Supervisor/Sponsor Evaluate Security Request

Security request forms for an employee are routed to Supervisor's for approval based on the employee's position 'reports-to'. Pool position employees choose their Supervisor from drop down list. Security request forms for an affiliate are routed to the Sponsor indicated on the affiliate request.

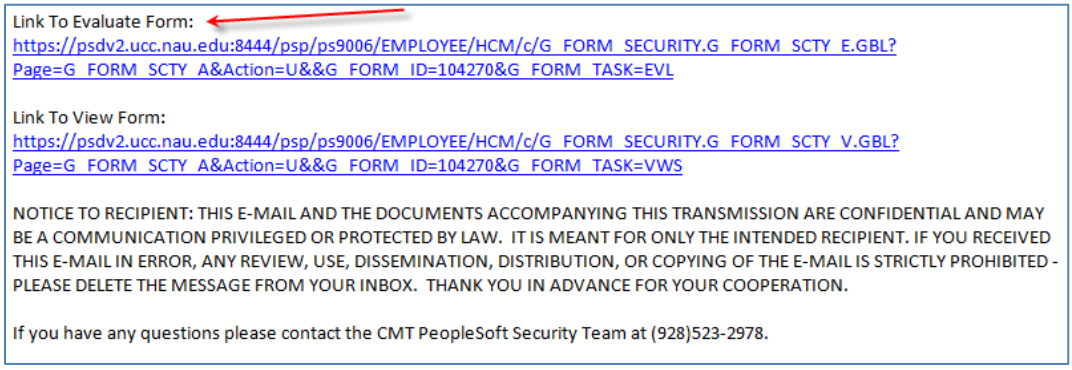
Accessing the Form:

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 confirmation. 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 HR.

LOUIE HR link: https://hr.peoplesoft.nau.edu/



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

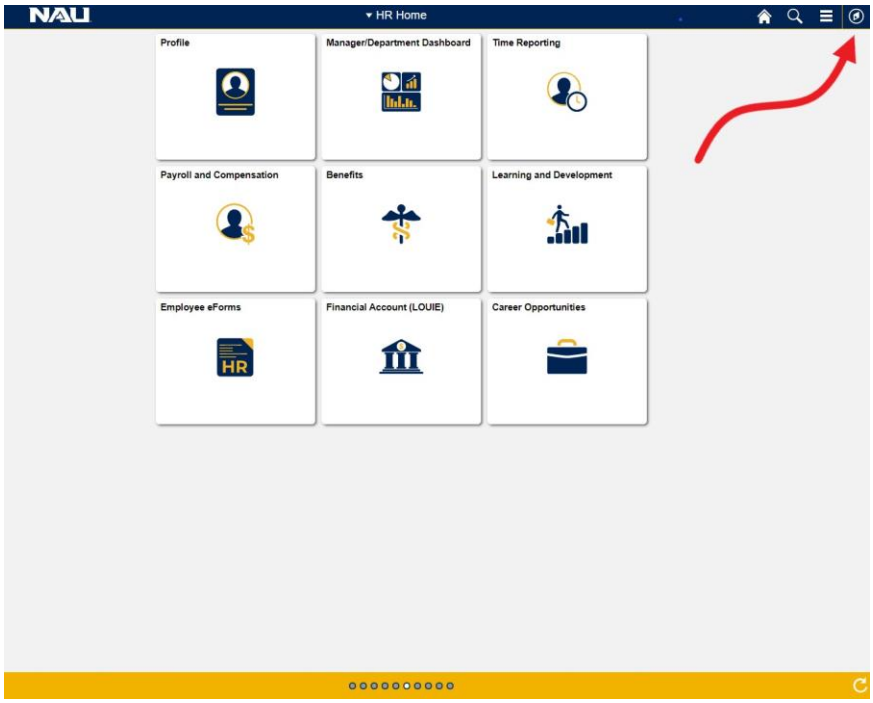
Link To View Form:
https://psdv2.ucc.nau.edu:8444/psp/ps9006/EMPLOYEE/HCM/c/G_FORM_SECURITY.G_FORM_SCTY_V.GBL?Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=104270&G_FORM_TASK=VWS

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.

