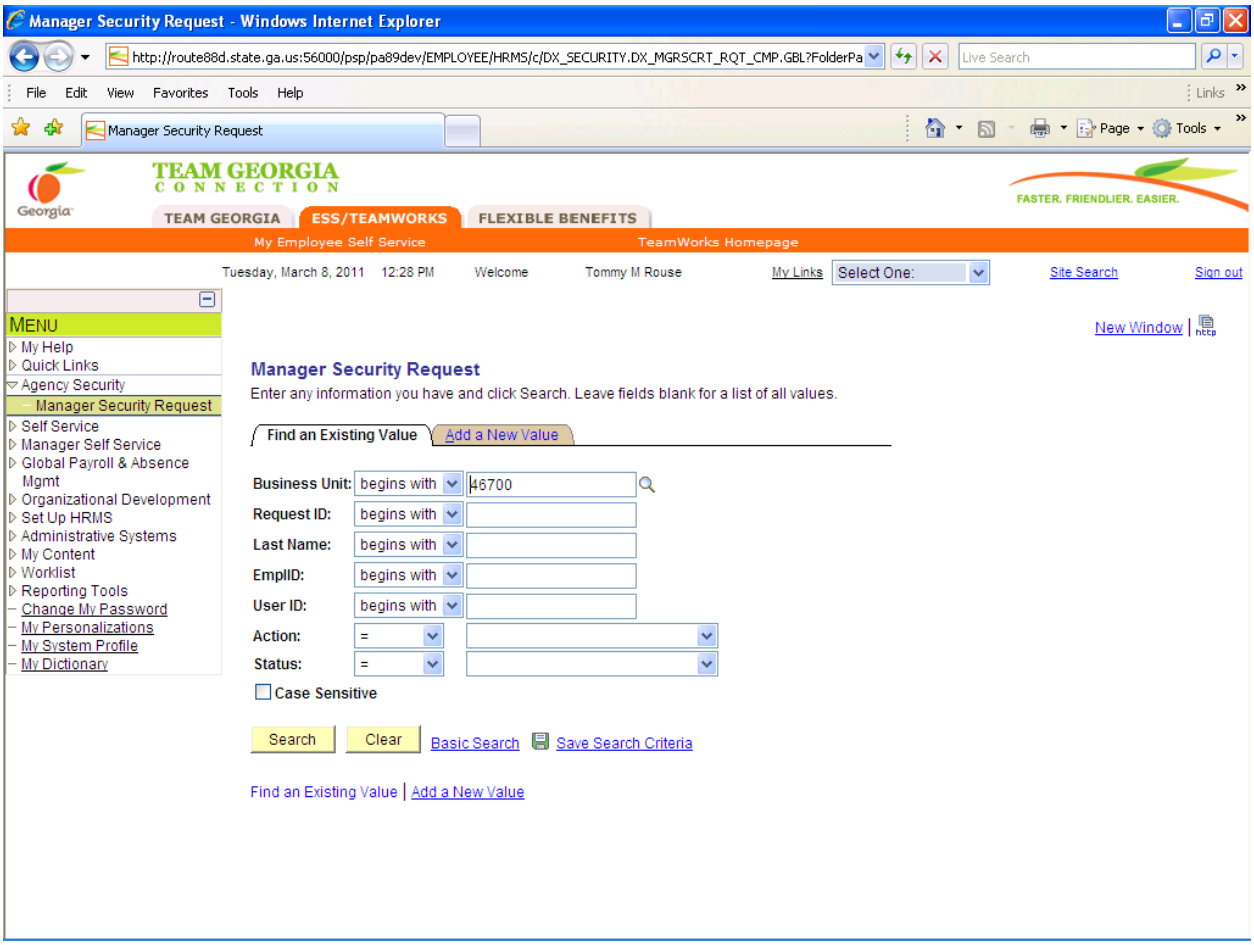
State Accounting Office of Georgia
Fiscal Leadership for Georgia

Change Request Process - HCM

The manager would login to the appropriate PeopleSoft database and navigate as follows:

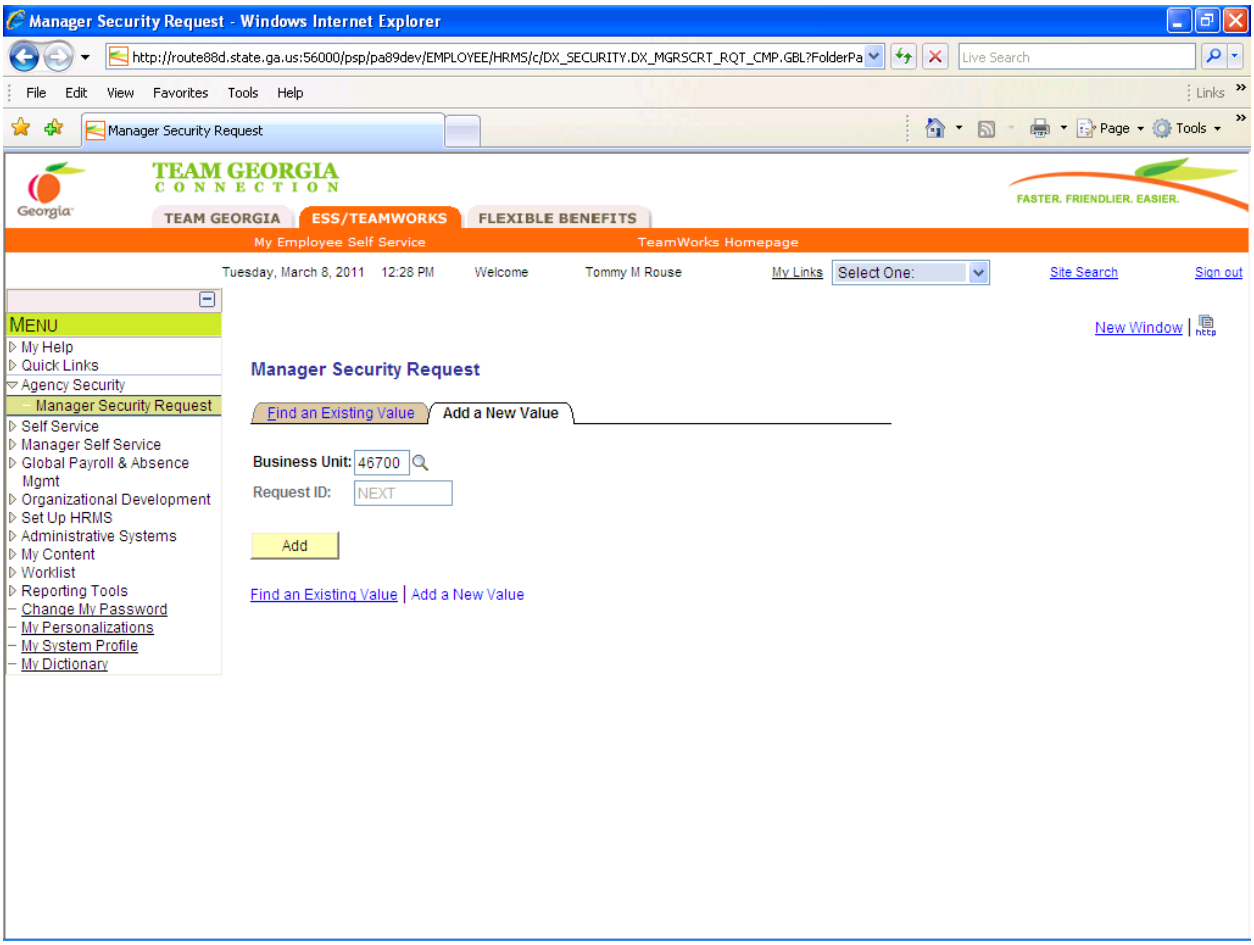
Agency Security > Manager Security Request



