



# System Access Authorization Request (HCM)

Requesting Agency Name/Number \_\_\_\_\_  
Division/Department/Unit \_\_\_\_\_  
Date \_\_\_\_\_

This request is for:

- Initial Set Up    Additional Access    Deletion of Access    De-Activate    Re-Activate

If this is to De-Activate, effective date of De-Activation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Employee ID# \_\_\_\_\_  
Email address \_\_\_\_\_

I hereby authorize the above named individual access to the CORE/PeopleSoft System with the security levels indicated until we send written notification that their access should be terminated. **NOTE: This user will be set up in the HCM System, but if training has not been completed, user will not be activated.**

Management has implemented procedures to provide segregation of critical application functionality to prevent or detect errors and irregularities, and acknowledges the risk associated with the lack of segregation of duties.

Requested by \_\_\_\_\_ Phone \_\_\_\_\_  
Signature of Agency Security Representative

Name & Title (Please print) \_\_\_\_\_

Please select from the following (See Instructions for Description):

Human Resources

Manager's Approval: \_\_\_\_\_

- Position Modifier with Delegation Authority**
- Position Modifier without Delegation Authority**
  - View Position Data
- General**
  - View Employee Data
  - View Job Data
- Setup**
  - View Setup
- HR Report Requestor
- Disciplinary Manager**
- Grievance Manager**

Time & Labor

Manager's Approval: \_\_\_\_\_

- Time Administrator**
- Time Keeper
- Time Manager
- Time & Labor View

Benefits

Manager's Approval: \_\_\_\_\_

- Benefits Processor**
- Benefits Coordinator
  - View Only Transaction
  - View Only Benefits
  - Additional Pay View Only

Payroll

Manager's Approval: \_\_\_\_\_

- Agency Payroll Processor**
  - Agency Payroll Clerk
  - Agency Payroll View Only
- Payroll Confirm**
  - Payroll Report Requestor

Miscellaneous

- Run Queries**
- Interface (Download)**
- Dept Budget Update**

# Security Agreement

The undersigned agrees to abide by the following:

1. Data originated or stored on State computer equipment is State property. Users will access only data which are required for their job. Users will not make or permit unauthorized use of any CORE/PeopleSoft data. They will not seek personal or financial benefit or allow other to benefit personally or financially by knowledge of any data which has come to them by virtue of their work assignment.
2. Users will enter, change, and delete data only as authorized within their job responsibilities. They will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry, nor will they knowingly alter or expunge from any record or report, or cause to be altered or expunged, a true and proper entry.
3. Users will not release CORE/PeopleSoft data except as required in the performance of their job or as directed in writing by their Appointing Authority.
4. Users are responsible for protecting their access authorization and must take steps to prevent others from using their User ID. Users will construct good passwords and manage them securely, keeping their passwords secret and not sharing them with others. If a user has reason to believe that others have learned his/her password, the user will change the password and notify the Help Desk of the situation. Users will not attempt to use the logons and passwords of others.
5. If a user finds that they have access to data they believe they are not authorized to view, they will exit from that data and report the problem to OMES Security.
6. I am aware of the responsibilities associated with access to the CORE/PeopleSoft System and agree to abide by the OSF Information Security Policies and Procedures. I understand that according to Section 840-2.11 of Title 74 of the Oklahoma Statutes the home addresses, home telephone numbers, social security numbers, and information related to personal electronic communication devices of current and former state employees shall not be open to public inspection or disclosure without written permission from the current or former state employees or without an order from a court of competent jurisdiction.

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

For OMES Use Only:

Processed By \_\_\_\_\_  
Date \_\_\_\_\_  
User Notified \_\_\_\_\_  
Agency Security Representative Notified \_\_\_\_\_

Entered in CRM by \_\_\_\_\_  
Date \_\_\_\_\_

## Instructions for completing System Access Authorization Request (OMES FORM 304)

Mark whether the request is to establish, de-activate or change a userid or type of access.

User Name, phone number, job title, employee ID# and email address: This is the person for which the userid or access is to be established. **(NOTE: The employee ID# is the number assigned to the employee on the CORE/PeopleSoft System. It is NOT their SSN#. If your agency is not yet on the CORE/PeopleSoft HCM System, this field may be left blank.)**

Requested by: The Designated Agency Security Representative must make the request. A State Agency Security Representative Designation Form (OMES FORM 300) must be on file with the CORE Security Administrator.

### DESCRIPTIONS

*If duties are included at the level that is bolded – you will not need to also check the ones below that particular function as the access is already included in the higher authorization. Items in bold type and parentheses indicate type of training needed for access.*

#### Human Resources

**Position Modifier w/Delegation Authority (COR301)** – Can update positions, has delegation authority as determined by OPM (includes allocation of classified positions), runs reports.

**Position Modifier w/o Delegation Authority (COR301)** – Does not have delegation authority. Includes level assignments for classified positions. Runs reports.

View Position Data **(COR107)** – Can view positions.

**General (COR301)** – Can add/update employee information and perform inquiries.

View Employee Data **(COR107)** – Can view personal data, job data and dependent data information.

View Job Data **(COR107)** - Can view job data only.

**Setup (COR301)** – Can view company table, business unit, job function and job code table. Can add/update location tables. Also has access to location table report.

Setup View – Can view company table, job function and job code table.

HR Report Requestor – Runs various HR Reports.

**Disciplinary Manager** – Can add and update employee disciplinary action records.

**Grievance Manager** – Can add and update employee grievance records.

#### Benefits

**Benefits Processor (COR104)** – Same as Benefits Coordinator, but has authority to run processes (Leave Accrual Process) and reports (please limit to 1 or 2 per agency).

**Benefits Coordinator (COR104)** – Can update base benefits. (Please note: This is not the EBC BAS Benefits. This will include SoonerSave Enrollment; Retirement Enrollment; and for applicable agencies Leave (annual/sick) Enrollments/Accruals.)

View Only Transaction **(COR107)** – Can view base benefits.

View Only Benefits **(COR107)** – Can view base benefits, setup and run reports.

Additional Pay View Only **(COR107)** – Can view additional pay.

#### Time & Labor

**Time Administrator (COR106)** – Same as Time Keeper except can override rules and run processes (Time Administration).

Time Keeper **(COR106)** – Can update time & labor. Also perform inquiries.

Time Manager **(COR106)** – Same as Time Administrator, but cannot override schedule workday.

Time & Labor View **(COR107)** – Can view and run reports.

## Payroll

**Agency Payroll Processor (COR205)** – Same as Agency Payroll Clerk, but has authority to run processes and reports (please limit to 1 or 2 per agency).

Agency Payroll Clerk (**COR105**) – Updates payroll information.

Agency Payroll View Only (**COR107**) – Can view payroll information.

**Payroll Confirm** – Performs Confirmation and General Ledger process.

Payroll Report Requestor (**COR107**) – Runs various Payroll Reports.

## Miscellaneous

**Run Queries** – Allows the user to run pre-defined queries to select data from PeopleSoft and view the data online or download the information into an Excel spreadsheet.

**Interface** - Allows the user to submit jobs to build files to be downloaded for processing.

**Dept Budget Update** – For agencies that are using Commitment Accounting. Allows the user to update the Department Budget Table at the department, position and appointment level.

Send completed form to: OMES/IS  
3115 N. Lincoln Boulevard  
Oklahoma City, OK 73105  
Attn: Security

If you have any questions concerning this form, please contact the OMES Service Desk at 405-521-2444 or [servicedesk@omes.ok.gov](mailto:servicedesk@omes.ok.gov).