

PeopleSoft HR/Payroll Security Access Request System

Revised: April 2018



For assistance with requesting PeopleSoft HR/Payroll access or questions about these instructions, contact [MU HRS Security](#)

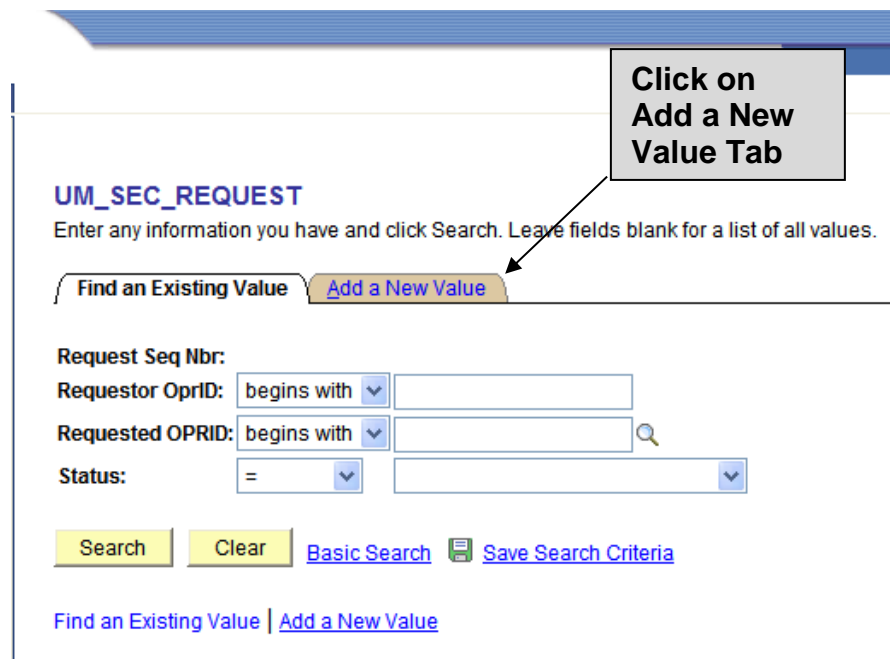
In order for an employee to receive PeopleSoft HR/Payroll access, the designated department Requestor must send the request through the PeopleSoft HR/Payroll Security Access Request System. The Campus HR Access Approver (Approver) reviews the request and forwards to the System PS Security Administrator who assigns it to the UM-PS Security Group. The UM-PS Security group builds the access as requested.

LOCKED ACCESS: PeopleSoft HR/Payroll Access is locked when employee Status is On Leave (Paid or Unpaid). When the job record is returned to Active status, the access will automatically be unlocked in 24-48 hours. If the employee is on Paid or Unpaid leave and access needs to be unlocked, a PS Security Request must be completed.

HR Access Requestor


PeopleSoft Production URL: <https://hrprd.umsystem.edu>


Go to NavBar  and Navigator 
UM Custom Processes > UM Security > Request User Security. Click on Add a New Value Tab



UM_SEC_REQUEST
Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Request Seq Nbr:
Requestor OprID: begins with
Requested OPRID: begins with 
Status: =

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Note: Use Search to find OPRID if unknown.

Next step, click on Add button.



UM_SEC_REQUEST

[Find an Existing Value](#) [Add a New Value](#)

Request Seq Nbr: 99999

[Find an Existing Value](#) | [Add a New Value](#)

Request Security page:

Request Security

Request 423 Request Date/Time 01/28/08 3:56:35PM Feedback Emails
Requestor CMZEF6 Status Pending

General Request Information

*Business Unit Remove All Access
*Desired Date 01/31/08 3:56:35PM Query Access

Identifying Information

EmplID OPRID Name

Under Identifying Information, enter EmplID or OPRID or Name, or click to search for any one of these fields.

[Requestor Notes](#) | [Approver Notes](#) | [Security Admin Notes](#) | [Clone Existing User](#)

Requested Security Changes

Roles	Action	Status
<input type="text"/> <input type="button" value="Search"/>	None	Pending

Select DEPTID from DEPT_SECURITY Tree

DEPTID Security	WebTime Access	Action	Status
<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>	None	Pending

Current Security Configuration

Roles
Role Name

DEPTID Security	WebTime Access
Department	<input type="checkbox"/>

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.


01000293 SPIERSM SPIERS,MARGARET J

Requestor Notes Approver Notes Security Admin Notes Clone Existing User

Requested Security Changes			
*Role Name	*Action	Status	
FOCORR	None	Pending	+ -
ImageNow	None	Pending	+ -
MNGPOSDE	None	Pending	+ -
Query - Create Public - RP	None	Pending	+ -
RS Approval Administrator	None	Pending	+ -
Recruiter	None	Pending	+ -
TL Approver	None	Pending	+ -
TL Time Keeper	None	Pending	+ -

Current Security Configuration	
Role Name	
FOCORR	
ImageNow	
MNGPOSDE	
Query - Create Public - RPT	
RS Approval Administrator	
Recruiter	
TL Approver	
TL Time Keeper	

Click  to see list of Role Names to select or enter (role names are case sensitive). See common role definitions on page 7.


