

# Approving a Security Request Form

Once a Security Request Form has been submitted by the requestor, it must go through the appropriate approval process. Depending on who initiated the request, the form may need departmental approval, VP/Dean approval, and HR approval before any changes are made to the employee's security.

Once a form has been routed to you, you must log into the system to approve it and send it to the next step (if any), recycle it to send it back to the originator for modification, or deny it.

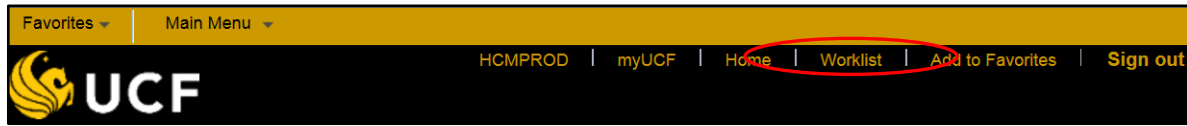
Sign into myUCF with your NID and Password.

The screenshot shows the 'UCF Federated Identity' login page. At the top, there is a navigation bar with the University of Central Florida logo, 'Quicklinks:' dropdown, 'UCF' button, and 'Search UCF' input. The main heading is 'UCF Federated Identity'. Below this, there is a 'Sign on:' section with two input fields for 'NID:' and 'Password:'. A 'Sign on' button is located below the password field, with a note: 'By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy'. To the right of the sign-on section, there is a yellow box containing 'my.ucf.edu' and the text 'You have asked to login to my.ucf.edu'. Below the sign-on section, there are three links: 'What is my NID?', 'What is my NID Password?', and 'What is Federated Identity?'.

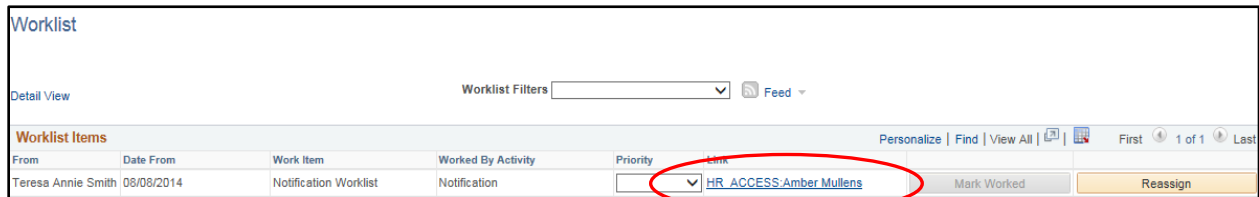
Go to the Staff Applications menu and select Human Capital Management to go into PeopleSoft.

The screenshot shows the UCF myUCF dashboard. At the top, there is a navigation bar with the University of Central Florida logo, 'UCF' button, and 'Search UCF' input. Below this, there is a navigation menu with 'Home Page', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. The 'Staff Applications' menu is expanded, showing a list of options: 'Academic Resources', 'Staff Applications', 'F&A Monthly Reports', 'Pegasus Mine Portal', 'Campus Solutions', 'Human Capital Management', 'Employee Self Service', 'Manager Self Service', 'Faculty/Advisor Self Service', 'Reporting Tools', 'Knights Access Login', 'Change my NID Password', 'Update my Challenge', 'Questions', and 'UCF Home Page'. The 'Staff Applications' option is circled in red. A red arrow points from the text 'Select either option' to the 'F&A Monthly Reports' and 'Human Capital Management' options in the expanded menu.

Click on the Worklist hyperlink at the top of the page to see all pending approvals.



The Worklist page displays all activities waiting for action. Click on the HR Access hyperlink containing the desired employee name and pending action to proceed.



Once in the employee's form, the request must be reviewed for accuracy and appropriateness.

