PeopleSoft HR/Payroll Security
Access Request System

Revised: December, 2013

For assistance with requesting PeopleSoft HR/Payroll access or questions about these instructions, contact Jamie Connelly
Human Resource Services, 882-4058
In order for an employee to receive PeopleSoft HR/Payroll access, the designated department Requestor must send the request through the PeopleSoft HR/Payroll Security Access Request System. The Campus HR Access Approver (Approver) reviews the request and forwards to the System PS Security Administrator who assigns it to the UM-PS Security Group. The UM-PS Security group builds the access as requested.

**NOTE:** PeopleSoft HR/Payroll Access is locked when employee Status is “On Leave.” The employee must call the IT Help Desk at 882-5000 and inform them they are returning from leave. The Help Desk verifies identity and sends a request to the Database Team to unlock the account.

**HR Access Requestor**
PeopleSoft Production URL: [https://hrprd.umsystem.edu/psp/prd/?cmd=login](https://hrprd.umsystem.edu/psp/prd/?cmd=login)

Go to Main Menu > UM Custom Processes > UM Security > Request User Security. Click on Add a New Value Tab

![PeopleSoft UM_SEC_REQUEST](image)

**Click on Add a New Value Tab**

**Find an Existing Value** Add a New Value

**Find an Existing Value** Add a New Value

**Request Seq Nbr:**

**Requested OPRID:** begins with

**Status:**

Search Clear Basic Search Save Search Criteria

**Note:** Use Search to find OPRID if unknown. Next step, click on Add button.
Request Security page:

Under Identifying Information, enter EmplID or OPRID or Name, or click to search for any one of these fields.
Request Security page retrieved:

The current Roles of the requested OPRID are in the right hand column under Current Security Configuration. IGNORE Status Pending on the left! If it is under current, it has been set up.

Requested Security Changes is where the security role changes or made. An Action of “None” implies it is an existing Role. Action of “Add” is a Role to add. The Status default is “Pending.” DO NOT DELETE the row but use the dropdown list and change to “Delete” if that is the desired action. Use Action “Change” when keeping deptid but checking or unchecking Timekeeper Access box. Note: there must be DEPTID(s) entered for TLTime Keeper role and the box under Time Keeper Keeper must be checked.

Click Select DEPTID from DEPT SECURITY Tree to view dept. tree or click to search for DEPTID, or enter into box.
Expanded DEPT SECURITY TREE
Use Find to locate department node(s).

- Toggle the check box on, to mark all access to be removed
- Toggle the check box on, to request Access to PS Query Reporting Tool
- Check to be copied on Emails as they go through approval / completion process

Business Unit for Approval Routing
Defaults to Initial Request Time + 3days

Request Security

Request 467  Request Date/Time  01/30/08  1:47:31PM
Requestor CMZEF6  Status Pending

Request Information
- Business Unit: COLUM - University of MO-Columbia
- Desired Date: 02/02/08  1:47:31PM

Other Information
- Requester Notes
- Approver Notes
- Security Admin Notes
Allows the requestor to add notes to the request

Allows the approver to add notes to the request

Allows the security administrator to add notes to the request

Allows the requestor to find a user and clone their security onto the request page as a starting point for the request

Requestor Notes  Approver Notes  Security Admin Notes  Clone Existing User
Some commonly used Role definitions:

- **HR Access Requestor** – send email to Jatha or Chris if need to add or remove your division requestor(s)
- **MNGPOSRO** – Manage Position Read Only
- **MNGPOSDE** – Manage Position Data Entry
- **OA** – View only access to PS job info; dept. users need this role
- **OAJEDDE** – View only access to PS job info plus access to update JED (Job Earnings Distribution) info
- **Query** – Basic Query access
- **Salary Admin–Data Entry** – ASIA (Annual Salary Increase Application) data entry
- **Salary Admin–Division Admin** – ASIA Annual Salary Increase Application Division Approval
- **TL Time Keeper** – Time & Labor Time Keeper

*If requesting OAJEDDE, also send email to Amy McKenzie, Payroll Manager, at mckenziea@missouri.edu for approval and to schedule training.

TL Adjust Comp Leave Balances MUST also be approved by Amy McKenzie.

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**TL APPROVER** – This role shows up under Current Security Configuration for people who are automatically assigned the Approver role in Time & Labor because they have people who report to them. It also shows up for people who are assigned as a delegate. This role is NOT added through the PS HR Security Access Request System. If it is needed, the dept. needs to check “Reports To” in the PS system. If that is incorrect, the dept. should send email request to their respective CAPS center or the PAF Review Address for non-CAPS departments to update Position. If the “Reports To” is correct, the dept. needs to send a request to MU Payroll Time and Labor Help so the problem can be researched since TL Approver should be handled automatically when the “Reports To” is assigned.

**NOTE:** TL APPROVER CAN be deleted through the PS HR Security Access Request System.
Clone an Existing User

To assign access to a new user that is the same or similar to an existing user.

Enter EmplID, OPERID or Name of new user (refer to page 3). Access will duplicate that of cloned user. Review, make changes if needed, Save and Submit.
Security Access Request Summary:

**Navigation:** Main Menu > UM Custom Processes > UM Security > Security Access Reqst Summary

Security Access Request Summary:
The Security Access Request Summary component facilitates the review of all pending Security Requests waiting approval or completion. It also allows review of statistics on a per-Business Unit, Requestor, Approver basis.

Click [GO!] to view individual request that was submitted. If a revision to the request is needed, it can be retrieved, revised, saved and submitted.