


Data Steward Evaluate Security Request

Accessing the Form:

You may access the security forms that need your review and approve from a link in the email notification sent to you or by accessing your Worklist in PeopleSoft.

Accessing the Form from a Notification Email:

You will receive a notification email that contains a link to the form that needs your review and approval. The subject line of the email notification will say, “[eForms] ACTION REQUIRED - ePASS Security”. Click the evaluate link in the email to open the form. If you are not already signed in, you may be prompted to sign into LOUIE.

Link To Evaluate Form: 

[https://psdv2.ucc.nau.edu:8444/psp/ps9006/EMPLOYEE/HCM/c/G_FORM_SECURITY.G_FORM_SCTY_E.GBL?
Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=104270&G_FORM_TASK=EVL](https://psdv2.ucc.nau.edu:8444/psp/ps9006/EMPLOYEE/HCM/c/G_FORM_SECURITY.G_FORM_SCTY_E.GBL?Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=104270&G_FORM_TASK=EVL)

Link To View Form:

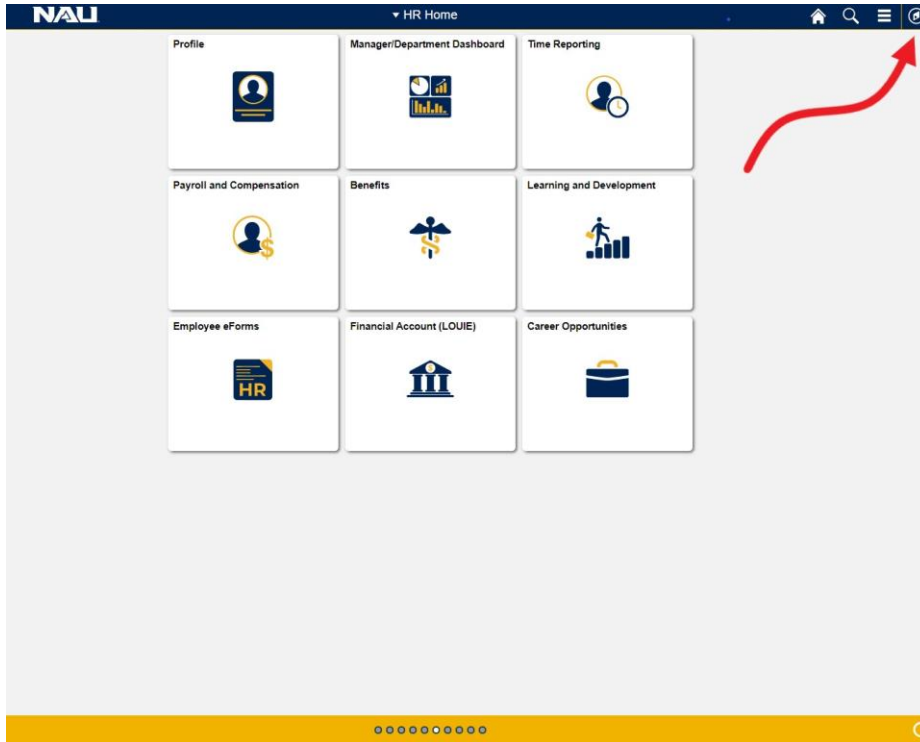
[https://psdv2.ucc.nau.edu:8444/psp/ps9006/EMPLOYEE/HCM/c/G_FORM_SECURITY.G_FORM_SCTY_V.GBL?
Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=104270&G_FORM_TASK=VWS](https://psdv2.ucc.nau.edu:8444/psp/ps9006/EMPLOYEE/HCM/c/G_FORM_SECURITY.G_FORM_SCTY_V.GBL?Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=104270&G_FORM_TASK=VWS)

NOTICE TO RECIPIENT: THIS E-MAIL AND THE DOCUMENTS ACCOMPANYING THIS TRANSMISSION ARE CONFIDENTIAL AND MAY BE A COMMUNICATION PRIVILEGED OR PROTECTED BY LAW. IT IS MEANT FOR ONLY THE INTENDED RECIPIENT. IF YOU RECEIVED THIS E-MAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THE E-MAIL IS STRICTLY PROHIBITED - PLEASE DELETE THE MESSAGE FROM YOUR INBOX. THANK YOU IN ADVANCE FOR YOUR COOPERATION.