Please click the Add a New Value tab.

The following page will appear and it will require you to enter you Business Unit.

For this example, we will enter 46700 and click the Add button.



The Security Request page will appear for the manager to enter the employee or contractor information.

Manager Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_MGRSCRT_RQT_CMP.GBL?FolderPa

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Manager Security Request

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

Business Unit: 46700 Ga. Dept. of Corrections BU Request ID: NEXT

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: 03/11/2011 *Action: Add

*Status: Draft *Request Type: Employee

Reject Reason:

Entered by: 00088998 Tommy M Rouse Entered on: 03/08/2011

User Data

User ID: Initial Password:

EmplID: Population Access

*First Name: Middle Initial: *Last Name:

Job Title:

*Telephone: Fax Number:

Email Address:

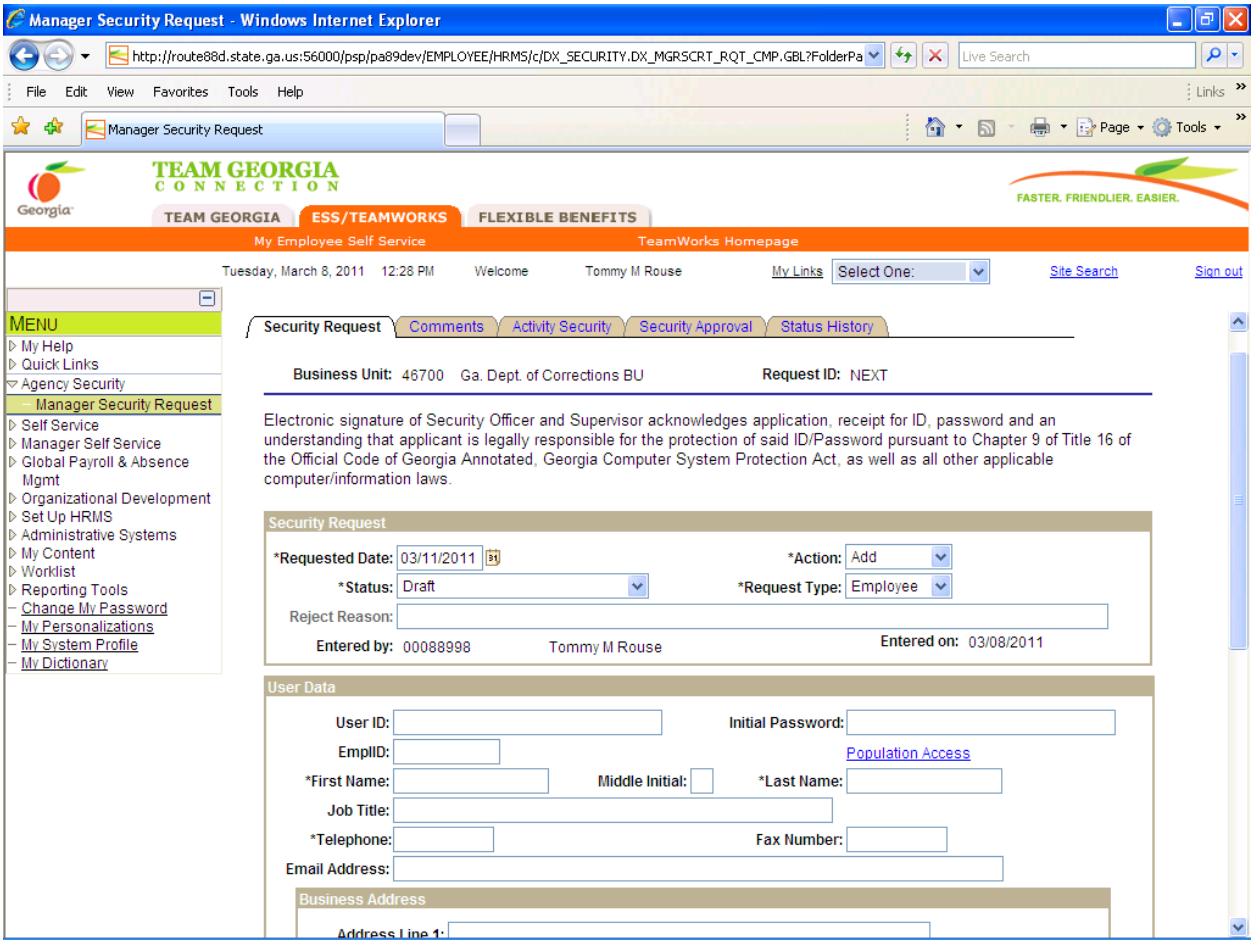
Business Address

Address Line 1:

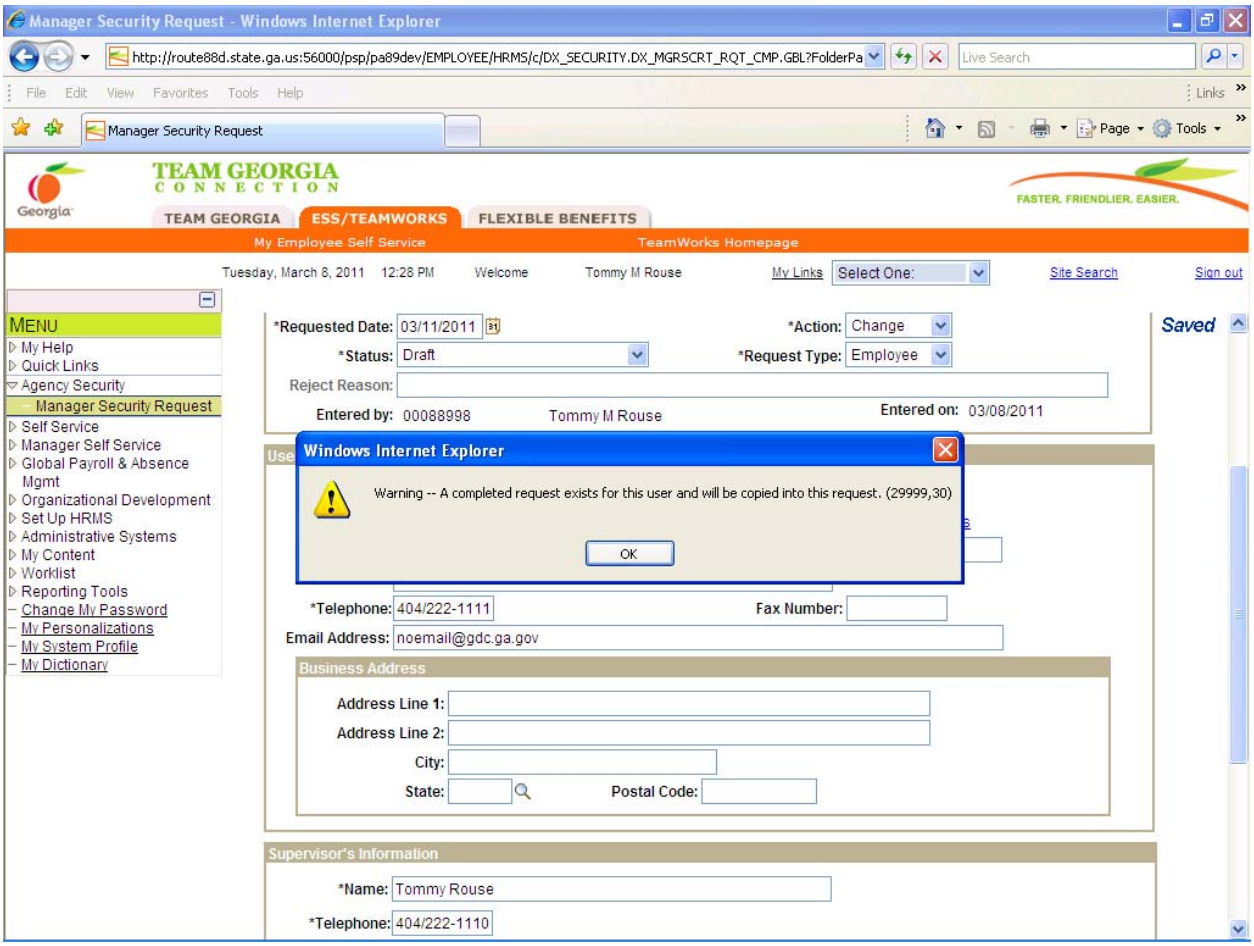
In the Security Request section, change the Action field value to Change. The Status field is in Draft mode.

Enter the user-id of the user requesting changes in the User ID field.

Click the Save button at the bottom of the screen.



This will bring in the user's existing data. Please read the warning message below.



All of the user's current data is now copied into this request and is ready for the manager to make additions or removals. Click the Activity Security tab.

Manager Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_MGRSCRT_RQT_CMP.GBL?FolderPa

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Manager Security Request

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

Business Unit: 46700 Ga. Dept. of Corrections BU Request ID: 0000000006

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: 03/11/2011 *Action: Change

*Status: Draft *Request Type: Employee

Reject Reason:

Entered by: 00088998 Tommy M Rouse Entered on: 03/08/2011

User Data

User ID: 00952110 Initial Password:

EmplID: 00952110 Population Access

*First Name: George Middle Initial: A *Last Name: Potter

Job Title: Human Resources Administrator

*Telephone: 404/222-1111 Fax Number:

