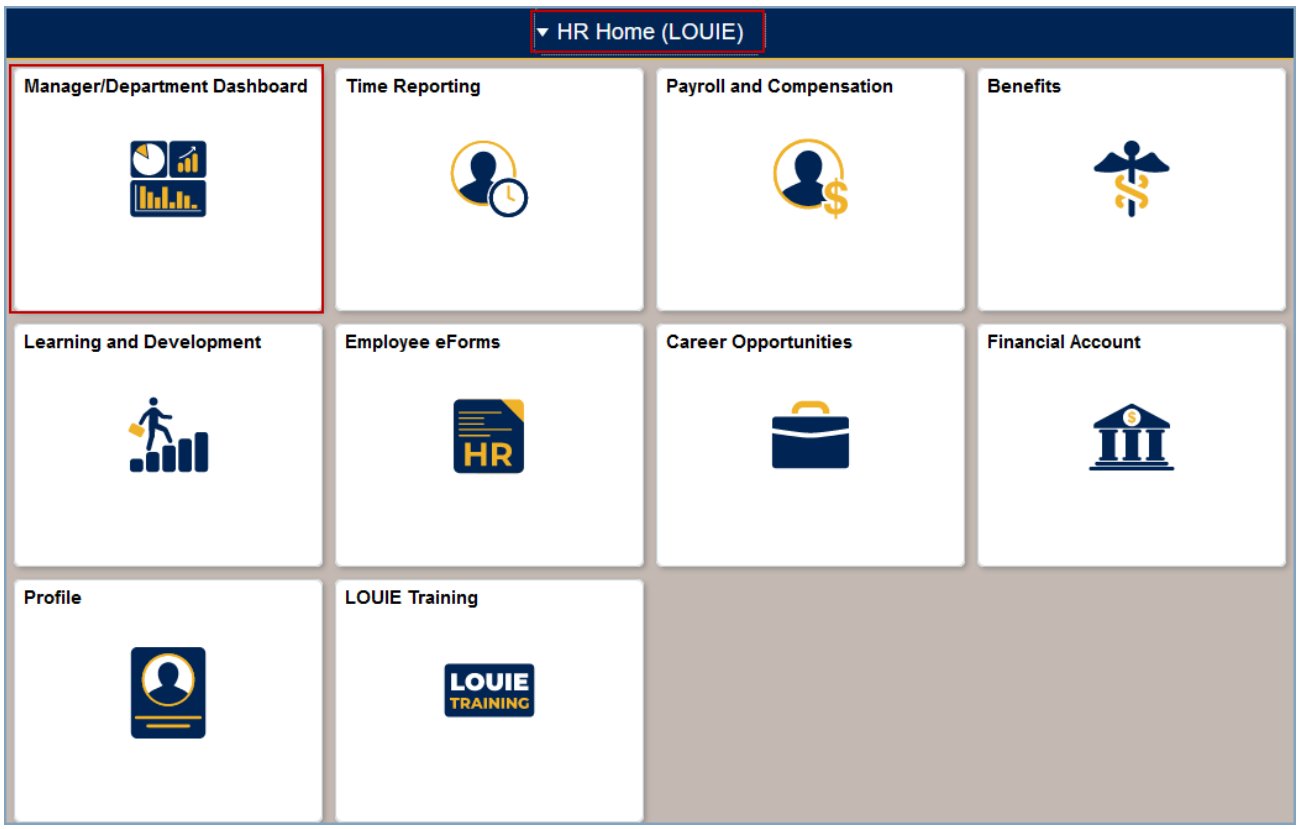
Initiate Security Revoke Form for Employee/Affiliate

Before initiating an ePASS security revoke form:

