

## Update or Withdraw a Recycled form

Any approver in the routing path for a security request can recycle the form back to the initiator for changes. The initiator will receive a notification email with the subject line of "Recycled Security Request." The email will have comments made by the individual recycling the form giving a specific request for changes. Please review these comments before logging in to update or withdraw the form.

### **Accessing the Form:**

You may access the security form recycled for updates 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 has been recycled by an approver and needs to be updated. The subject line of the email notification will say, "recycled security request". Click the link in the email to open the form. If you are not already signed in, you may be prompted to sign into LOUIE.

To update, resubmit or withdrawal the form:

[https://phdv1.ucc.nau.edu:8443/psp/ph90dvnc/EMPLOYEE/HCM/c/G\\_FORMS.G\\_FORM\\_SCTY\\_U.GBL?Page=G\\_FORM\\_SCTY\\_A&Action=U&&G\\_FORM\\_ID=68023&G\\_FORM\\_TASK=UPD](https://phdv1.ucc.nau.edu:8443/psp/ph90dvnc/EMPLOYEE/HCM/c/G_FORMS.G_FORM_SCTY_U.GBL?Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=68023&G_FORM_TASK=UPD)

To View the Form:

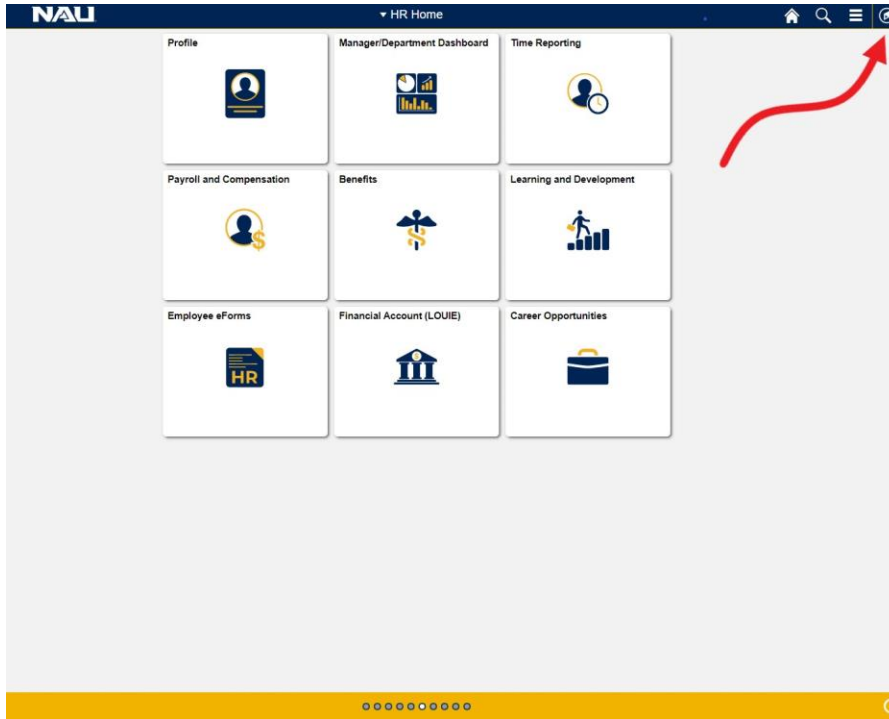
[https://phdv1.ucc.nau.edu:8443/psp/ph90dvnc/EMPLOYEE/HCM/c/G\\_FORMS.G\\_FORM\\_SCTY\\_V.GBL?Page=G\\_FORM\\_SCTY\\_A&Action=U&&G\\_FORM\\_ID=68023&G\\_FORM\\_TASK=VWS](https://phdv1.ucc.nau.edu:8443/psp/ph90dvnc/EMPLOYEE/HCM/c/G_FORMS.G_FORM_SCTY_V.GBL?Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=68023&G_FORM_TASK=VWS)

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

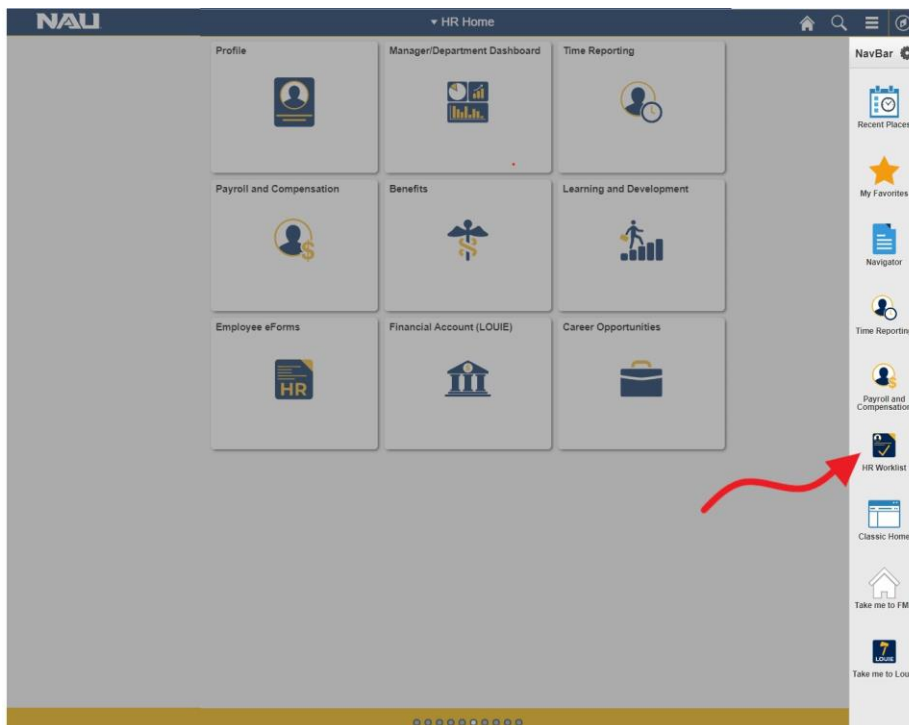
If you have any questions about PeopleSoft security, please contact the CMT PeopleSoft Security Team at 523-2978.