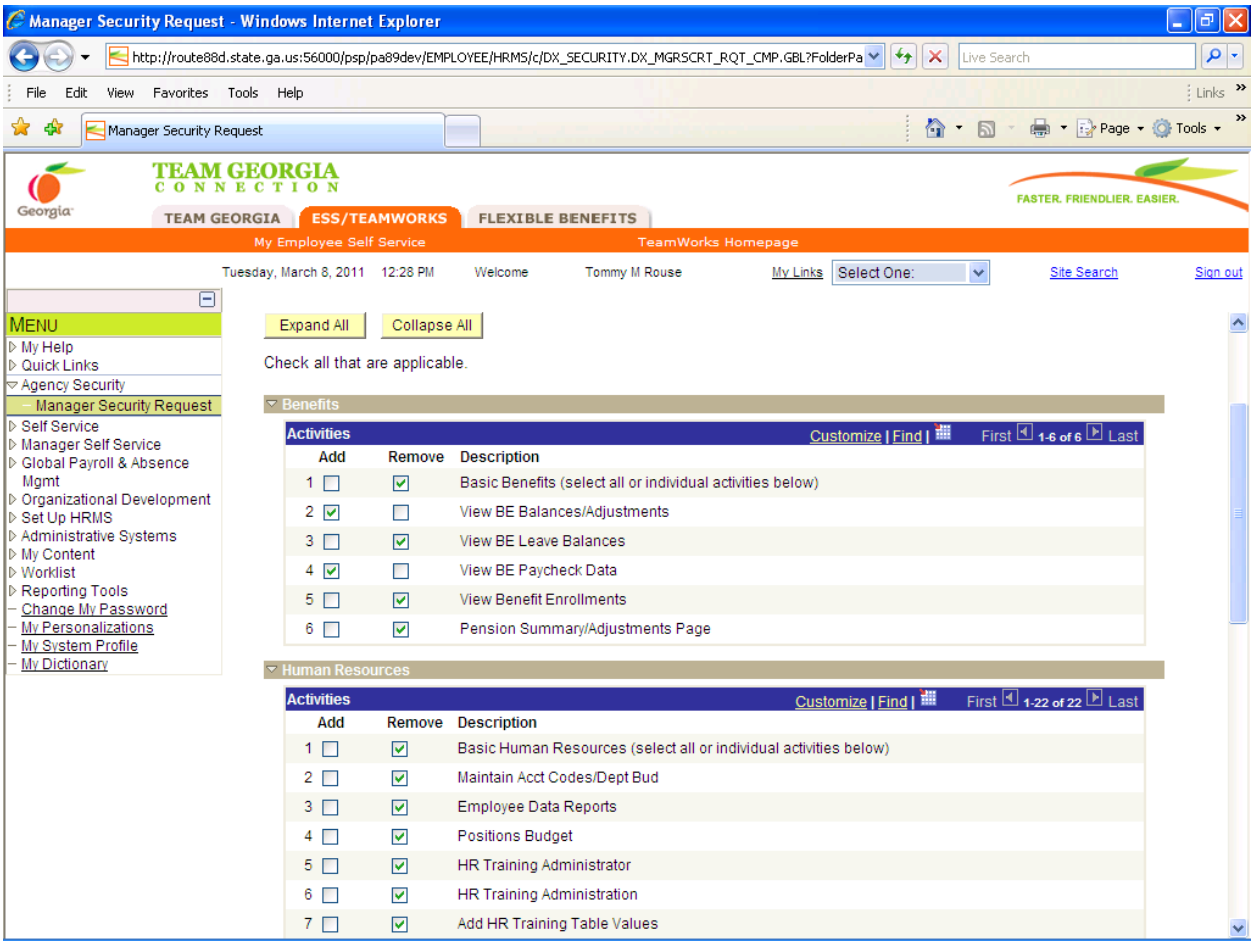
Email Address: noemail@gdc.ga.gov

Business Address

Address Line 1:

In this example, we are going to add some activities and remove some activities.

We have expanded the modules where we want changes to be made. The next two screen shots are current activities for this user.



Manager Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_MGRSCRT_RQT_CMP.GBL?FolderPa

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Manager Security Request

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8	☐	☑	Telework
9	☐	☑	Telework Administrator
10	☑	☐	View HR Data - Complete
11	☐	☑	View HR Data - Basic
12	☐	☑	ePerformance HR Admin
13	☐	☑	EP HR ADMIN
14	☐	☑	Agency Security
15	☐	☑	View Drug Testing Results
16	☐	☑	HR EE Alt Salary Reviews
17	☐	☑	HR Position Reports To
18	☐	☑	Absence Management Admin
19	☐	☑	HR EE Reviews - DOC Users Only
20	☐	☑	HR Job Comments Panels
21	☐	☑	HR Mass Dept Nbr Change within
22	☐	☑	HR Position Maintenance