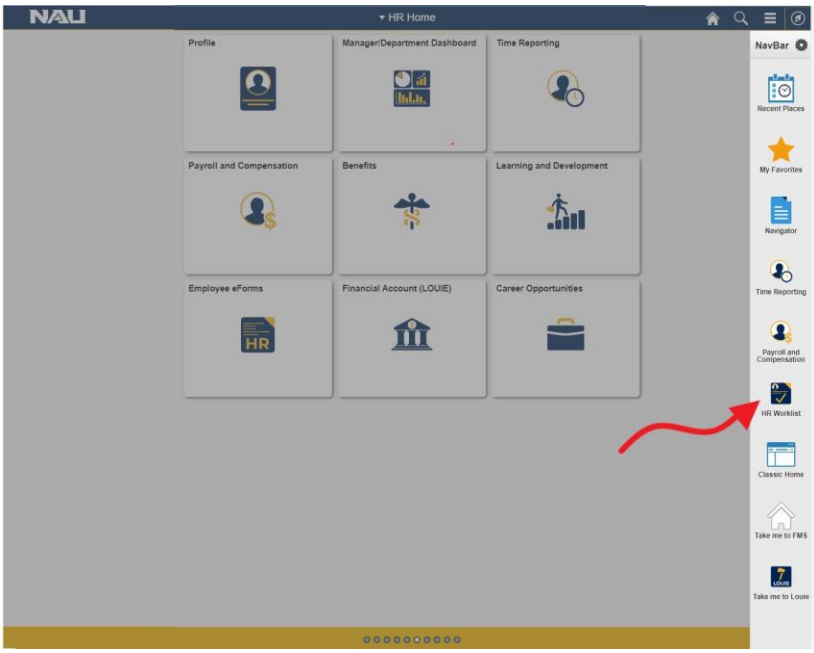
If you have any questions please contact the CMT PeopleSoft Security Team at (928)523-2978.

Accessing the Form from your Worklist:

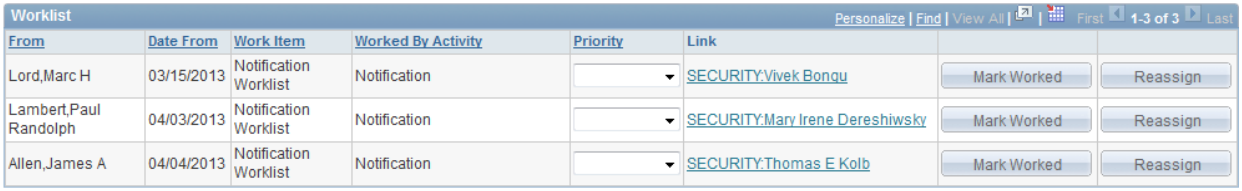
You can also choose to access forms you need to approve by logging into LOUIE HR and navigating to your HR worklist. The HR worklist is your personal list of items that require an action on your part. On the upper right hand corner, click on the small compass.



