PEOPLESOFT SECURITY WORKSHEET

(01) COLLEGE/DIVISION: _____   (02) SECURITY CONTACT: _____

(03) PHONE: _____   (04) EFFECTIVE DATE :_____   (05) AUTHORIZED BY: _____
Print Name (Chancellor/VP/Dean/Director)

USE COMMENT BOX BELOW TO EXPLAIN WHAT IS BEING REQUESTED.   _____
Signature (Chancellor/VP/Dean/Director)

INSTRUCTIONS:
1.) PeopleSoft security is being established for each functional area (budget, immigration, human resources, and payroll). Please indicate nature of security for each functional area.
2.) Return completed form to Office of Human Resources (HRTDS Section), Admin Bldg 2. To expedite, email syamada@hawaii.edu. Hardcopy not required if faxed or emailed.
3.) ITS will contact the person listed in Item 07 when the security is established.
4.) To Add a new user, justify request in "Comment" area (eg., new personnel officer; secretary in a specific department, etc.)

						CHECK APPROPRIATE BOXES BELOW FOR PEOPLESOFT ACCESS ONLY											
(06) TC	(07) LEGAL NAME (LAST, FIRST, MIDDLE)	(08) PHONE NUMBER	(09) EMPLOYING AGENCY CODE	(10) UH USERNAME	(11) Data Mart (Y/N)	(12) HUMAN RESOURCES			(13) IMMIGRATION		(14) BUDGET/POSITION CONTROL			(15) PAYROLL			(16) S397 Access
						V	E	A	V	E	V	E	A	V	E	G	

For Authorized Personnel Only:	Approved By:	Approve Date:	USE COMMENT BOX BELOW TO EXPLAIN WHAT IS BEING REQUESTED.

(17) Datamart Access (both Brio and Discoverer) for above Users/Employing Agency Codes:

☐ PeopleSoft Datamart (Human Resources, Immigration, Position and Payroll Data [all 4 files] and only RCUH employees involved in UH projects)

☐ Budget / Position Datamart (special Budget and Position Control files [BUDPOSNB and BUDPOSNU files])

☐ RCUH Datamart ONLY (RCUH employees involved in UH Projects)

(18) COMMENTS - Describe your request. Additionally for all "A" actions, state reason why Peoplesoft access is being requested.

PEOPLESOFT SECURITY WORKSHEET INSTRUCTIONS

Item No.	Item	Instructions
01	College/Division	Enter college or division.
02	Security Contact	Enter Security Contact person's name.
03	Phone	Enter Security Contact person's phone number.
04	Effective Date	Enter effective date of request
05	Authorized By	Signature of Chancellor/Vice President/Dean/Director authorizing access to database
06	Transaction Code(s)	Indicate: "A" to add a new user, "C" to change existing security, "D" to completely delete security • For "A", justify request in "Comment" area (eg., new personnel officer; secretary in a specific department, etc.) • For add or change, complete all items • For delete, complete user's legal name and UH username. If partial deletion of functions, then indicate in "Comment" area action to be taken (eg., Delete Payroll View only) If an employee has 2 actions (eg., add Position View and delete Payroll Access), you may submit both requests on the same worksheet printed on two separate lines.
07	Legal Name	Enter user's legal name.
08	Phone Number	Enter Phone Number of person indicated in item 07. ITS will contact this person directly with username and password.
09	Employing Agency Code	Enter Employing Agency code(s) for which the user will be allowed to access or process. Refer to the Employing Agency Code Table, eg., 22 16 02 00 = access/process single dept; only 22 31 XX XX = access/process an entire dept/campus
10	UH Username	Enter UH Username.
11	Data Mart (Y/N)	Indicate if requesting HR Data Mart access. If "Y", fill Item 11. Do not check items 12-16 if not requesting PeopleSoft Access also
12 13 14 15	Human Resources Immigration Budget/Position Control Payroll	For PeopleSoft Access only: Enter "X" in the appropriate columns for each authorized functional area: View (V) permits the user to view screens without modifying or changing data Edit (E) permits the user to add and update data PNF (G) permits the user to print a Payroll Notification Form (PNF) Approval (A) permits the user to grant the FINAL approval to update the database
16	S397 Access	Enter "X" in this column to give requestor access to S397 Conversion Panel.
17	Datamart Access	Check appropriate Datamart access. Item Numbers 12-16 not required for Datamart access only.

For security profiles that do not fit any of those listed on this form, please send a memo to the appropriate functional unit (ie., Budget, OHR, etc.) detailing your security request.