

PeopleSoft Production HR Access Standard & Procedure

Granting Access to HRPRD

Standard:

Access is granted to PeopleSoft HR for employees based on the need for access to execute their job responsibilities and with the appropriate approvals from the business unit HR office.

Procedure:

HR Access (Non-Time & Labor Approval)

- Employee must have an employee status in PeopleSoft HR of active, on leave or paid leave (empl_status = A, L, P)
- Access requests from each business unit are routed through the business unit HR Office
- The business unit HR office (HR Access Approver) sends a request to the PS Security Team via HR Request Form
- The PS Security team grants access to the appropriate role

Time & Labor Approval Access

Time & Labor approval access is identified automatically based on a Time & Labor role assignment. Role assignments are granted to individuals which meet the following criteria:

- Active employee status (not in Hospital business unit) (empl_status = A, L or P)
- Supervises one or more employees
- The employees Time and Labor Group has active employees (except NOBENMONEX)

Locking & Revoking Access

Standard:

Access to PeopleSoft HR will be locked or revoked in the following circumstances:

- Access may be locked or revoked upon request from the supervisor or business unit HR office
- Access will be locked when the employee status is on leave or paid leave (empl_status L or P)
- Access will be revoked when the employee status is no longer active, on leave or paid leave (empl_status A, L or P)
- Access may be locked as a result of a violation of the UM Acceptable Use Policy

Procedure:

Locking or restoration access due to a change in employee status will occur automatically on a daily basis.

Manual lock requests may be made via email or Remedy to the PeopleSoft Security team.

Unlocking HR Access

Standard:

Access may be requested to be unlocked for an employee under the following circumstances:

- If the employee status is currently on leave or paid leave (empl_status = L or P) access may be unlocked upon request of the employee's business unit HR office.
- If the employee has an active employee status (empl_status = A) but the account has been requested to be manually locked, it may be unlocked by request of the business unit HR office (HR Access Approver).
- If the employee has any other employee status the account will not be unlocked without an active appointment.

Procedure:

Requests from employees or supervisors to unlock an employee's PeopleSoft access will be referred to the business unit HR office. The HR office (HR Access Approver) will vet the reason for the request and if approved send the request via the email or Remedy to the PeopleSoft Security team.

List of HR Access Approvers as of 4/13/15

COLUM	Jamie Connelly, Amy McKenzie, Jatha Sadowski
HOSPT	Diana Hood, Jason Miller, Sue Kopfle
KCITY	Courtney Daniels, Carol Fitzpatrick, Cory Kinder, Kelly Limpic, Jessie Reyes, Ted Stahl
ROLLA	Connie Hudgens, Roger Jett, Ann Manuel
STLOU	Errol Benson, Talia Gholson, Elizabeth Quinn, Rayette Scruggs
UMSYS	Cindy Cover, Greg Stanis