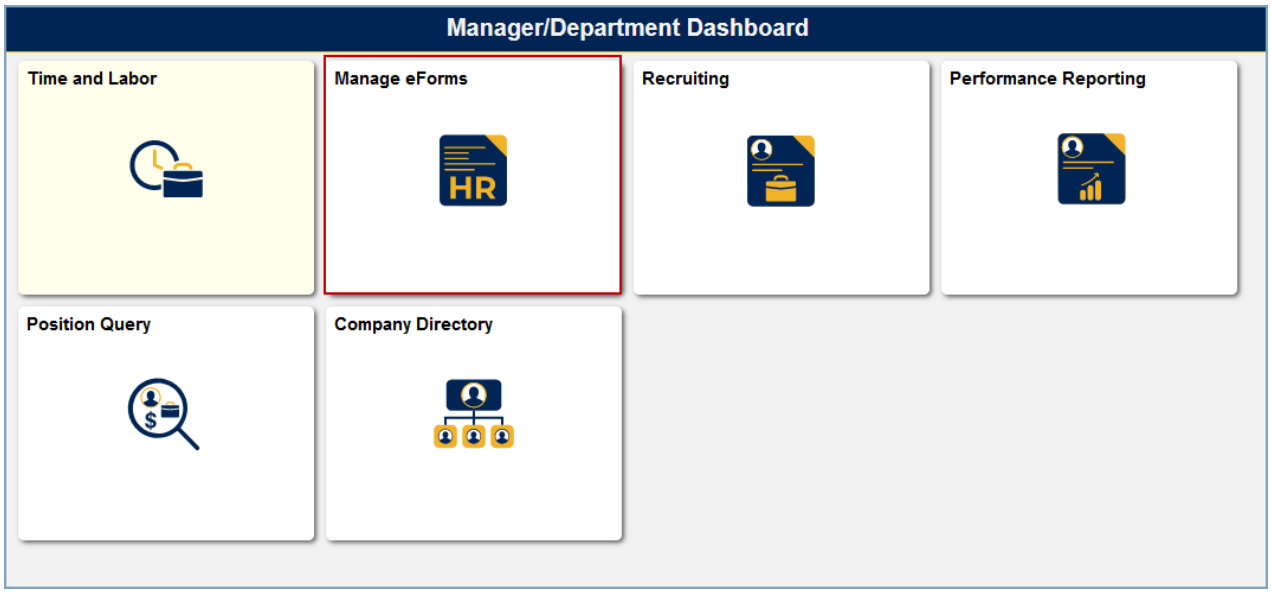
- Ensure all ePASS forms are complete. Only one security form for an individual can be processed at a time.

Initiate a Security Revocation Form:

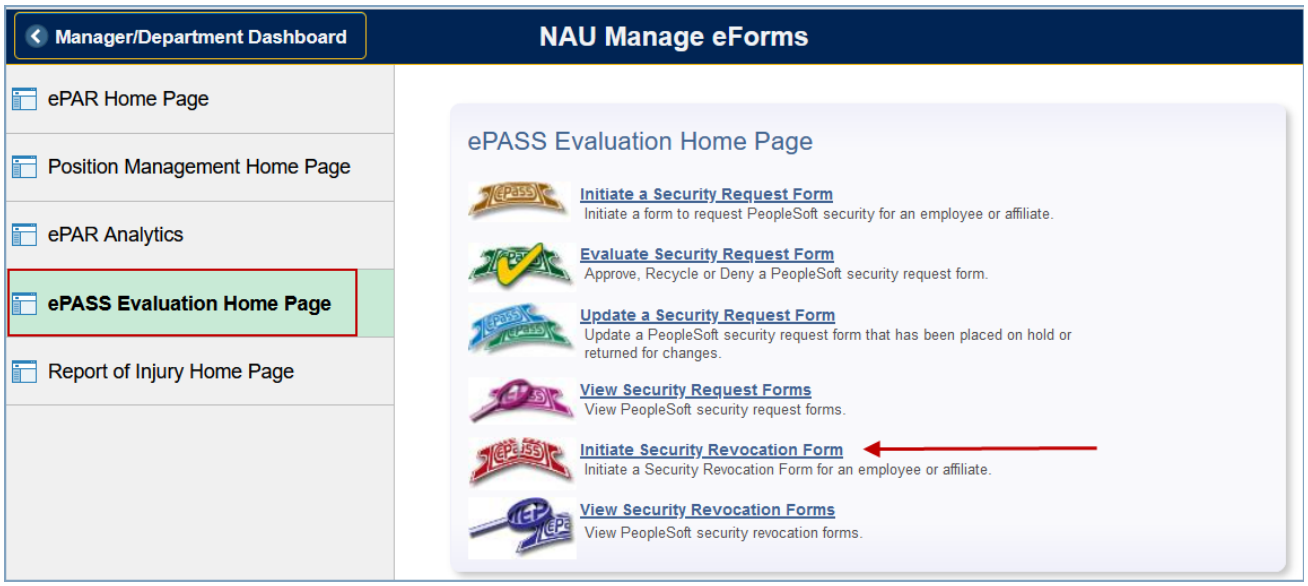
Log into LOUIE HR and select the HR Home Page, click on the Manager/Department Dashboard.
LOUIE HR link: https://hr.peoplesoft.nau.edu/