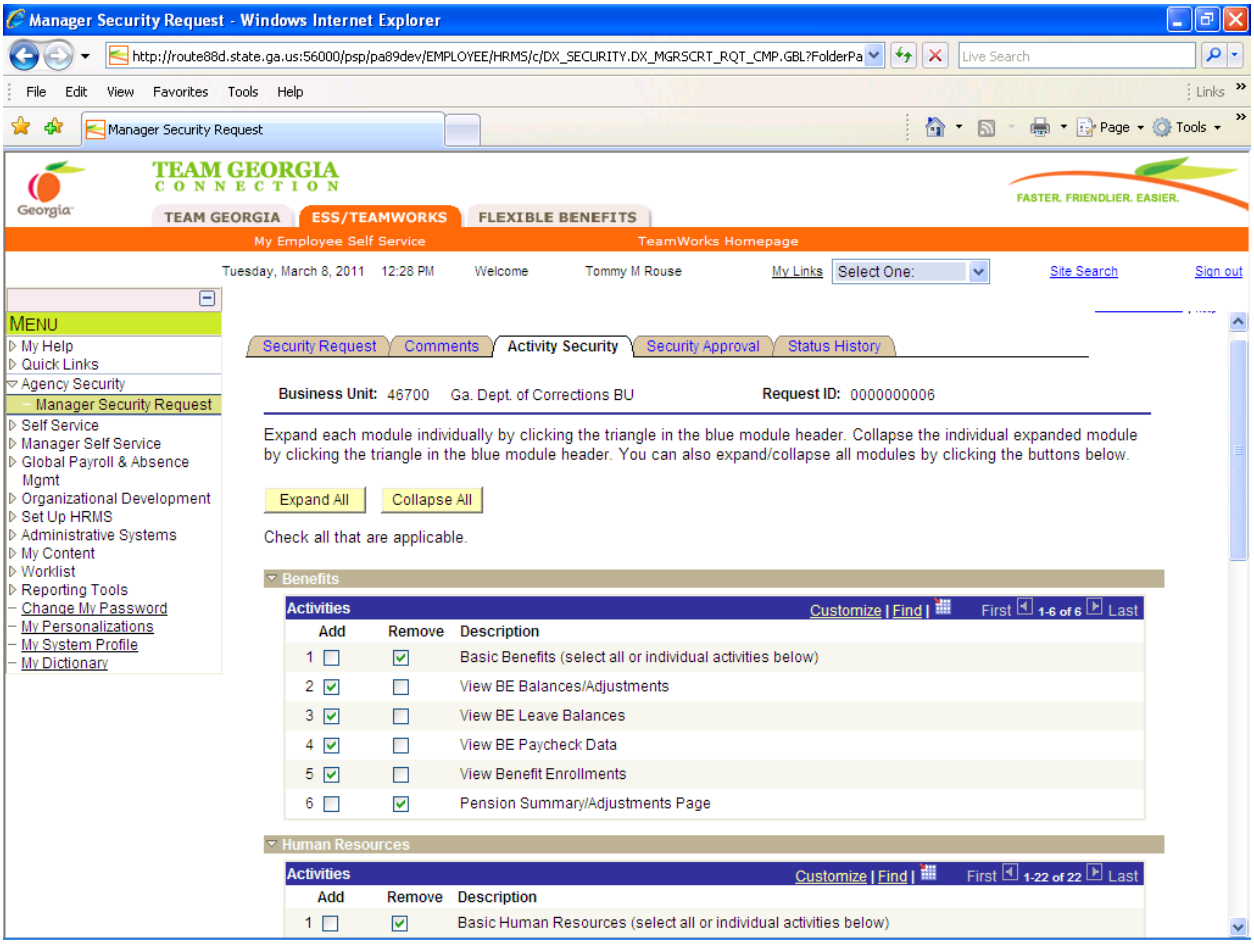
Payroll

PeopleSoft Query

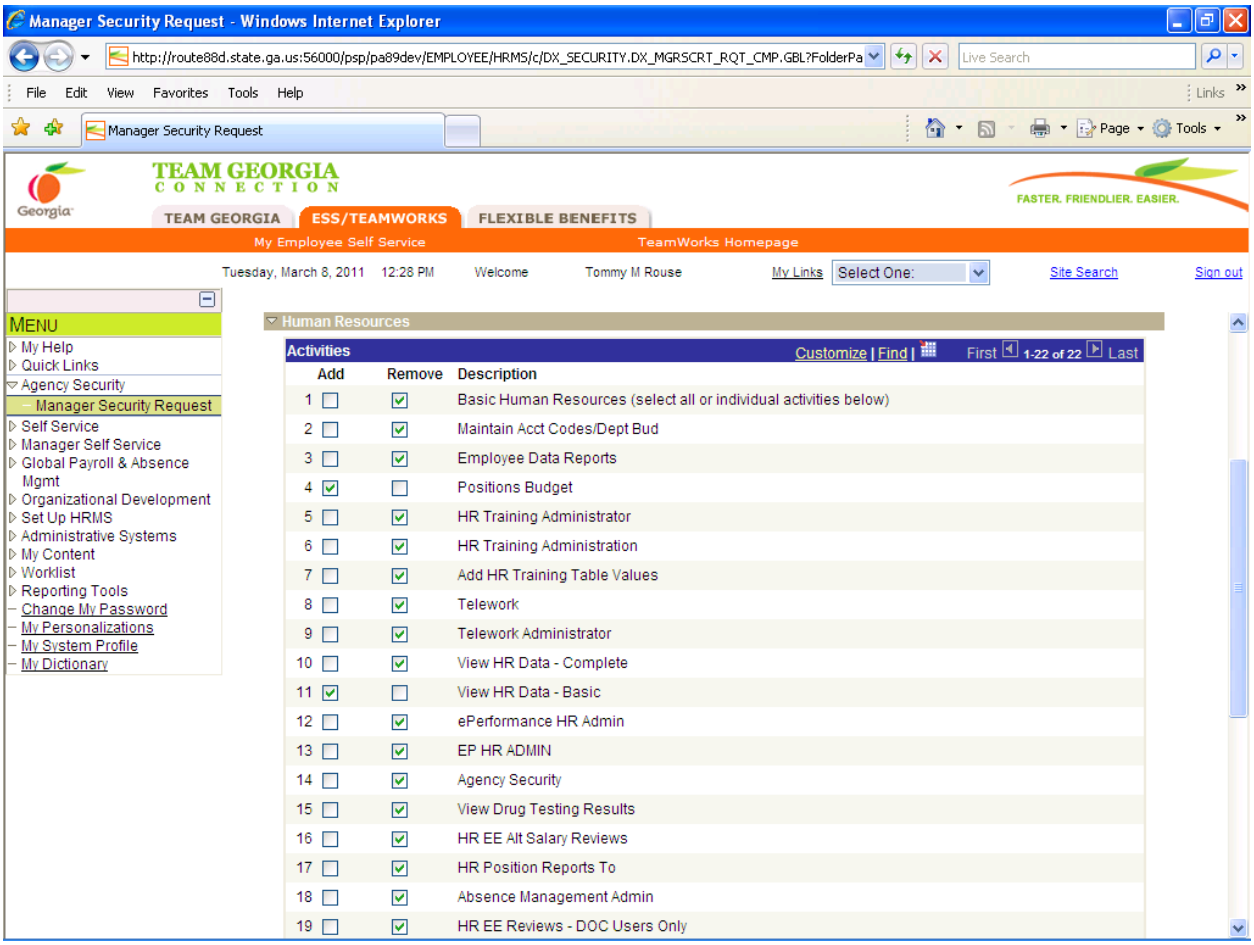
Activities — Customize | Find | First 1-2 of 2 Last

	Add	Remove	Description
1	☑	☐	Run Query
2	☐	☑	Ad Hoc

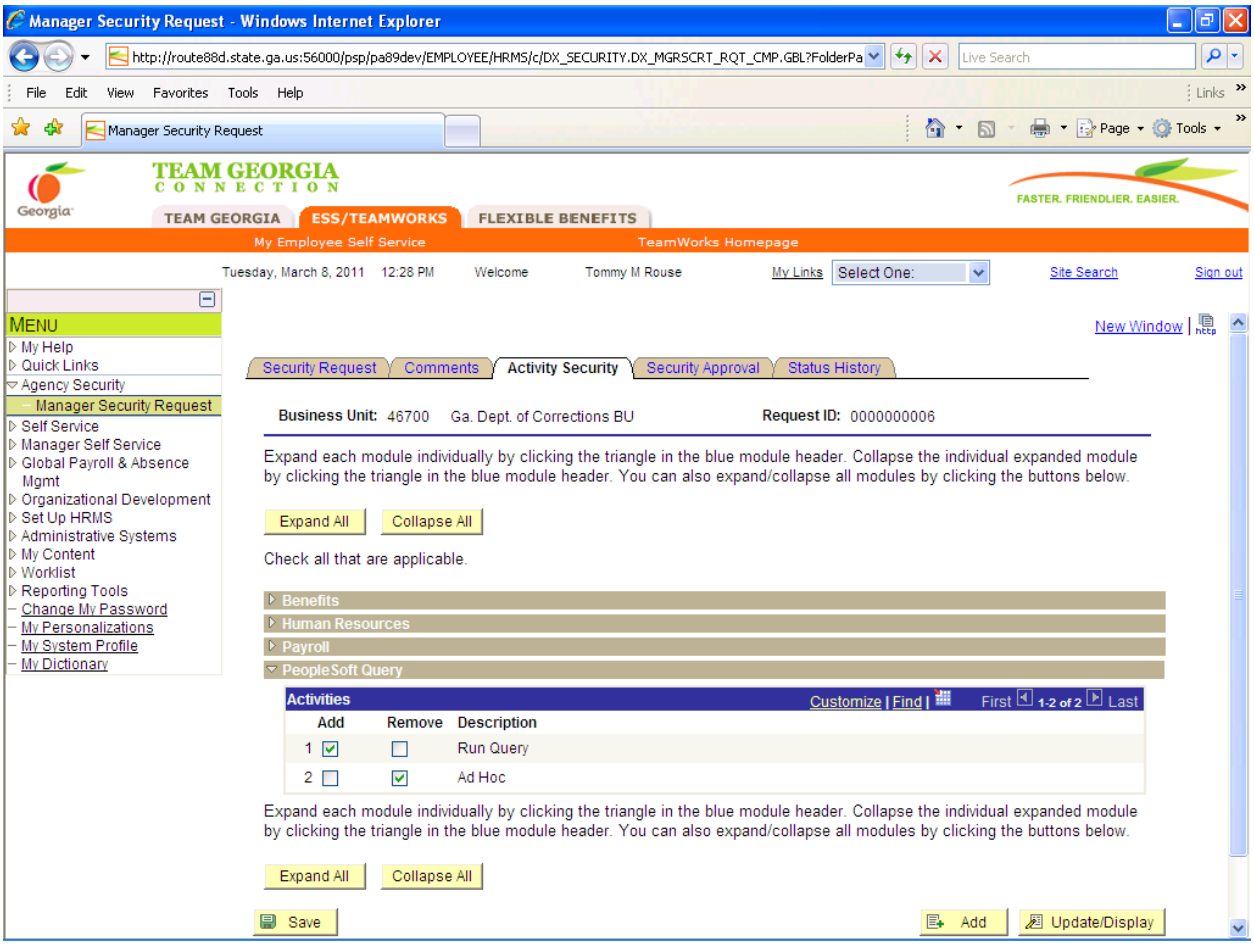
Click the Add buttons next to View BE Leave Balances and View Benefit Enrollments under the Benefits module.