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

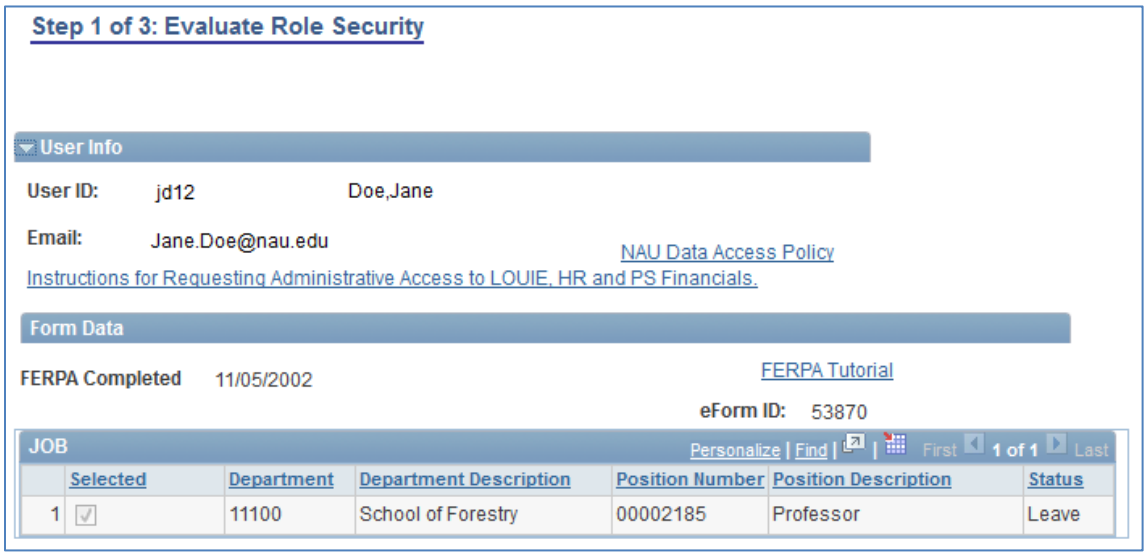


Once your HR worklist opens you can select the link to the form you need to approve.

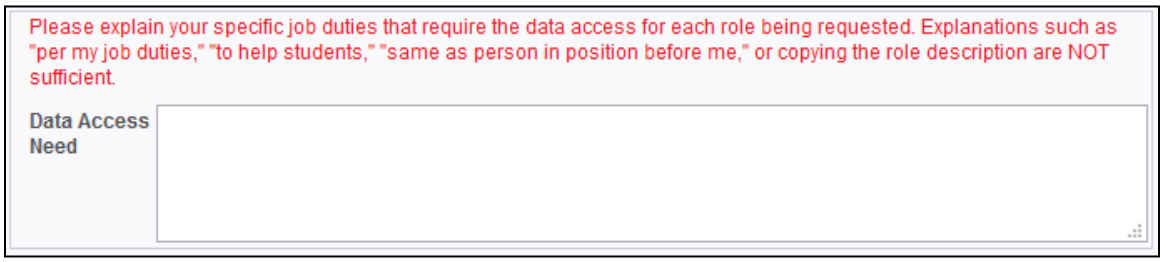


Reviewing the Form:

Note: Items being requested on a given form will be highlighted in yellow



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.



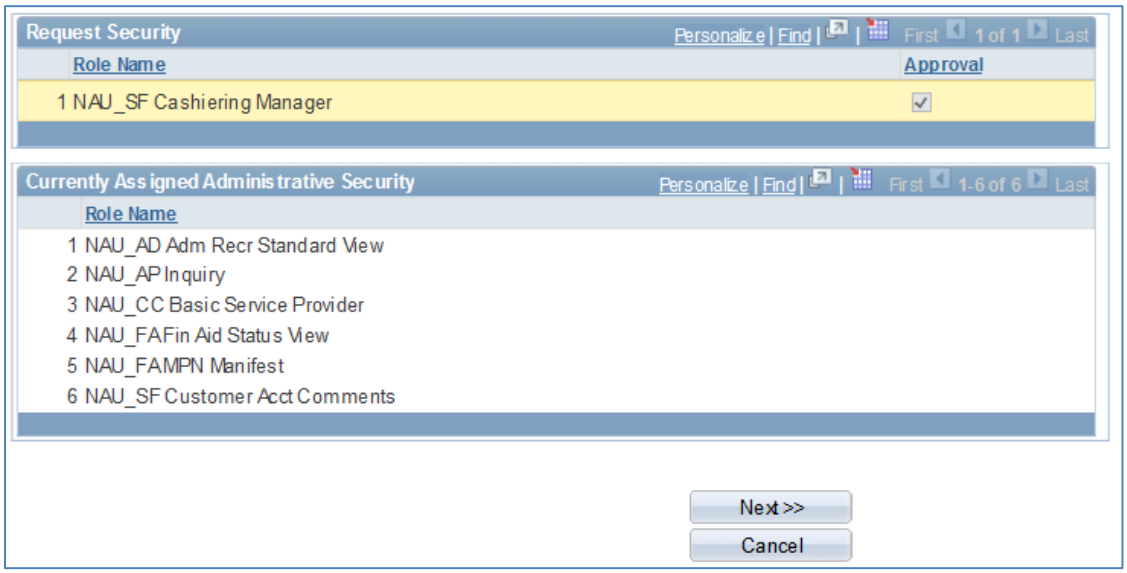
Data Access Need: This section is filled in by the initiator of the form to explain the need for the security being requested and should describe specific job responsibilities that require the type of access. If an approver feels there is not enough justification for the roles being requested, the form may be recycled to the initiator asking for an update. This will delay the processing of the form.

