

Initiating a Security Request Form

You may request security for employees with an online form. This form allows you to initiate the request with the level of desired access and then it will be routed through the appropriate chain of command for approval. Once it reaches Human Resources or CS&T Security, the employee will be assigned access. This electronic form eliminates the need for paper forms. To use the electronic security request form:

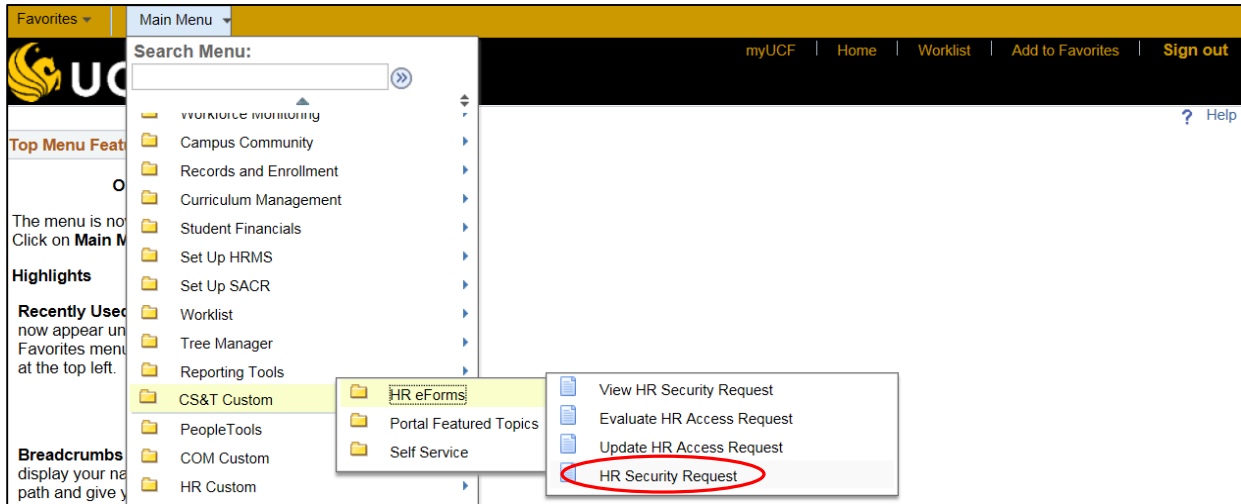
Sign into myUCF with your NID and Password.


The screenshot shows the 'UCF Federated Identity' sign-in 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 is a 'Sign on:' section with two input fields for 'NID:' and 'Password:'. A 'Sign on' button is present, with a note: 'By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy'. Below the button are three links: 'What is my NID?', 'What is my NID Password?', and 'What is Federated Identity?'. To the right of the sign-in form is a yellow box containing 'my.ucf.edu' and the text 'You have asked to login to my.ucf.edu'.

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 the navigation bar are tabs for 'Home Page', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. On the right side of the dashboard, there are links for 'Home | Help | Feedback | Sign out'. On the left side, there is a sidebar menu with the following items: 'Academic Resources', 'Staff Applications' (circled in red), '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'. In the main content area, there is a 'Staff Applications' section with a sub-section 'Staff Applications' containing three items: 'F&A Monthly Reports' (with a sub-item 'F&A Monthly Reports'), 'Pegasus Mine Portal' (with a sub-item 'Pegasus Mine Portal'), and 'Human Capital Management' (with a sub-item 'PeopleSoft Human Capital Management'). A red arrow points from the text 'Select either option' to the 'F&A Monthly Reports' and 'Human Capital Management' items.

The security request form is located under Main Menu - CS&T Custom - HR eForms - HR Security Request.




This will take you to the online security request form. Enter the Employee ID of the person for whom you are requesting access or click on the magnifying glass  icon next to the Employee ID field to search for the employee.

Submit HR Security Request

Step 1 of 2: Enter HR Security Request Detail

eForm ID 481439

Empl ID 


Email Address

First Name Date 04/28/15 8:21AM

Middle Name Telephone

Last Name Requester ID pfan

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.

If you clicked on the magnifying glass  icon, a new popup window will open. Click on the **Look Up** button to pull up a list of employees. Click on the Empl ID of the appropriate employee.

Look Up Empl ID

Search by: begins with

Look Up Cancel Advanced Lookup

Search Results


Only the first 300 results of a possible 12141 can be displayed.