Now, click the Add buttons next to Position Budget and View HR Data – Basic and the Remove button next to View HR Data – Complete under the Human Resources module.

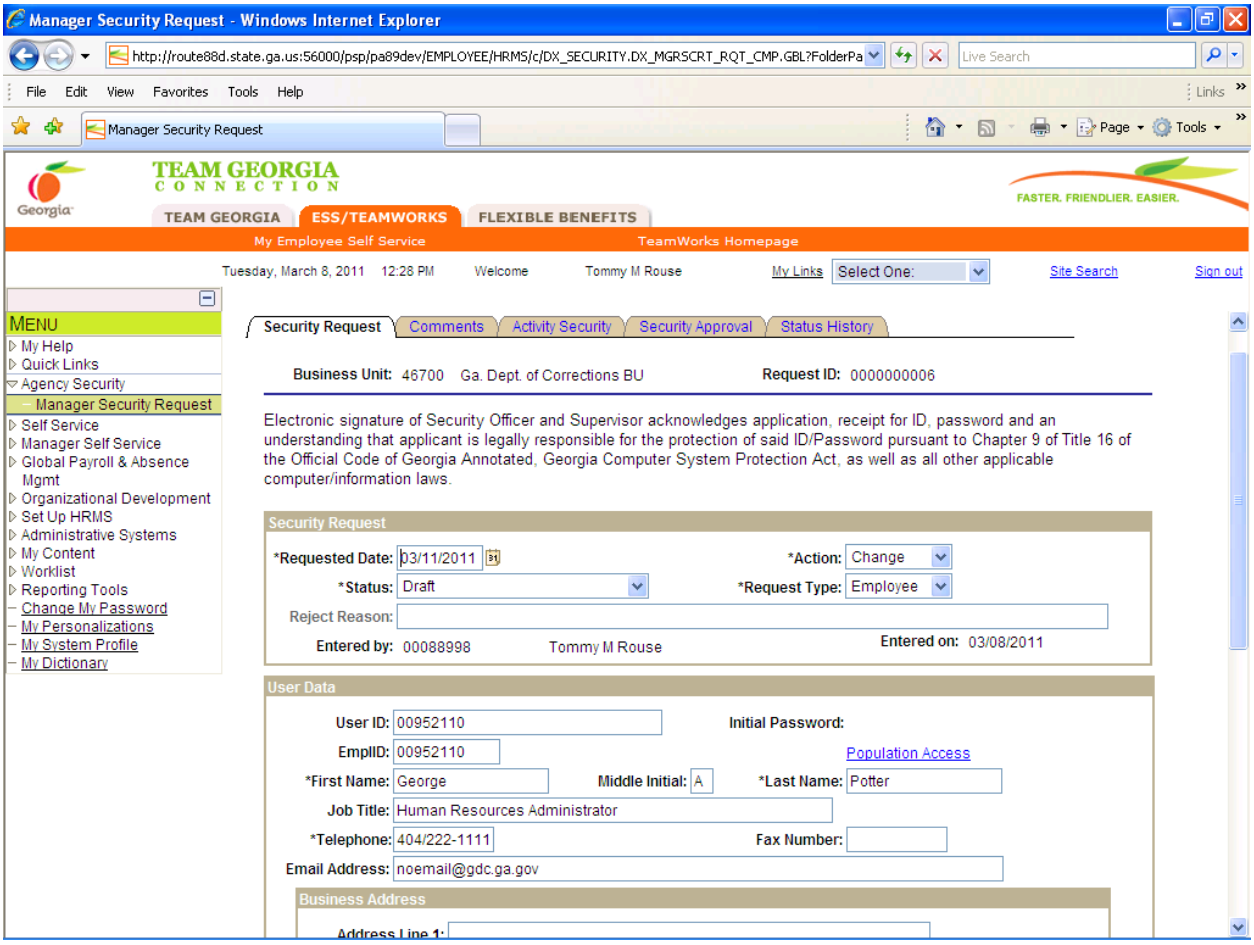


We will make no changes in the PeopleSoft Query module. We are now finished with the changes we want to make so please review the information and click the Save button.



Click the Security Request tab to get back to the main page.

The Status field will be in Draft mode until the manager is ready to submit the request to the Agency Security Officer which at that time the manager will change the Status field from Draft to Manager Submitted, then click the Save Button.



Manager Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_MGRSCRT_RQT_CMP.GBL?FolderPa

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Manager Security Request

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

Business Unit: 46700 Ga. Dept. of Corrections BU Request ID: 0000000006

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: 03/11/2011 *Action: Change

*Status: Manager Submitted *Request Type: Employee

Reject Reason:

Entered by: 00088998 Tommy M Rouse Entered on: 03/08/2011

User Data

User ID: 00952110 Initial Password:

EmplID: 00952110 Population Access

*First Name: George Middle Initial: A *Last Name: Potter

Job Title: Human Resources Administrator

*Telephone: 404/222-1111 Fax Number:

Email Address: noemail@gdc.ga.gov

Business Address

Address Line 1:

This will send an email to the Agency Security Officer and inform them that they have a Security Request to review and approve before it is sent to SAO Security to process.