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:

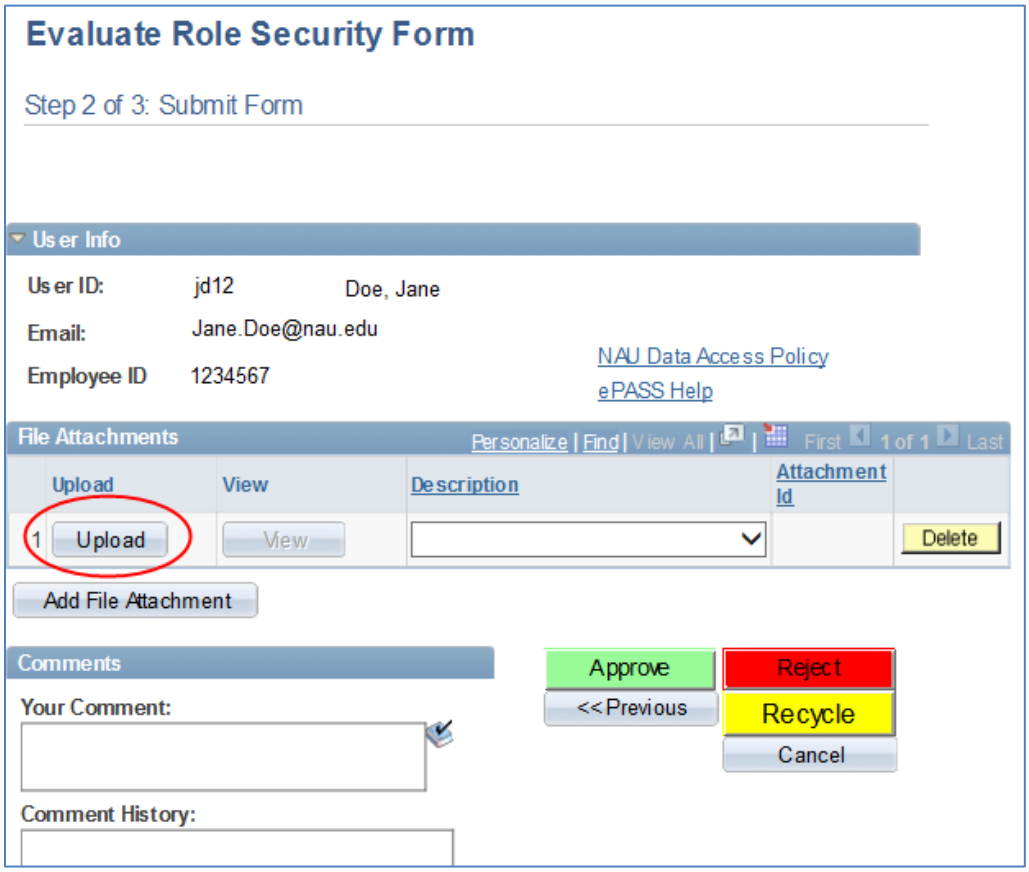
If the Time Reporting or Leave Reporting boxes are checked, access is being requested to enter and approve time or enter leave usage information for the department indicated.