**Evaluate HR Security Request**

Step 1 of 2: Evaluate HR Security Request

eForm ID 345761

Empl ID \_\_\_\_\_ Email Address cat.castillo@ucf.edu

User ID \_\_\_\_\_ Date 04/16/14 3:01PM

First Name Catherine Telephone \_\_\_\_\_

Last Name Castillo Authorizer ID \_\_\_\_\_

Middle Initial Lydia

**Please note:**

Each user is responsible for his/her own access to the system. **Users are not permitted to share their user ids and passwords.** Security will be DELETED upon termination or changing of employment at UCF. The Department Head/Vice President/Dean or Designee signature is required.

Employee Class: Fac or A & P  USPS  OPS

Training should be validated as some access requires specific educational pre-requisites.

PSC001: <input checked="" type="checkbox"/>	PER052: <input checked="" type="checkbox"/>
FNV110: <input type="checkbox"/>	PER053: <input type="checkbox"/>
PAF002: <input checked="" type="checkbox"/>	PAF003: <input type="checkbox"/>

**With educational pre-requisites indicated**

<b>PSC001:</b> <input type="checkbox"/>	<b>PER052:</b> <input type="checkbox"/>
<b>FNV110:</b> <input type="checkbox"/>	<b>PER053:</b> <input type="checkbox"/>
<b>PAF002:</b> <input type="checkbox"/>	<b>PAF003:</b> <input type="checkbox"/>

Without educational pre-requisites indicated

Verify that the appropriate department access has been requested.

Department you need access to	
Department	Description
1 18904401	CTR AUTISM-PAYROLL LIABILITY

Verify that the specific security access requested is appropriate for the employee and their role within the department.

<b>ePAF Access Request Type (check only one)</b>	
<input type="radio"/> None <input checked="" type="radio"/> ePAF Originator <input type="radio"/> ePAF Director-Chair Approver * <input type="radio"/> ePAF VP/Dean Approver ** <input type="radio"/> ePAF Originator & ePAF Director-Chair Approver * <input type="radio"/> ePAF Originator & ePAF VP/Dean Approver **	
<small>* Option depends on current security setup for Department or College  ** Official approver for Department or College</small>	
<b>ePAF Workflow Approver (check only one)</b>	
<input checked="" type="radio"/> None <input type="radio"/> ORC <input type="radio"/> Graduate Studies <input type="radio"/> Regional Campuses <input type="radio"/> AA/Provost/HR-Compensation	
<b>Payroll Access Request (check only one)</b>	
<input type="radio"/> None <input type="radio"/> Processor <input checked="" type="radio"/> Authorizer	
<b>Job Data Access Request (check only one)</b>	
<input type="radio"/> None <input checked="" type="radio"/> Without Salary Information <input type="radio"/> With Salary Information	<b>Justification</b> EE needs access to Department and Job Code information.

Note: You will not be able to approve the request if the employee has not agreed to the HR Security policy. The employee who will be receiving the access will be sent a separate email with a link for them to acknowledge and agree to the policy.

<b>User has agreed to HR security policy:</b> <input checked="" type="checkbox"/>
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Must be checked by employee to continue

If there are no changes that need to be made, approve the form for it to be forwarded to the next step in the approval chain (if any). To do this, enter any applicable comments and click on the **Approve** button.

**Comments**

**Your Comment:**  
I approve this request.

**Comment History:**

- \*\* Patsy Fan Popelas  
\*\* Tue, Apr 28 15, 04:00:02 PM  
Approved
- \*\* Patsy Fan Popelas  
\*\* Tue, Apr 28 15, 03:12:03 PM

Approve Deny Recycle

Hold

A new popup message will appear verifying that you really intend to approve the request. Clicking **Yes** will send the form to the next approver (if any) in the workflow queue.

Message

Approve this form? (24642,111)

The form will be sent on to the next approver for evaluation, or, if you are the final approver, the form will be loaded into the system. If you change anything on the form, please make note in the comments box.

