

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 HR.

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

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

To View the Form:

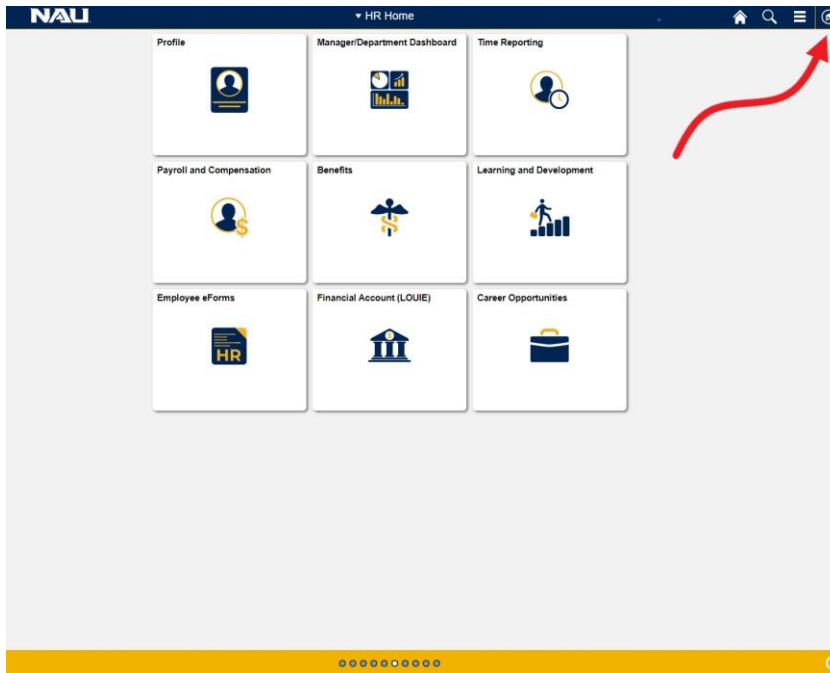
https://phdv1.ucc.nau.edu:8443/psp/ph90dvnc/EMPLOYEE/HCM/c/G_FORMS.G_FORM_SCTY_V.GBL?Page=G_FORM_SCTY_A&Action=U&&G_FORM_ID=68023&G_FORM_TASK=VWS

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

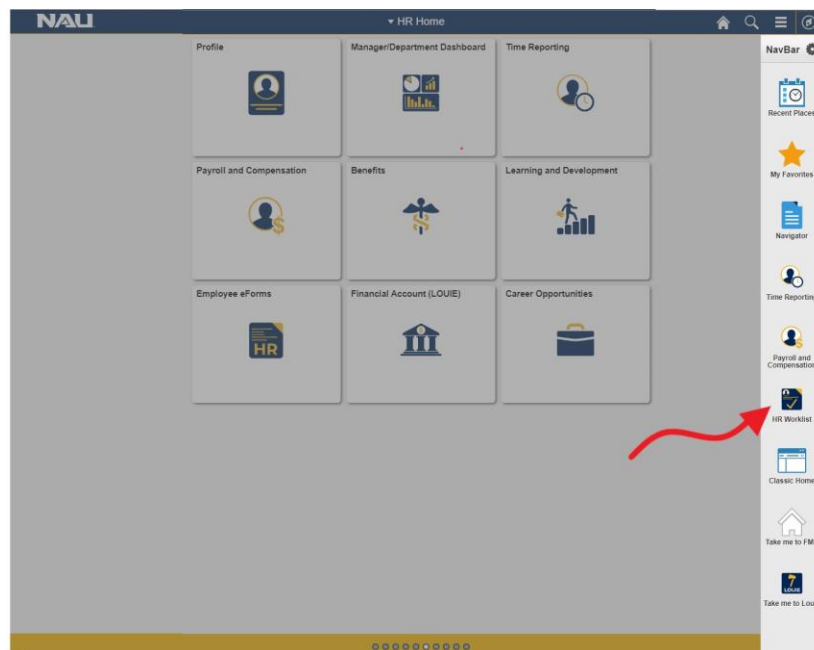
If you have any questions about PeopleSoft security, please contact the CMT PeopleSoft Security Team at 523-2978.

Accessing the Form from your Worklist:

You can also choose to access forms you need to approve by logging into LOUIE 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 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 | | 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 | | | | | | | Personalize Find 1-1 of 1 First 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.

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 First 1 of 1 Last | |
| | Role Name |
| 1 | <input type="text"/> |

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_FA Fin Aid Status View |
| 5 | NAU_FA MPN Manifest |
| 6 | NAU_SF Customer Acct Comments |

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

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 Upload | | | |

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:

Update 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

User Info

User ID:

dt534

Tarango, Daniel

Email:

pstest.Daniel.Tarango@nau.edu

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

Employee ID

5111913


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.

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