View 100 First 1-300 of 300 Last

Empl ID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
0100036	Joel Lavoie	LAVOIE	(blank)	(blank)	L
0100041	John Kincaid	KINCAID	(blank)	(blank)	Peter
0100049	Glenn Martin	MARTIN	(blank)	(blank)	A
0100060	Robert Holmes	HOLMES	(blank)	(blank)	J
0100062	Dolores Hajra	HAJRA	(blank)	(blank)	S
0100086	Kirk Scammon	SCAMMON	(blank)	(blank)	M
0100106	Donald Worcester	WORCESTER	(blank)	(blank)	I
0100109	John Miner	MINER	(blank)	(blank)	R
0100120	Brian Yeitz	YEITZ	(blank)	(blank)	P
0100144	Jana Jasinski	JASINSKI	(blank)	(blank)	L
0100145	David Healy	HEALY	(blank)	(blank)	C
0100154	Sandra Cherepow	CHEREPOW	(blank)	(blank)	M
0100182	Susan Katz	KATZ	(blank)	(blank)	R
0100184	Perry Fraser	FRASER	(blank)	(blank)	R
0100199	Ady Milman	MILMAN	(blank)	(blank)	(blank)
0100210	Raymond Surette	SURETTE	(blank)	(blank)	B

Favorites Main Menu CS&T Custom HR eForms HR Security Request

myUCF Home Worklist Add to Favorites Sign out




Submit HR Security Request

Step 1 of 2: Enter HR Security Request Detail

This will populate the top of the eForm with the details of the employee.

eForm ID 481439

Empl ID 

First Name John

Middle Name

Last Name Popelas

Email Address EADTest@ucf.edu

Date 04/28/15 8:21AM

Telephone 407/823-5117

Requester ID pfan

Fill out the rest of the form with all of the data pertinent to the request:

User Status		
Status (check one):	New <input type="radio"/>	Change <input type="radio"/> Terminate <input type="radio"/>

Enter the appropriate status. You will not be able to submit the request without selecting one.

PeopleSoft Basic Navigation (PSC001) course is a pre-requisite for both ePAF and/or Payroll training.

Enter the department # below or list departments in the text box to the right.

Department you need access to	
*Department	Description
1 02602001	HM RES-PAYROLL
<input type="button" value="+"/> <input type="button" value="-"/>	

You can enter comments OR enter a list of departments that person needs access to.

Enter the department(s) for which access is being requested. To enter multiple departments, click on the plus button to add a new row.

****Access to department(s) is contingent on the department structure****

ePAF Access Request Type (check only one)	
<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>	
ePAF Workflow Approver (check only one)	
<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	
Payroll Access Request (check only one)	
<input type="radio"/> None <input type="radio"/> Processor <input checked="" type="radio"/> Authorizer	
Job Data Access Request (check only one)	
<input type="radio"/> None <input checked="" type="radio"/> Without Salary Information <input type="radio"/> With Salary Information	Justification EE needs access to Department and Job Code information.

In the following section you will indicate the specific access that the employee will need by clicking on the appropriate radio button. The employee does not need to have access requested in all four sections; inapplicable areas may be left at "None."


Please note that you cannot have entries in BOTH ePAF Access Request Type (1st section) and ePAF Workflow Approver (2nd section).

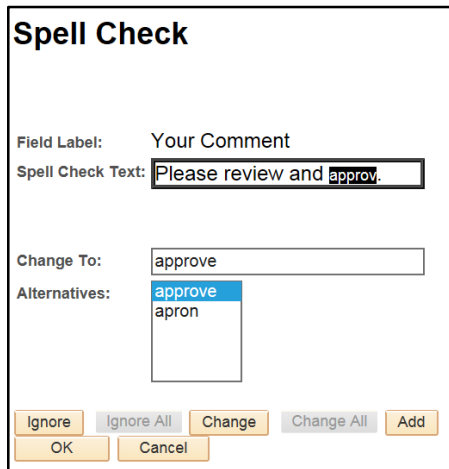
***NOTE: Some levels of access require additional justification or are contingent on the department structure. All requested access is contingent on an approval process.**

Job Data Access Request (check only one)	
<input type="radio"/> None <input checked="" type="radio"/> Without Salary Information <input type="radio"/> With Salary Information	Justification EE needs access to Department and Job Code information.

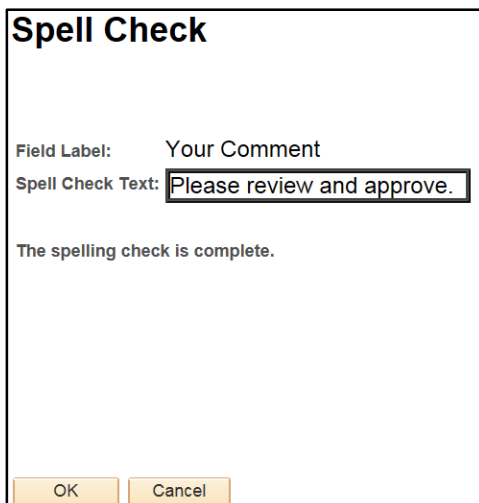
At the bottom of the page are the **Submit** button and a comment box. Comments are not required, but are highly recommended as they provide additional details to the people in the workflow who are approving the requested access.