Requested Security Changes is where the security role changes are 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 Access must be checked.

Select DEPTID from DEPT SECURITY Tree

*Department	Timekeeper Access	*Action	Status	
ALL	<input type="checkbox"/>	None	Pending	+ -
CHUMNRESS	<input type="checkbox"/>	Chang	Pending	+ -
CSOSTMPSTF	<input checked="" type="checkbox"/>	None	Pending	+ -

Submit Request for Approval

DEPTID	Timekeeper Access		
ALL	<input type="checkbox"/>	+ -	
CHUMNRESSV	<input checked="" type="checkbox"/>	+ -	
CSOSTMPSTF	<input checked="" type="checkbox"/>	+ -	

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).

Collapse All | Expand All | Find | First Page | 60 of 2431 | Last Page

- ALL - ALL
 - COLUM - Columbia
 - CCHAN - Chancellor
 - CCHNC - Chancellor
 - CCHANCEL - Chancellor
 - CSTU - Vice Chancellor Student Affrs
 - CSTAF - Student Affairs
 - CDISABIL - Disability Service
 - CCAMPDIN - Campus Dining Services
 - CRESIDHALL - Residence Halls
 - CRETAILOPS - Retail Operations
 - CCMPDINING - Campus Dining Services
 - CSTDAUXS - Student Auxiliary Services
 - CSTDAUXSVC - Student Auxiliary Services
 - CSTDSESV - Student Services
 - CSTDAUXSUS - ZZZZStudent Auxiliary Services
 - CGENLSTORE - General Stores
 - CUNIVSTR - University Stores
 - CSTDPARENT - Student Parent Center
 - CCOUNSER - Counseling Services
 - CRECSERV - Recreational Services

OK Cancel

Check to be copied on Emails as they go through approval / completion process

Request Security

Request 467 Request Date/Time 01/30/08 1:47:31PM Feedback Emails

Requestor CMZEF6 Status Pending

Request Information

*Business Unit COLUM University of MO-Columbia Remove All Access

*Desired Date 02/02/08 1:47:31PM Query Access

EmpIID OPRID

Requestor Notes Approver Notes Security Admin Notes

Business Unit for Approval Routing

Defaults to Initial Request Time + 3days

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

Allows the requestor to add notes to the request – use for ePAF override requests

Allows the security administrator to add notes to the request

[Requestor Notes](#)

[Approver Notes](#)

[Security Admin Notes](#)

[Clone Existing User](#)

Allows the approver 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

Search Results

View 100 First 1-53 of 53 Last




Role Name
All Pages-Read Only
Benefits - Auditor Access
Benefits Rep
Benefits Rep - Read Only
CAM
CCT Training
COGNOS Salary Survey
Central Benefits Admin
Central Payroll Administration
Checklists-Recruiting Teams
Employee Review & Correction
FO
FOCORR
GM SETUP
Grievance - Data Entry
Grievance Coordinator
HFD
HNB
HR Access Approver
HR Access Requestor
HR Developer
HR Developer-Recruiting
HR Developer-Time and Labor
Hiring Manager
ImageNow
Institutional Research
MNGPOSDE
MNGPOSRO
Monitor Health Information
OA
OAJEDDE
OAPERS
PFC
PNB
Process Monitor
Query - Basic
Query - Create Public - RPT
RS Approval Administrator
Recruiter
Recruitment Administrator
SSN HICN
SSN View
Salary Admin - Data Entry
Salary Admin - Division Admin
Salary Admin - HR Director
TL Adjust Comp Leave Balances
TL Approver
TL Campus Admin
TL Central Admin
TL Time Keeper
UM Journal Query
UM Managed Queries
UM EMPLOYEES Access

Some commonly used Role definitions:

- HR Access Requestor – send email [MU HRS Security](#) if needing to add or remove your division requestor(s)
- MNGPOSRO – Manage Position Read Only
- 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
- ePAF – Initiator
- ePAF – Dept 1: Approval stop
- ePAF – Dept 2: Approval stop

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. 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 submit a Job Change ePAF to correct the Reports To.

Security Access Request Summary:

Go to NavBar     and Navigator 
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.

Pending Request **Bus Unit Summary** Requestor Summary Approver Summary

All Pending Security Change Requests

Pending Security Access Requests Customize | Find | First 1-3 of 3

GO!	Request Number	Wait Time Bus. Hours	User OPRID	Business Unit	Status	Requestor OPRID	Request Date/Time	Approver OPRID	Approved Date/Time	Target Date/Time
GO!	1	6.5342	HUFFMAND	UMSYS	Approved	SCOTTGS	10/30/07 3:39:06PM	SCOTTGS2	10/30/07 3:41:37.000000PM	11/02/07 3:17:08PM
GO!	3	0.1639	DETERSR	UMSYS	Approved	SCOTTGS	10/31/07 8:08:54AM	SCOTTGS2	10/31/07 8:09:44.000000AM	11/03/07 8:08:27AM
GO!	2	0.1639	BERLINAR	UMSYS	Approval Wait	SCOTTGS	10/31/07 7:08:57AM			11/03/07 7:06:52AM

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.