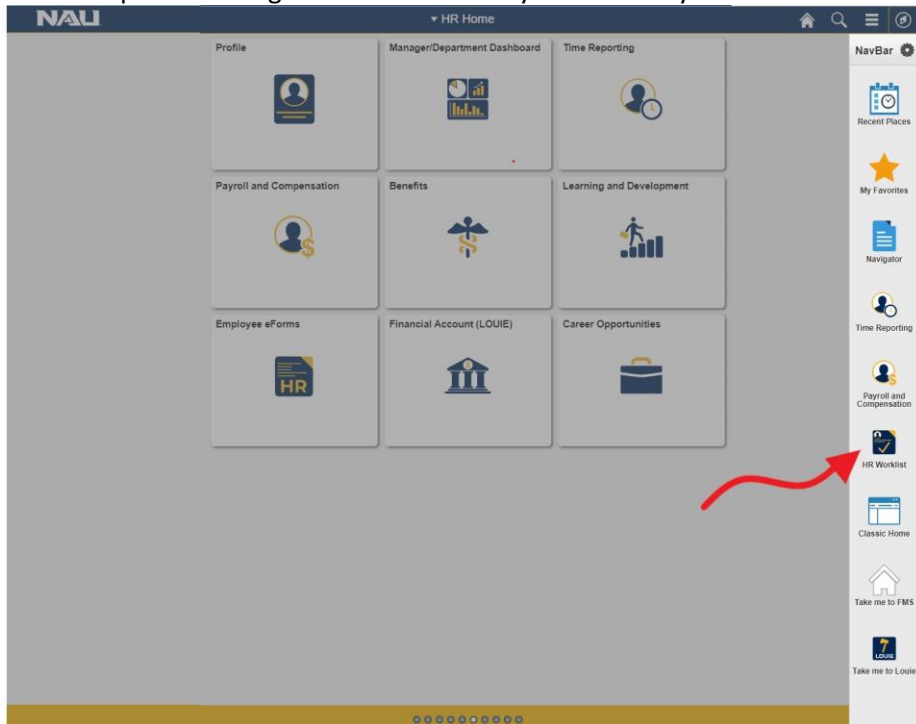
If you have any questions please contact the CMT PeopleSoft Security Team at (928)523-2978.

Accessing the Form from your Worklist:

You can also choose to access forms you need to approve by logging into LOUIE and navigating to your HR worklist. The HR worklist is your personal list of items that require an action on your part. On the upper right hand corner, click on the small compass.



This will open the navigation bar and allow you to select your HR worklist.



Once your worklist opens you can select the link to the form you need to approve.

| From | Date From | Work Item | Worked By Activity | Priority | Link | | |
|------------------------|------------|-----------------------|--------------------|----------|---|-------------|----------|
| Lord, Marc H | 03/15/2013 | Notification Worklist | Notification | | SECURITY:Vivek Bonqu | Mark Worked | Reassign |
| Lambert, Paul Randolph | 04/03/2013 | Notification Worklist | Notification | | SECURITY:Mary Irene Dereshiwsky | Mark Worked | Reassign |
| Allen, James A | 04/04/2013 | Notification Worklist | Notification | | SECURITY:Thomas E Kolb | Mark Worked | Reassign |

Reviewing the Form:

Step 1 of 3: Evaluate Role Security

User Info

User ID: jd12 Doe, Jane

Email: Jane.Doe@nau.edu [NAU Data Access Policy](#)
[Instructions for Requesting Administrative Access to LOUIE, HR and PS Financials.](#)

Form Data

FERPA Completed 11/05/2002 [FERPA Tutorial](#)

eForm ID: 53870

| JOB | | | | | | |
|-----|-------------------------------------|------------|------------------------|-----------------|----------------------|--------|
| | Selected | Department | Department Description | Position Number | Position Description | Status |
| 1 | <input checked="" type="checkbox"/> | 11100 | School of Forestry | 00002185 | Professor | Leave |

The top portion of the form will display basic information about the Employee or Affiliate requesting security such as name, email address and job or affiliation information.

Please explain your specific job duties that require the data access for each role being requested. Explanations such as "per my job duties," "to help students," "same as person in position before me," or copying the role description are NOT sufficient.

Data Access Need

Data Access Need: This section is filled in by the initiator of the form to explain the need for the security being requested and should describe specific job responsibilities that require the type of access.

If you do not feel this explanation is not sufficient for the roles being requested, please recycle the form, on the next page, asking for a more complete business need.

Time Entry/Leave Usage Entry:

I need to enter and approve time for hourly employees .

| Time Reporting Departments | | | | |
|----------------------------|------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Department | Description | Approve Time | Enter Time | Approval Flag |
| 1 30330 | Student Accounts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

I need to enter leave usage information for employees .

| Leave Reporting Departments | | |
|-----------------------------|------------------|-------------------------------------|
| Department | Description | Approval Flag |
| 1 30330 | Student Accounts | <input checked="" type="checkbox"/> |

If the Time Reporting or Leave Reporting boxes are checked, access is being requested to enter and approve time or enter leave usage information for the department indicated.

Only HR Data Stewards have the ability to approve/deny this security.

Approval Flag: If the time/leave security should not be granted but other security on the request should be granted, the approval flag can be unchecked and then the form approved. Unchecking the 'Approval Flag' will deny the time/leave security.

Row Level Security/Primary Permission List:

| | |
|------------------------------|------------------------------------|
| Row Security Permission List | <input type="text"/> |
| Primary Permission List | <input type="text" value="PPNAU"/> |

Row Security Permission List: This will display the employee/affiliate's current Row Level security. If a role being granted requires specific row level, select the correct row level permission list. A change to this field will trigger a routing to HR Data Stewards for final approval.