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: 46700

Request ID: 0000000006

Request Date: 3/11/2011

User Name: George Potter

User Id: 00952110

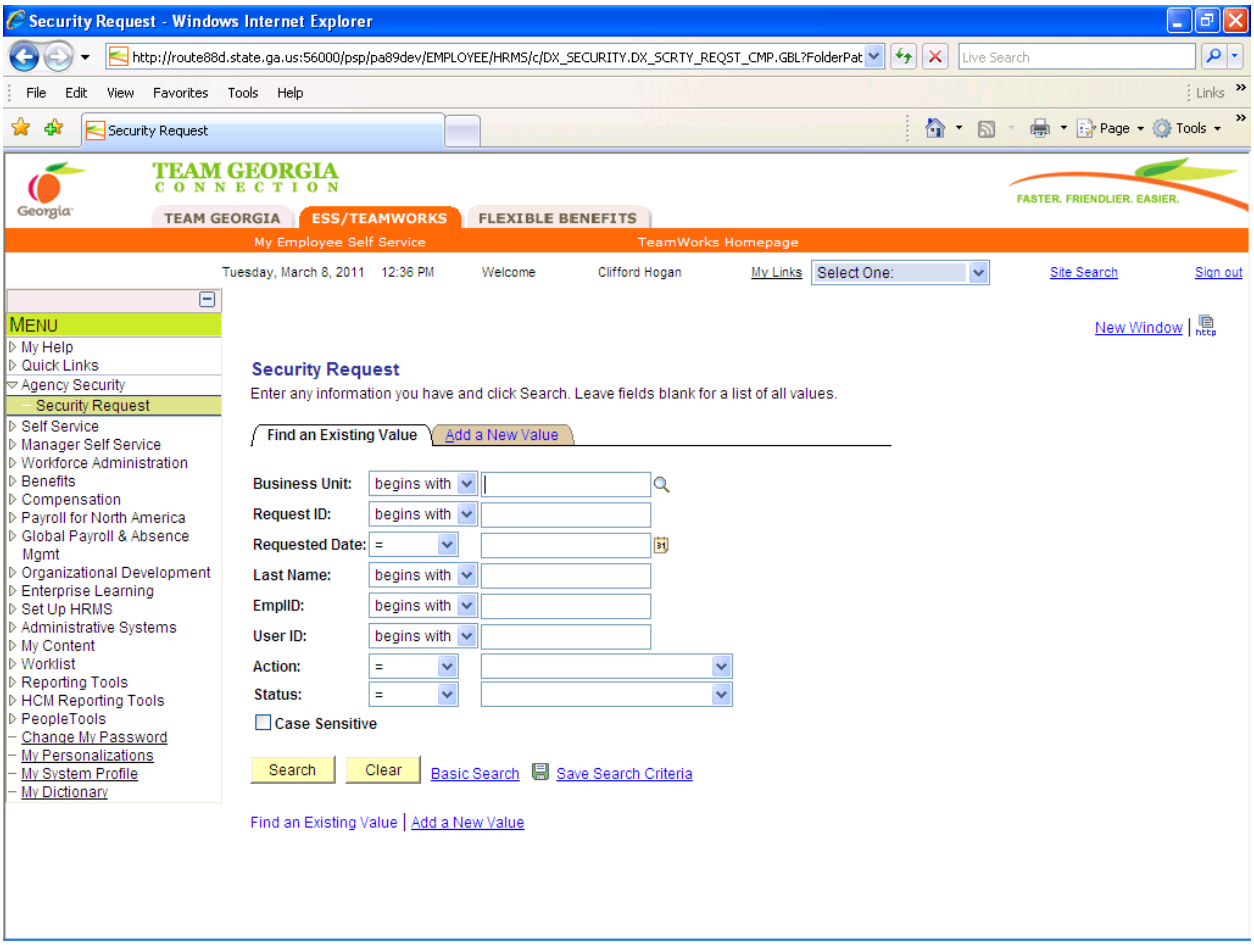
You may reject, change the status to draft and modify or submit the Security Request as is. If you reject the request, you will need to enter the reason on the Security Request page. If you modify the request, please enter

the reason on the Comment 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.

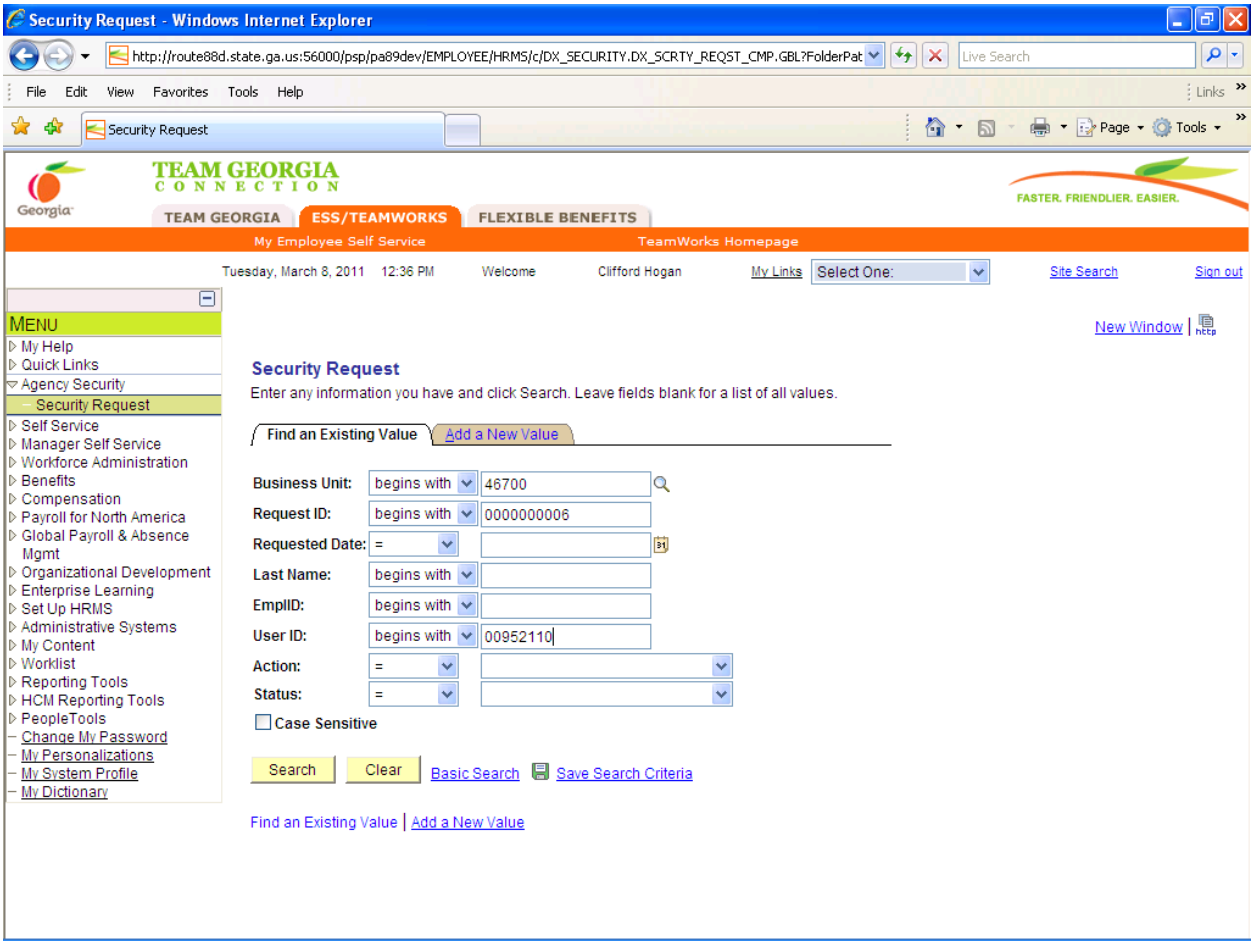
The Agency Security Officer will login to the appropriate PeopleSoft database and navigate as follows:

Agency Security > Security Request



The Agency Security Officer will enter the Business Unit, Request ID, and User ID values from the email on this search page to pull up the Security Request.

