



## HR Training Administration / Add HR Tables Values

The PeopleSoft Online Application requires that HR Training Admin / Add HR Tables Values 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: 46700

Request ID: 0000000012

Request Date: 4/14/2011

User Name: Charles Hudson

User Id: 00869465

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.

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We 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 shows the 'Security Request' search interface on the 'TEAM GEORGIA CONNECTION' website. The search criteria are as follows:

- Business Unit: begins with 46700
- Request ID: begins with
- Requested Date: =
- Last Name: begins with
- EmplID: begins with
- User ID: begins with
- Action: =
- Status: =

The search results table is as follows:

Business Unit	Request ID	Requested Date	Last Name	First Name	EmplID	User ID	Action	Status
46700	000000001	02/25/2011	Wyche	Richard	00226310	00226310	Add	Completed
46700	000000002	02/25/2011	Dixon	Gregory	00302943	00302943	Add	Rejected
46700	000000003	03/11/2011	Brown	Robert	00556619	00556619	Add	Completed

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 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 "Tuesday, April 12, 2011 12:44 PM" and a user name of "Jason Dunn". A navigation menu on the left lists various services, with "Security Request" selected. The main content area has tabs for "Security Request", "Comments", "Activity Security", "Security Approval", and "Status History". The "Security Request" tab is active, showing details for a request from "Business Unit: 46700 Ga. Dept. of Corrections BU" with "Request ID: 0000000012". The status is "Pending Approval" and the request type is "Employee". The request was entered by "Tommy M Rouse" on "04/11/2011". Below this, there is a "User Data" section showing "User ID: 00869465", "EmpID: 00088998", "First Name: Charles", "Middle Initial: D", and "Last Name: Hudson". The job title is "Specialist".

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 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/pa89dev/EMPLOYEE/HRMS/c/DX\\_SECURITY\\_DX\\_SCRTY\\_REQST\\_CMP.GBL?FolderPath](http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY_DX_SCRTY_REQST_CMP.GBL?FolderPath). The page features a navigation menu with options like 'My Employee Self Service' and 'TeamWorks Homepage'. The main content area shows the following details:

- Business Unit:** 46700 Ga. Dept. of Corrections BU
- Request ID:** 0000000012
- User Data:**
  - User ID: 00869465
  - First Name: Charles
  - Middle Initial: D
  - Last Name: Hudson
  - Telephone: 478/992-1144
  - Fax Number:
  - Email Address: ehernandez@sao.ga.gov
- Approval List:**

Module	Sequence Number	Approval Status
	999	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
HR	60	<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 the URL: [http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX\\_SECURITY.DX\\_SCRTY\\_REQST\\_CMP.GBL?FolderPath](http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX_SECURITY.DX_SCRTY_REQST_CMP.GBL?FolderPath). The browser's search bar contains "Google".

The page header includes the "TEAM GEORGIA CONNECTION" logo and navigation tabs for "TEAM GEORGIA", "ESS/TEAMWORKS", and "FLEXIBLE BENEFITS". Below the header, it says "My Employee Self Service" and "TeamWorks Homepage". The date and time are "Tuesday, April 12, 2011 12:57 PM". The user is identified as "Eddie Hernandez" with a "Welcome" message. There are links for "My Links", "Select One:", "Site Search", and "Sign out".

The left sidebar contains a navigation menu with categories like "Agency Security", "Agency Security Reset", "Self Service", "Workforce Administration", "Benefits", "Compensation", "Stock", "Payroll for North America", "Global Payroll & Absence Mgmt", "Payroll Interface", "Workforce Development", "Organizational Development", "Enterprise Learning", "Workforce Monitoring", "Partners", "Catalog Management", "Campus Community", "Student Recruiting", "Student Admissions", "Records and Enrollment", "Curriculum Management", "Financial Aid", and "Student Financials".

The main content area is titled "Security Request" and has tabs for "Comments", "Activity Security", "Security Approval", and "Status History". The "Status History" tab is active, showing the following information:

- Business Unit:** 46700 Ga. Dept. of Corrections BU
- Request ID:** 0000000012
- Description:** 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 Details:**
  - Requested Date:** 04/14/2011
  - Action:** Add
  - \*Status:**
  - Request Type:** Employee
  - Reject Reason:**
  - Entered by:** 00088998 Tommy M Rouse
  - Entered on:** 04/11/2011
- User Data:**
  - User ID:** 00869465
  - Initial Password:**
  - EmplID:** 00088998
  - Population Access:** [Population Access](#)
  - First Name:** Charles
  - Middle Initial:** D
  - Last Name:** Hudson
  - Job Title:** Specialist

The browser's taskbar at the bottom shows several open applications, including "4 Inter...", "2050 IP S...", "Agent De...", "APS008 - ...", "3 Micros...", "My Docu...", and "2 Micros...". The system clock shows "1:01 PM".

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

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: 0000000012

Request Date: 4/14/2011

User Name: Charles Hudson

User Id: 00869465

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.

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

The screenshot shows a web browser window displaying the 'TEAM GEORGIA CONNECTION' portal. The user is logged in as Eddie Hernandez. The left sidebar contains a navigation menu with 'Security Request' highlighted. The main content area shows a user profile for Charles Hudson and an 'Approval List' table.

**User Profile:**

- User ID: 00869465
- First Name: Charles, Middle Initial: D, Last Name: Hudson
- Telephone: 478/992-1144, Fax Number:
- Email Address: ehernandez@sao.ga.gov

**Approval List:**

Module	Sequence Number	Approval Status
PSSECADM	999	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
HR	60	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Rejected
HR	60	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected

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.

Security Request - Windows Internet Explorer

http://route88d.state.ga.us:56000/psp/pa89dev/EMPLOYEE/HRMS/c/DX\_SECURITY.DX\_SCRTY\_REQST\_CMP.GBL?FolderPath

File Edit View Favorites Tools Help

Search Facebook Listen to music Amazon YouTube 65° Jonesboro, GA (30238) Options

Security Request

TEAM GEORGIA CONNECTION

TEAM GEORGIA ESS/TEAMWORKS FLEXIBLE BENEFITS

My Employee Self Service TeamWorks Homepage

Tuesday, April 12, 2011 12:57 PM Welcome Eddie Hernandez My Links Select One: Site Search Sign out

Agency Security

Security Setup

Security Request

Manager Security Request

Copy Security Request

Agency Security Reset

SAO Support

Self Service

Manager Self Service

Workforce Administration

Benefits

Compensation

Stock

Payroll for North America

Global Payroll & Absence Mgmt

Payroll Interface

Workforce Development

Organizational Development

Enterprise Learning

Workforce Monitoring

Partners

Catalog Management

Campus Community

Student Recruiting

Student Admissions

Records and Enrollment

Curriculum Management

Financial Aid

Student Financials

Security Request

Comments Activity Security Security Approval Status History

Business Unit: 46700 Ga. Dept. of Corrections BU Request ID: 0000000012

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: 04/14/2011 Action: Add

\* Status: Rejected Request Type: Employee

Reject Reason: Needs Training

Entered by: 00088998 Tommy M Rouse Entered on: 04/11/2011

User Data

User ID: 00869465 Initial Password:

EmpID: 00088998 Population Access

First Name: Charles Middle Initial: D Last Name: Hudson

Job Title: Specialist

Done

Internet 100%

Start A 4 Intern... 2050 IP S... Agent Des... AP5008 - ... 2 Micros... My Docum... 2 Micros... 1:29 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: 46700

Request ID: 0000000012

Request Date: 4/14/2011

User Name: Charles Hudson

User Id: 00869465

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.

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