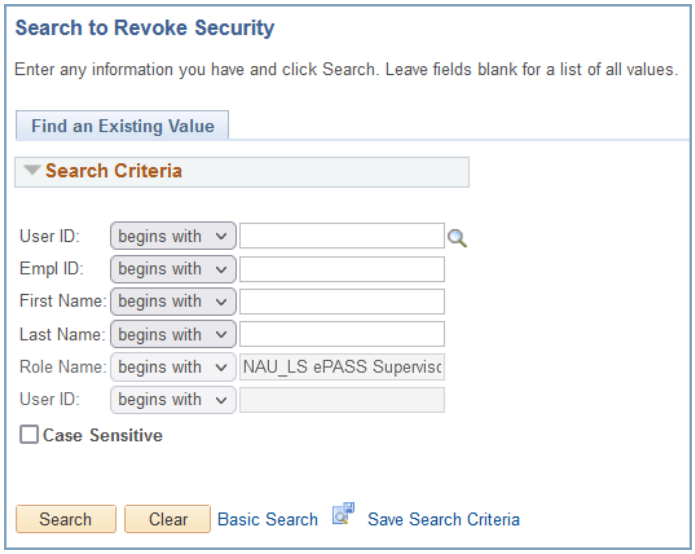
Click on the Manage eForms Tile.



Select ePASS Evaluation Home Page – 'Initiate a Security Revocation Form'

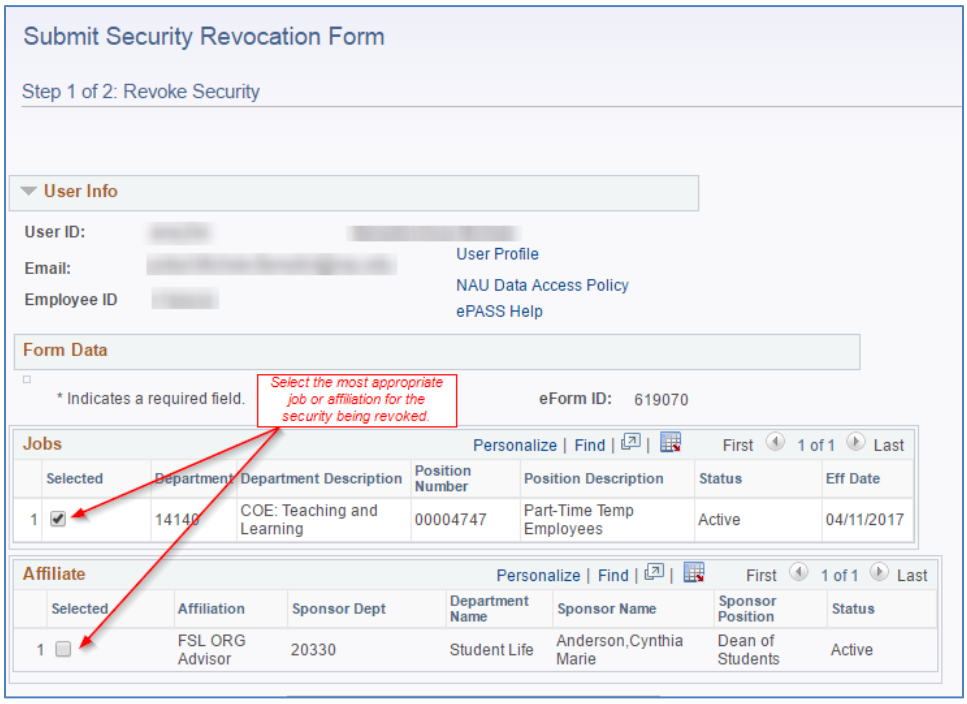


A search screen will display

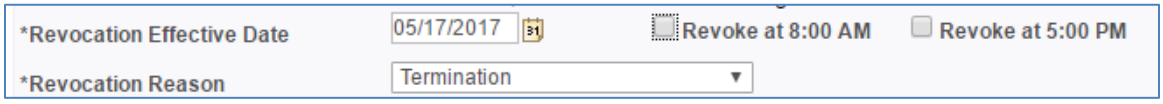


Enter any information about the employee/affiliate that will narrow the search, at least one field is required. Once you enter information and choose search, a list of all users meeting your search criteria will appear and you can select the one that is appropriate.