Click the Search button.



This is the result of the search.

Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_SCRTY_REQST_CMP.GBL?FolderPat

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Security Request

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- Enterprise Learning
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Security Request | Comments | Activity Security | Security Approval | Status History

Business Unit: 46700 Ga. Dept. of Corrections BU Request ID: 0000000006

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: 03/11/2011 *Action: Change

*Status: Manager Submitted *Request Type: Employee

Reject Reason:

Entered by: 00088998 Tommy M Rouse Entered on: 03/08/2011

User Data

User ID: 00952110 Initial Password:

EmplID: 00952110 Population Access

*First Name: George Middle Initial: A *Last Name: Potter

Job Title: Human Resources Administrator

*Telephone: 404/222-1111 Fax Number:

Email Address: noemail@gdc.ga.gov

Business Address

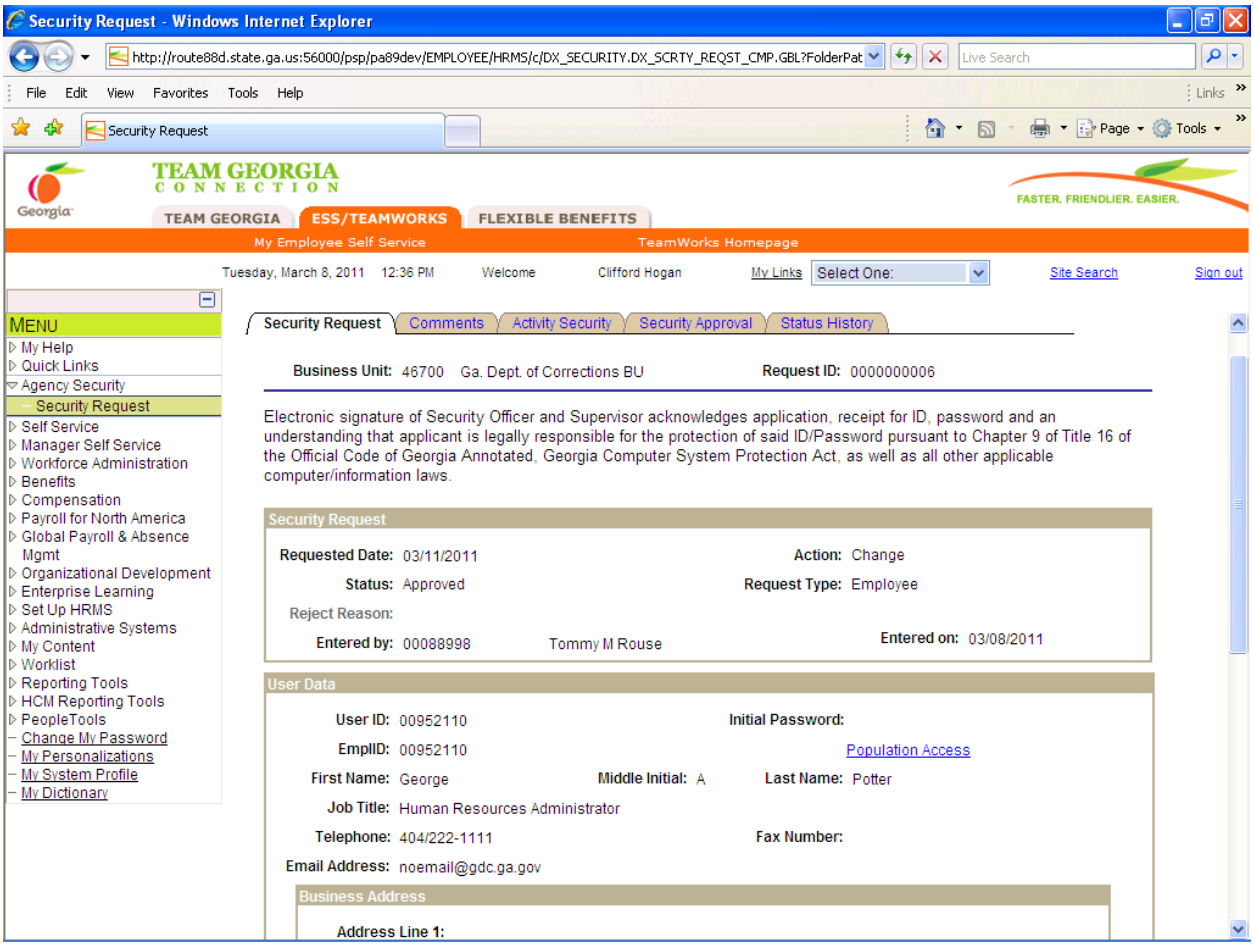
Address Line 1:

The Agency Security Officer will review the entire Change Request.

If they approve the request and no changes are needed, they can change Status field from Manager Submitted to Agency Submitted.

If they do not approve the request, they can change the Status field from Manager Submitted to Rejected. They must enter the reason for the rejection in the Reject Reason field and save the request. This will send an email to inform the manager of the rejected request.

For this example, the Agency Security Officer approves the application. The Status field has changed from Manager Submitted to Agency Submitted and the request has been saved. The Status field is now changed to Approved.



An email has been sent to SAO Security for processing.

This email is to inform you that a Security Request has been approved in **HR89DEV**. The SAO Security Administrators have been notified and your request will be processed as soon as possible. Please log into **HR89DEV** and review the following Security Request:

Business Unit: 46700

Request ID: 0000000006

Request Date: 3/11/2011

User Name: George Potter

User Id: 00952110

SAO Security: You may complete 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.

SAO Security will process the Security Request and change the Status field from Approved to Completed. An email will be sent to Agency Security Officer.

This email is to inform you that a Security Request has been completed in **HR89DEV**. Please log into **HR89DEV** and review the following Security Request:

Business Unit: 46700

Request ID: 0000000006

Request Date: 3/11/2011

User Name: George Potter

User Id: 00952110

No further action is required for this Security Request. If this request was for a new user id, please review the request in case the SAO Security Administrators found that the requested user id already existed. In the event of a duplicate user id, the SAO Security Administrator will assign a different user id than the one requested. The new user will also need the initial password to sign in.

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This concludes the Change Request.