Security Roles:



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

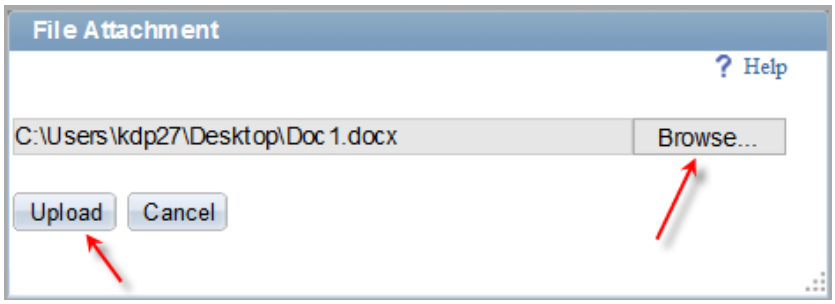
File Attachments:



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

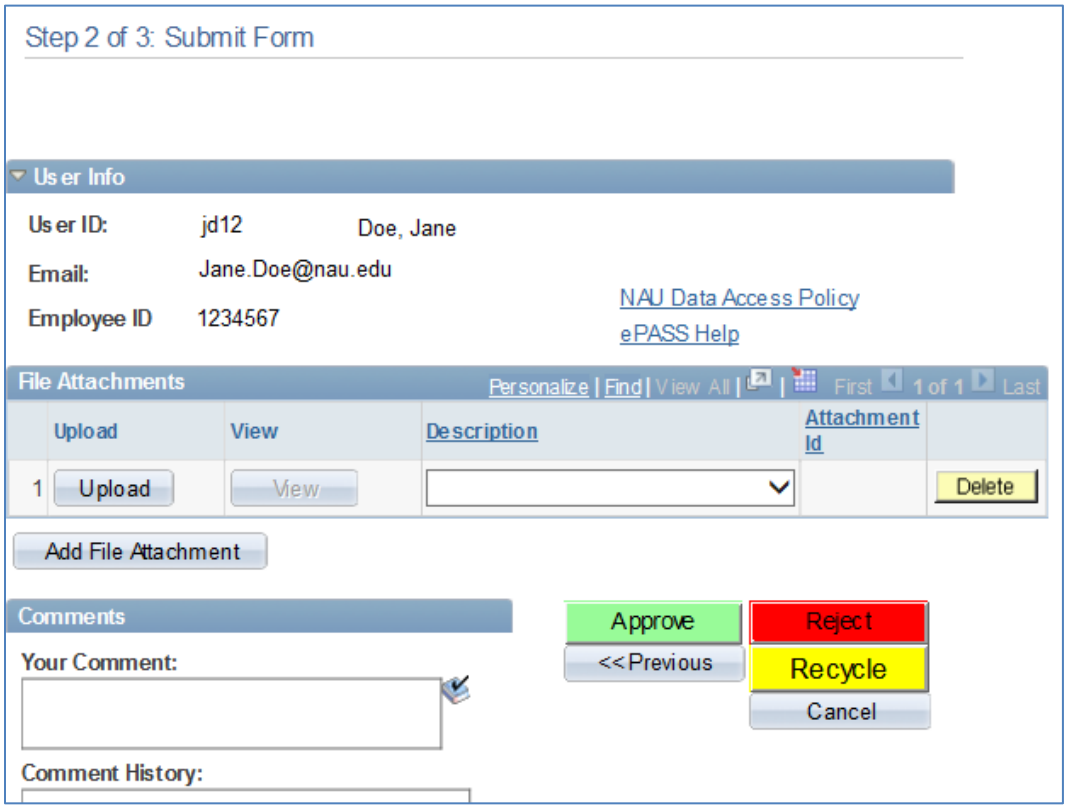
A blank field will appear with a 'browse' button. Click on the browse button to access your files and select the correct document. The document name will then appear in the field. Click 'upload' to attach the document. Use the Description drop down box to indicate the type of document you are attaching.

