

**Responsible Official:**

**Administering Division/Department: Human Resources Technical Services**

**Effective Date: 10/14/2008**

**Last Revision: 02/09/2012**

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## 1. Overview

EUV PeopleSoft security role provisioning and account maintenance procedures for all functional users of the PeopleSoft system accessing EUV employee data.

## 2. Applicability

Security procedures for UTS PeopleSoft administrators and application developers are not covered in this document. The procedures in this document apply to all functional EUV and EUH employees requesting view or change access to EUV PeopleSoft employee data.

## 3. PeopleSoft Security Procedures

### 1. Requesting Security Role Access

1. **HR Web – (See all HR Web security role definitions in Section 4.1)**  
Emory Healthcare and Emory University employees needing access to Emory HR Web must first submit an online Human Resources Data Access Request Form to Emory University Human Resources Technical Services (HRTS). The form is available at: <http://www.hr.emory.edu/dataaccess>. Account Requests must be approved by Authorized Signers for the department/section. All requests and approvers are reviewed by HRTS. Once the access is established, an e-mail confirmation are sent to the account holder. All Emory Healthcare employees must also submit an access request via his/her designated Access Coordinator upon receipt of the confirmation e-mail from Emory University Human Resources Technical Services. **NOTE:** Training from EUV Human Resources is mandatory for all HR Web account holders.
2. **ISSP (International Student and Scholars Programs Functions)**  
Emory University employees needing access to ISSP Functions must first submit an online Human Resources Data Access Request Form to Emory University Human Resources Technical Services (HRTS). The form is available at: <http://www.hr.emory.edu/dataaccess>. Account Requests must be approved by the ISSP department and the employees supervisor. All requests and approvers are reviewed by HRTS.
3. **Student New Hire**  
Emory University employees needing access to Student New Hire must first submit an online Human Resources Data Access Request Form to Emory University Human Resources Technical Services (HRTS). The form is available at: <http://www.hr.emory.edu/dataaccess>. Account Requests must be approved by PeopleSoft SA department and a Dean or Director for the department/section. All requests and approvers are reviewed by HRTS.
4. **ERS (Emory Recruiting System)**
  1. The ERS access role is dynamically assigned to all EUV supervisors.
  2. University employees needing access to ERS must first submit an online Human Resources Data Access Request Form to Emory University Human Resources Technical Services (HRTS). The form is available at: <http://www.hr.emory.edu/ersaccess>. Account Requests must be approved by an EUV recruiter. All requests are reviewed by HRTS.

**5. Advanced PeopleSoft**

Employees who require Non HR Web access must have their manager or director select the appropriate security roles and employee population online through the Internal HR Data Access Manager at <http://www.hr.emory.edu/internalaccess>. All approved requests are reviewed by HRTS. All approved requests are reviewed by HRTS. HRTS accepts emailed approvals. All non-system generated approvals should be stored as PDFs for review and auditing purposes.

**2. Access Termination****1. Manual Terminations**

1. Termination requests for HRWEB, ISSP, Student New Hire and ERS can be submitted online through the Human Resources Data Access Request Form to Emory University Human Resources Technical Services (HRTS). The form is available at: <http://www.hr.emory.edu/dataaccess>. The requestor's netid is captured but no further approvals are required for access termination. HRTS manually removes the PeopleSoft security roles once the request is received.
2. HRTS accepts termination requests via phone and email. HRTS manually removes the PeopleSoft security roles once the request is received.

**2. Departmental Transfers**

HRTS receives a monthly report of all transferred EUH and EHC employees with PeopleSoft soft security roles above PS Self Service. The report is reviewed and access is removed when appropriate. The employee's manager or the departmental designated approver is required to notify HRTS when the transfer occurs.

**3. Terminations and Retirements**

When an EUV or EHC employee retires or is terminated their PeopleSoft Security is reduced to Self Service access by an automated job on the night of the retirement or termination.

**4. Job Function Changes**

The employee, the employee's manager or the departmental designated approver is required to notify HRTS when an employee with PeopleSoft access job function changes and their access is no longer appropriate.

### 3. Access Reviews

#### 1. HR Web Reviews

##### 1. HR Web Ad-hoc

The Authorized Signers for a Departmental can view all employees with HR Web access to his/her departments online at:

<http://www.hr.emory.edu/dataaccess> under the heading: Review Access to My Departments

##### 2. HR Web Annual

Annually all authorized signers are notified by email to review employees with PeopleSoft HR Web access to their departments online at:

<http://www.hr.emory.edu/dataaccess>

#### 2. ISSP Reviews

Annually all ISSP approvers are notified by email to review and remove access if necessary for the employees they approved online at:

<http://www.hr.emory.edu/dataaccess>

#### 3. Student New Hire Reviews

Annually all employees who have Student Hire Access are requested to confirm they still need access for the coming year. They confirm their need for access at:

<http://www.hr.emory.edu/dataaccess> If continued access is not confirmed the employee's Student New Hire access is removed.

#### 4. ERS Access Reviews

ERS requisition creation or view access requires recruiter review and approval for each requisition.

#### 5. Advanced PeopleSoft Access Reviews

Annually the Directors or Authorized Signers who own business processes which required PeopleSoft access are emailed and asked to review the PeopleSoft access of the employees with access online at:

<http://www.hr.emory.edu/internalaccess>

#### **4. Access Roles**

1. HR Web Roles  
See Page 6. HR WEB Manual located on the HR Website
2. Other PeopleSoft Security Roles and Descriptions  
Document available upon request from [HR-EU\\_HRTS@emory.edu](mailto:HR-EU_HRTS@emory.edu)

#### **5. Revision History**

- 1st revision 10/10/08**
- 2<sup>nd</sup> revision 06/16/10**
- 3<sup>rd</sup> revision 07/25/11**
- 4<sup>th</sup> revision 02/09/12**