

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](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:

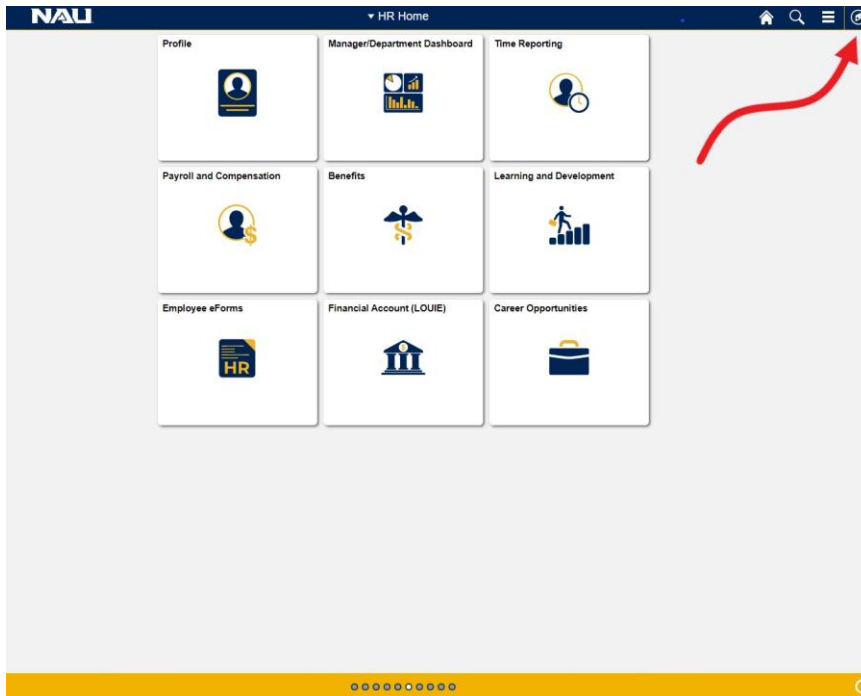
[https://psdv2.ucc.nau.edu:8444/psp/ps9006/EMPLOYEE/HCM/c/G_FORM_SECURITY.G_FORM_SCTY_V.GBL?
Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=104270&G_FORM_TASK=VWS](https://psdv2.ucc.nau.edu:8444/psp/ps9006/EMPLOYEE/HCM/c/G_FORM_SECURITY.G_FORM_SCTY_V.GBL?Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=104270&G_FORM_TASK=VWS)

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.

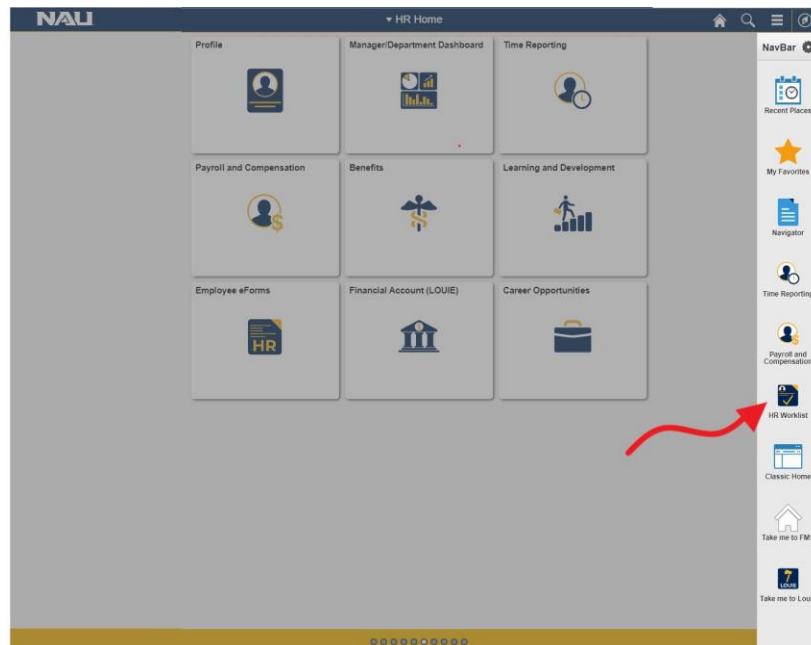
If you have any questions please contact the CMT PeopleSoft Security Team at (928)523-2978.

Accessing the Form from your Worklist:

You can also choose to access forms you need to approve by logging into LOUIE 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.

Worklist						Personalize	Find	View All	First	1-3 of 3	Last
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:

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

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							Personalize	Find	View All	First	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 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 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:

☒ 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 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	
Personalize Find First 1 of 1 Last	
Role Name	Approval
1 NAU_SF Cashiering Manager	<input checked="" type="checkbox"/>

Currently Assigned Administrative Security	
Personalize Find 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_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.

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

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:

Step 2 of 3: Submit Form

User Info

User ID:jd12Doe, Jane
Email:Jane.Doe@nau.edu
Employee ID1234567
[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

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.

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

1: McClaskey, Allie Nicole (anm282) > 2: ePASS Initiator > 3: Supervisor Level Approver (11 minutes) > 4: Extended Campus Approver > 5: Data Steward > 6: ePASS SF Data Steward > 7: ePASS HR Data Steward > 8: ePASS Administrator > 9: Integration Broker > 10: 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

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.