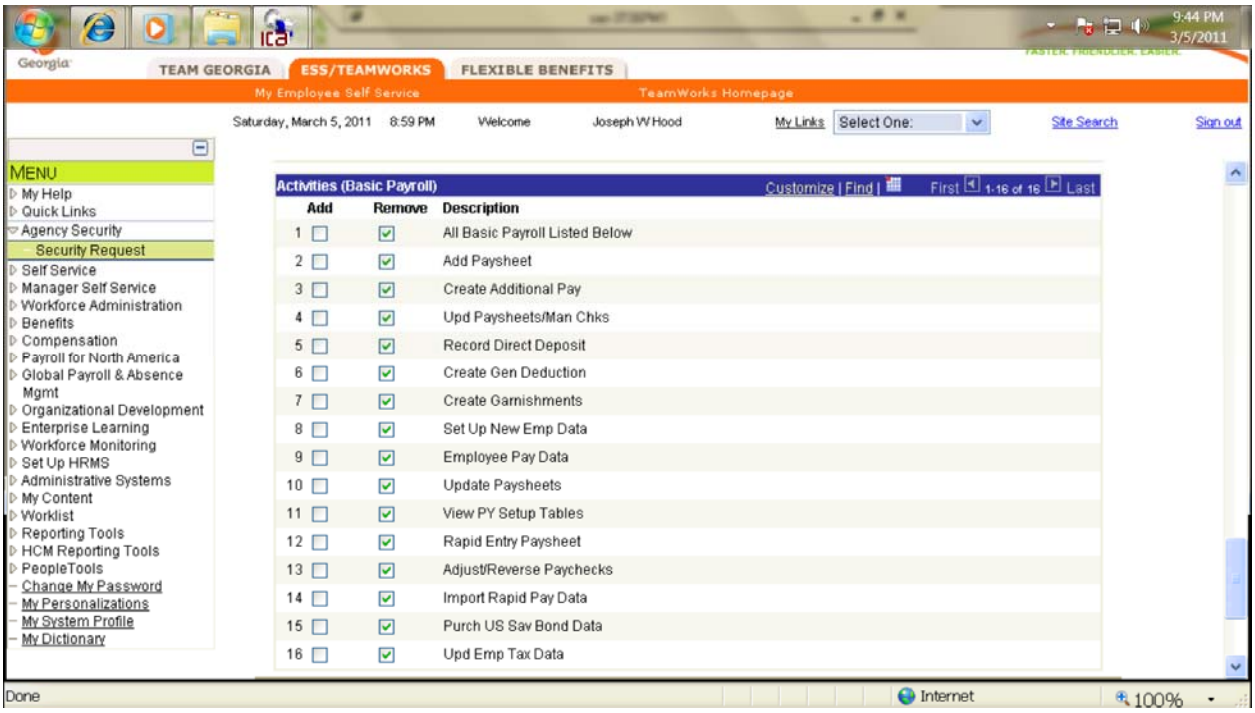
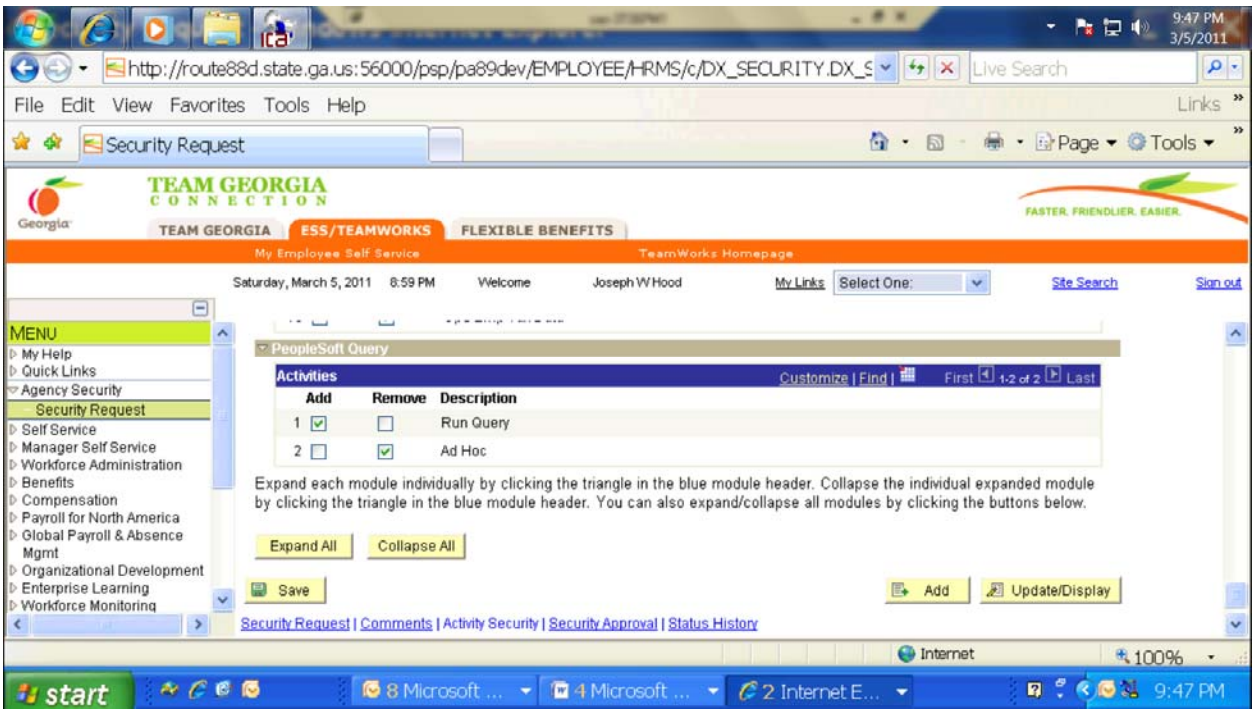
If the manager does not want to give the employee or contractor the Basic Human Resources activity, the manager can click the Add buttons for any of the individual activities within Basic Human Resources.



We clicked the Add button for the Basic Payroll activity.



If the manager does not want to give the employee or contractor the Basic Payroll activity, the manager can click the Add buttons for any of the individual activities within Basic Payroll.



We clicked the Add button for the Run Query Activity. When all the activities have been selected, we can now click the Save button.