**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 HR worklist opens you can select the link to the form you need to approve.

Worklist						Personalize	Find	View All	1-3 of 3	First	Last
From	Date From	Work Item	Worked By Activity	Priority	Link						
Lord, Marc H	03/15/2013	Notification Worklist	Notification		<a href="#">SECURITY:Vivek Bonqu</a>	Mark Worked	Reassign				
Lambert, Paul Randolph	04/03/2013	Notification Worklist	Notification		<a href="#">SECURITY:Mary Irene Dereshiwsky</a>	Mark Worked	Reassign				
Allen, James A	04/04/2013	Notification Worklist	Notification		<a href="#">SECURITY:Thomas E Kolb</a>	Mark Worked	Reassign				

**Reviewing the Form:**

**Step 1 of 3: Evaluate Role Security**

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**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							Personalize	Find	1 of 1	Last
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 your basic information such as name, email address and job or affiliation information. If this is not a form you initiated, don't proceed! 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](mailto:ask-its@nau.edu).

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. Please describe specific job responsibilities that require the type of access. If an approver feels there is not enough justification for the roles being requested, the form may be recycled to the initiator asking for an update. This will delay the processing of the form.

## Time Entry/Leave Usage Entry:

I need to enter and approve time for hourly employees.

Time Reporting Departments				Personalize	Find	View All	First	1 of 1	Last
	Department	Description	Approve Time	Enter Time					
1	30330	Student Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

I need to enter leave usage information for employees.

Leave Reporting Departments				Personalize	Find	View All	First	1 of 1	Last
	Department	Description							
1	30330	Student Accounts							

If you need to update the request to enter and approve time or enter leave for employees check or uncheck the appropriate boxes.

**Department:** This field will display to enter the departments you will need access for. The magnifying glass next to the department field can be used to look up the department by description.

*Note: Multiple departments can be added by using the '+' button. Or departments can be removed by using the '-' button.*

## Security Roles:

Request Security		Personalize	Find	View All	First	1 of 1	Last
	Role Name						
1	<input type="text"/>						

*Enter the name of the role being requested or use the magnifying glass lookup to search.*

*To add more than one role, use the '+' button*

Currently Assigned Administrative Security		Personalize	Find	View All	First	1-6 of 6	Last
	Role Name						
1	NAU_AD Adm Recr Standard View						
2	NAU_AP Inquiry						
3	NAU_CC Basic Service Provider						
4	NAU_FA Fin Aid Status View						
5	NAU_FA MPN Manifest						
6	NAU_SF Customer Acct Comments						

Next >>

Cancel

**Request Roles:** Enter the name of the role to be requested in the blank row. To search for a role, use the magnifying glass. To add more than one role to the request, use the '+' to add a row.

**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:** This will wipe out all work done on the form and return to the ePASS Home Page.

**File Attachments:**

**Update 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](#)

**Form Messages**

	Message Text	Description	
<input checked="" type="checkbox"/>	Security Affirmation	As the employee requesting this access to a PeopleSoft system, I have read and agreed to abide by the NAU Data Access Policy which describes my responsibilities in the ethical use of the University's data. (See link above)	

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

Upload	View	Description	Attachment Id	
1 <b>Upload</b>	View			Delete

Add File Attachment

**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.***

**Resubmit the Form:**

**Udate Role Security Form**

**Step 2 of 3: Submit Form**

▼ User Info

User ID: jd12 Doe, Jane E

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

Comments

Your Comment:

Comment History:

Resubmit Withdraw

<< Previous

Cancel

Hold

**Comments:** Make any comments that may be helpful for any additional approvers. Be aware that comments become part of the permanent record and cannot be removed.

**Comment History:** This will display any previous comments.

**Resubmit:** Click if the security request is complete, all updates have been made as requested and the form is ready for further approval.

**Withdraw:** Withdrawing 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.

**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.

**Hold:** Click if you are not done with the form and would like to come back to it before submitting.

Step 3 of 3: Finalize Form

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**User Info**

User ID: dt534 Tarango, Daniel  
 Email: pstest.Daniel.Tarango@nau.edu [NAU Data Access Policy](#)  
 Employee ID 5111913 [ePASS Help](#)

**Form Status**

eForm ID: 192564  
 You have just SUBMITTED this form. This action passed the form to Supervisor Level Approver for further processing.

**Process Visualizer**

1: Tarango, Daniel (dt534) > 2: Supervisor Level Approver > 3: Integration Broker > 4: System

[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

**After submitting the request, the following steps will take place:**

1. The form will go back through the entire approval process.
2. If the request is denied or recycled you will receive an email with a link to update or view your request.
3. If the request is approved, an email will be sent to the initiator/employee/affiliate/supervisor stating that the security has been approved and assigned.