Yes No

If there are changes that need to be made to the request prior to approving it, the request may be recycled. This will send the form back to the originator, allow them to make changes, and resubmit the request. It is necessary to include a comment so that the originator knows the changes that are required. Once a comment has been added, click the **Recycle** button.

**Comments**

**Your Comment:**  
EE needs salary information in Job Data.  
Please resubmit with salary information.

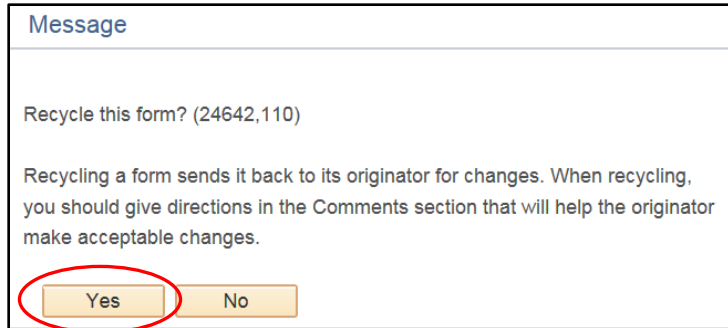
**Comment History:**

- \*\* Patsy Fan Popelas  
\*\* Tue, Apr 28 15, 04:00:02 PM  
Approved
- \*\* Patsy Fan Popelas  
\*\* Tue, Apr 28 15, 03:12:03 PM

Approve Deny Recycle

Hold

A new popup message will appear verifying that you really intend to recycle the request. Clicking **Yes** will send the form back to the originator.



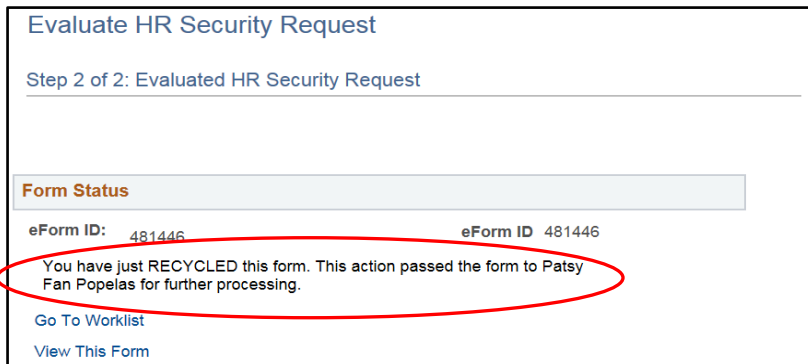
**Message**

Recycle this form? (24642,110)

Recycling a form sends it back to its originator for changes. When recycling, you should give directions in the Comments section that will help the originator make acceptable changes.

**Yes** **No**

A message will appear telling you that the form has been recycled and the name of the person to whom it was sent.



**Evaluate HR Security Request**

Step 2 of 2: Evaluated HR Security Request

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**Form Status**

eForm ID: 481446 eForm ID 481446

You have just RECYCLED this form. This action passed the form to Patsy Fan Popelas for further processing.

[Go To Worklist](#)

[View This Form](#)

Once the originator has made the requested changes and resubmitted the request, it will be sent back to your Worklist.

If the request is denied, enter comments detailing why the request was denied and click the **Deny** button.



**Comments** **Approve** **Deny** **Recycle**

**Your Comment:**

EE should not have this access.

**Comment History:**

\*\* Patsy Fan Popelas  
\*\* Tue, Apr 28 15, 04:00:02 PM  
Approved

\*\* Patsy Fan Popelas  
\*\* Tue, Apr 28 15, 03:12:03 PM

**Hold**

A new popup message will appear verifying that you really intend to deny the request. Clicking **Yes** permanently ends all processing and archives the form.

Message

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Are you sure you want to deny this form? (24642,109)

Denying an action permanently ends form processing. The form will be archived.

*Note: Only people who have approved the form will be notified via email that the request has been denied. The requester will not be automatically notified.*