After selecting the employee or affiliate and the employee/affliate has administrative security to be removed and no other security revocation or request forms are in progress, the security revocation form will display with the individual's basic information and current security assigned.



Job or Affiliate Selected: Select the most relevant position (job) or affiliation for the security revoke. This would be the job for which the security was requested. (Example: Jan Doe transferred from an Administrative Associate position with Extended Campuses to a Program Coordinator with Financial Aid. The supervisor of the Extended Campuses position is revoking security and therefore would select the Administrative Associate position.)

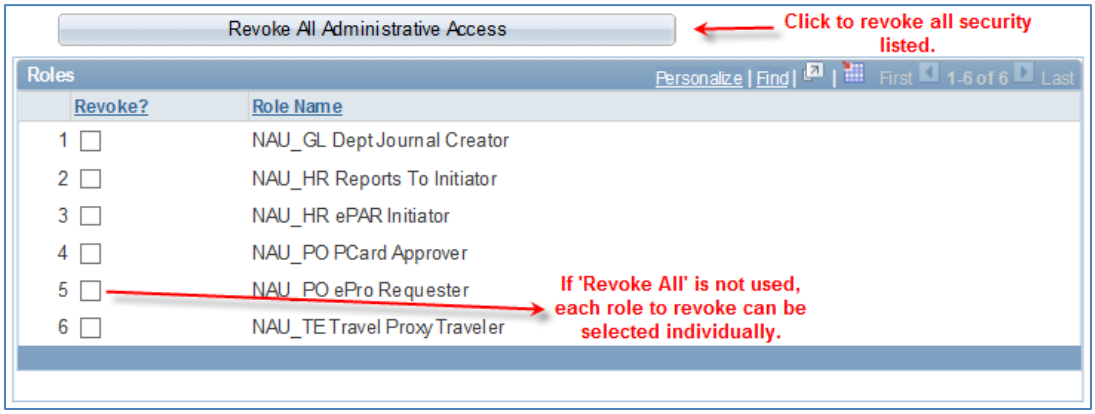


Revocation Date: Provide the date the security revocation should take place. If today's date or a date in the past is selected, the form will take effect immediately after submission. If a future date is selected, a time must also be designated.

Revocation Reason: Choose the most relevant reason for the security revocation.

- When the reason 'Termination' is selected, an email confirmation is not sent to the employee/affiliate.
- If you select 'Other', another required field will display for further explanation.

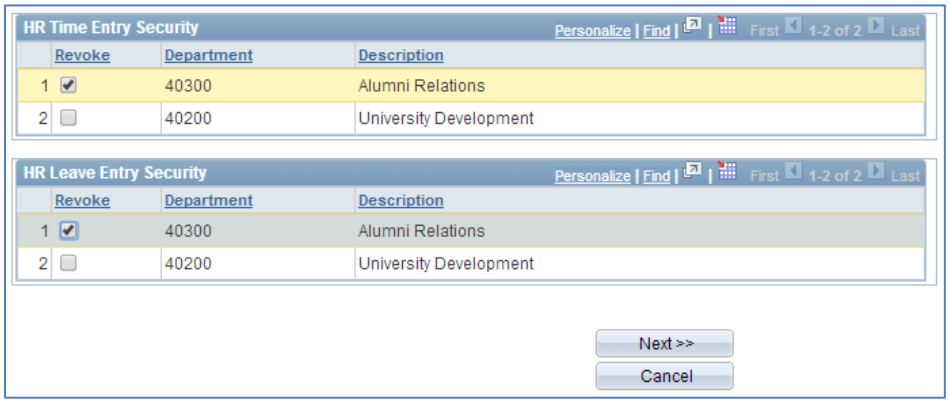
<u>Administrative Security Roles:</u>



Revoke All Administrative Security: Choose to revoke all security roles without having to select each role individually.