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.



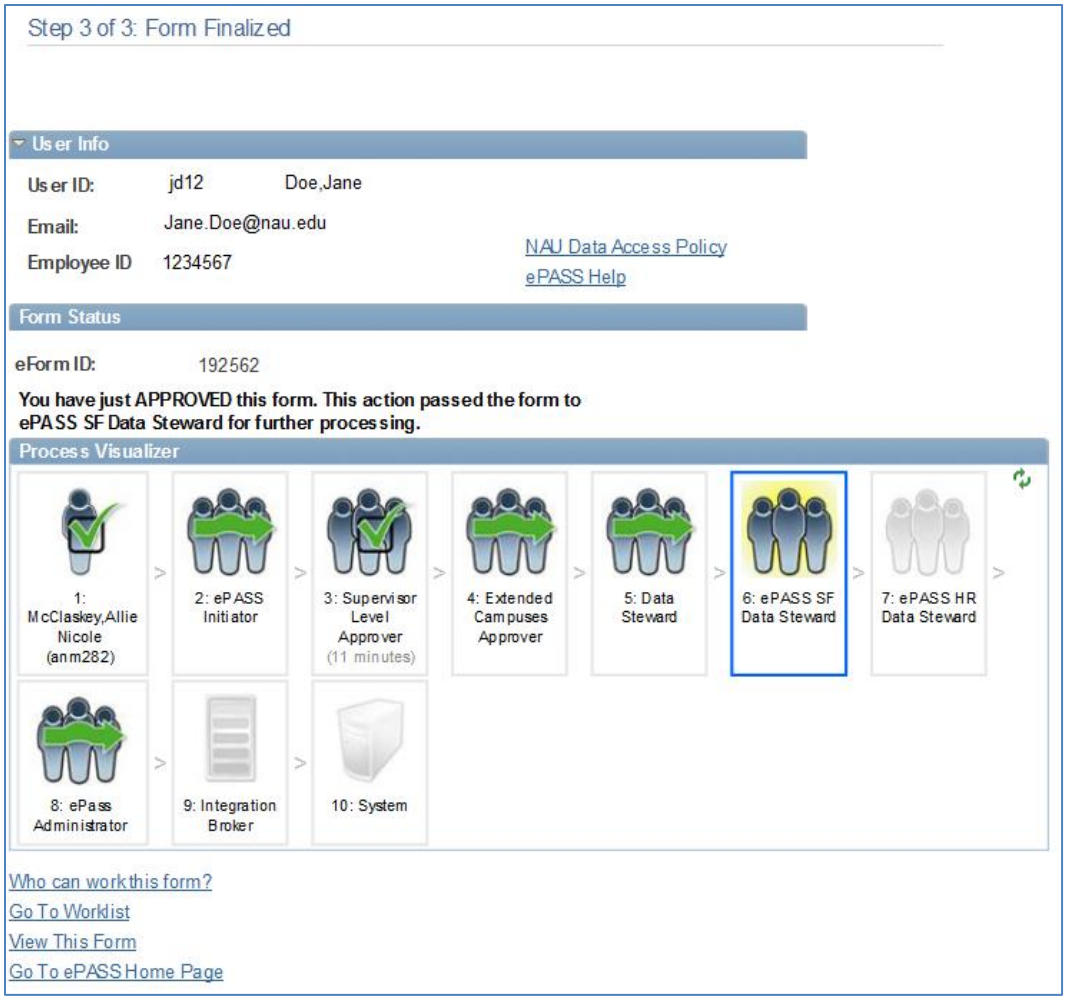
If necessary, use the 'Add File Attachment' to upload additional files.

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.



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. **Data steward(s) and/or other reviewers will approve the request.**
2. **After all approvals are complete the system will automatically assign the security.**
3. **You and your employee/affiliate will get an email stating that security has been approved and assigned.**
4. **If the request is denied or recycled the initiator of the form will receive an email with a link to update, withdraw, or view the request.**