Primary Permission List: This will display the employee/affiliate's current primary permission list. If a role being granted requires specific a primary permission list, select the correct permission list. A change to this field will trigger a routing to SF Data Stewards for final approval.

Security Roles:

| Request Security | |
|-----------------------------|-------------------------------------|
| Role Name | Approval |
| 1 NAU_SF Cashiering Manager | <input checked="" type="checkbox"/> |

| Currently Assigned Administrative Security | |
|--|--|
| Role Name | |
| 1 NAU_AD Adm Recr Standard Mew | |
| 2 NAU_AP Inquiry | |
| 3 NAU_CC Basic Service Provider | |
| 4 NAU_FAFin Aid Status View | |
| 5 NAU_FAMPN Manifest | |
| 6 NAU_SF Customer Acct Comments | |

Next >>
Cancel

Request Security: The role(s) being requested will be highlighted in yellow.

Approval Checkboxes: The role(s) that a Data Steward is responsible for approving will have the 'Approval' checkbox available. If multiple roles are being requested and only one role should be granted, uncheck the box next to the role that is not being approved. This will ensure that the approved portion of the form moves on through the process.

Note: If roles from multiple Data Steward areas are being requested and all roles from a particular area should not be approved, the box next to those roles should be unchecked and the form approved. This will move the form onto additional Data Steward for approval of their area roles.

Currently Assigned Administrative Security: This will display the security currently assigned. This cannot be changed on a request form

Next: Click to move forward to the next page.

Cancel: Click to return to the ePASS Home Page.

File Attachments:

Evaluate Role Security Form

Step 2 of 3: Submit Form

User Info

User ID: jd12 Doe, Jane
Email: Jane.Doe@nau.edu
Employee ID: 1234567

[NAU Data Access Policy](#)
[ePASS Help](#)

File Attachments Personalize | Find | View All | First | 1 of 1 | Last

| Upload | View | Description | Attachment Id |
|-----------------|------|-------------|---------------|
| 1 Upload | View | | Delete |

Add File Attachment

Comments

Your Comment:

Comment History:

Approve Reject
<<Previous Recycle
Cancel

Upload: To upload a document, click the upload button.

A blank field will appear with a 'browse' button. Click on the browse button to access your files and select the correct document. The document name will then appear in the field. Click 'upload' to attach the document. Use the Description drop down box to indicate the type of document you are attaching.

Note: Only the following file types are permitted: DOC, DOCX, GIF, JPEG, JPG, PDF, TIF, TIFF, XLS, XLSX. The file name cannot be any longer than 60 characters.

File Attachment ? Help

C:\Users\kdp27\Desktop\Doc 1.docx Browse...

Upload Cancel

If necessary, use the 'Add File Attachment' to upload additional files.

Submit the Form:

Please remember that clicking the 'Approve' button in a transaction is the equivalent of your signature and indicates that you attest, to the best of your knowledge, that the information is correct and you approve the role(s) being request are correct.

Comments: Make any comments that may be helpful for any additional approvers. If the form is being recycled to be updated, please include a comment with instructions to the initiator of the form. If the form is being rejected, please include a rejection reason. Be aware that comments become part of the permanent record and cannot be removed.

Comment History: This will display any previous comments.

Approve: Click if the security request is complete, the access being requested is appropriate for the employee or affiliates job duties and the form is ready for further approval.

Reject: Rejecting a form stops the process completely and requires that a new form be started. This may occur if a transaction is no longer necessary or something changed to make the transaction irrelevant.

Recycle: If you find something in the form that needs to be changed, you should 'recycle' the form. This returns the form to the initiator to make the change. Inserting comments lets the initiator clearly know what they must change.

Previous: Click to return to the previous page.

Cancel: This will end your review of the form without changing it – but not changing the work your initiator did and return to the ePASS Home Page.

Note: *If you receive an error when taking action on form, log out, then log back and try again. If the error persists please contact the Information Technology Service's Solution Center by phone at 523-1511 or (statewide) 888/520-7215. You may also email the Solution Center at ask-its@nau.edu.*

Step 3 of 3: Form Finalized

User Info

User ID: jd12 Doe, Jane
 Email: Jane.Doe@nau.edu
 Employee ID: 1234567 [NAU Data Access Policy](#)
 [ePASS Help](#)

Form Status

eForm ID: 192562
You have just APPROVED this form. This action passed the form to ePASS SF Data Steward for further processing.

Process Visualizer

Who can work this form?
[Go To Worklist](#)
[View This Form](#)
[Go To ePASS Home Page](#)

Who can work this form: This link will display a pop-up window with the information of the current approver(s).

View This Form: Use this link to view the details of the form in 'read only' mode and to see the approval status of the form

For more information on viewing a security form please see the 'Data Steward/Supervisor View' training document.

After approving the request, the following steps will take place:

1. After all approvals are complete the system will automatically assign the security.
2. The employee/affiliate and their supervisor will receive an email stating that the security has been approved and assigned.
3. If the request is denied or recycled the initiator will receive an email with a link to update, withdraw, or view the request.