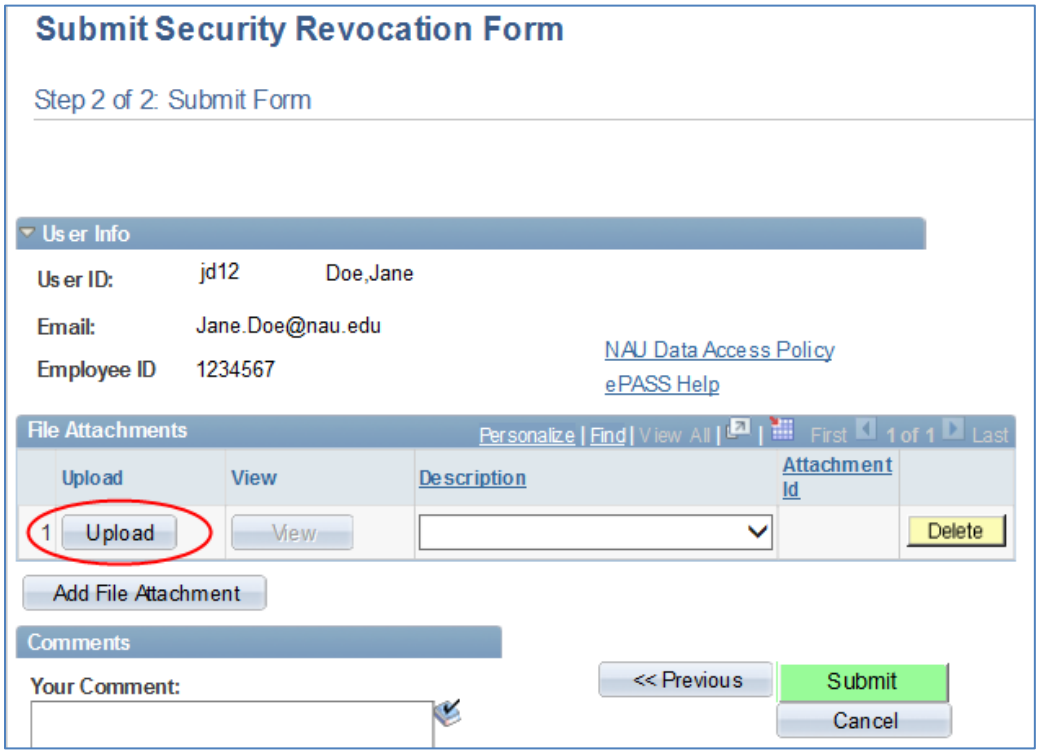
Revoke? Checkbox: If it is not necessary to remove all roles, each role can be selected individually by checking the box next to the role name.

Time Entry/Leave Usage Entry:



HR Time Entry Security: This section will only display if the employee is setup to entry time. To revoke the time entry security, check the box next to each department.
HR Leave Entry Security: This section will only display if the employee is setup to entry leave usage. To revoke the leave usage entry security, check the box next to each department.
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 Evaluation Home Page.

File Attachments:

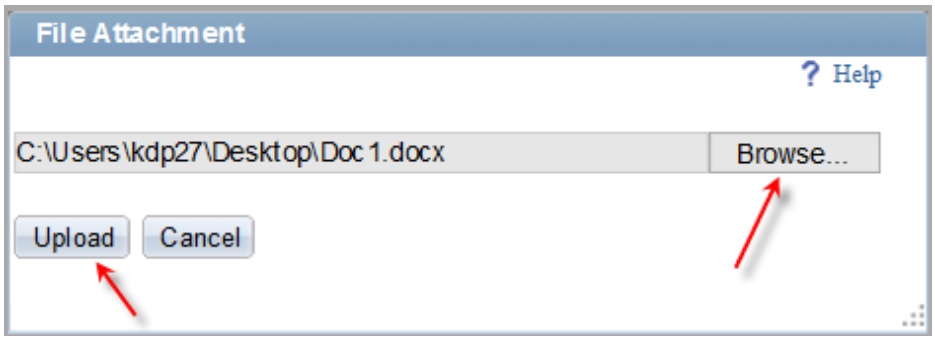


File attachments are not required.

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.



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

Submitting the Form:

Comments: Make any comments related to the form. Be aware that comments become part of the permanent record and cannot be removed.
Submit: Click if the security revocation form is complete and ready to be submitted. Once a form has been submitted, it cannot be withdrawn. *Note: Revocation requests do not need approval. If the revocation date selected is today, the security will be removed immediately.*
Previous: Click to return to the previous page.
Cancel: This will wipe out all work done on the form and return to the ePASS Evaluation Home Page.

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 'Approver View' training document.