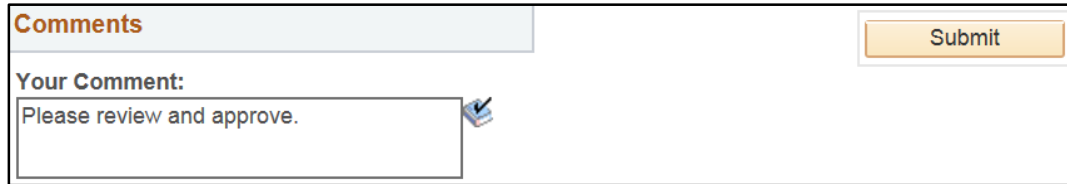
You may spell check your comments by clicking on the spell check button at the top, right-hand corner of the comment box.  This will run the text through the spell checker and make recommendations to misspelled words. Click Ignore or Change to skip the recommendations or accept them.



Once all corrections have been made (if any) click **OK** to be taken back to the eForm.



Click the **Submit** button to save the changes and electronically transfer the security form to the first approver.



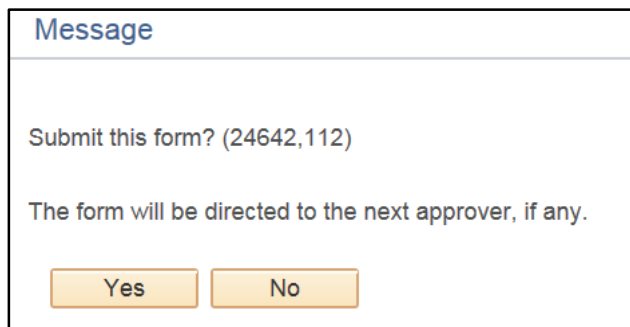
Comments

Your Comment:

Please review and approve.

Submit

A new popup message will appear verifying that you really intend to submit the request. Clicking **Yes** will send the form to the first approver in the workflow queue.



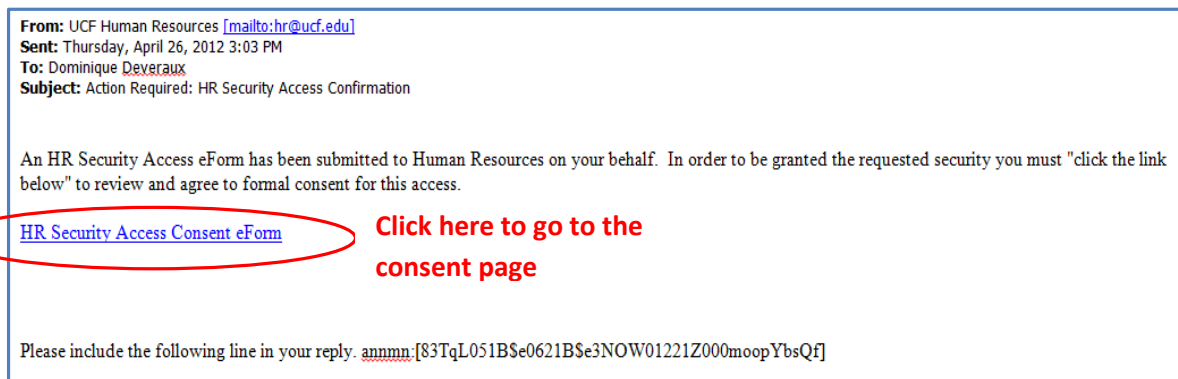
Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes No

Submitting the form will also send an email to the employee for whom access is being requested. This email contains a link to the HR Access Security Policy consent page.



From: UCF Human Resources [<mailto:hr@ucf.edu>]
Sent: Thursday, April 26, 2012 3:03 PM
To: Dominique Deveraux
Subject: Action Required: HR Security Access Confirmation

An HR Security Access eForm has been submitted to Human Resources on your behalf. In order to be granted the requested security you must "click the link below" to review and agree to formal consent for this access.

[HR Security Access Consent eForm](#) **Click here to go to the consent page**

Please include the following line in your reply. [anmmn:\[83TqL051B\\$e0621B\\$e3NOW01221Z000moopYbsQf\]](#)

The employee must consent to the security policy before the first approver will be able to approve the request and route the form to the next level. To consent, they must check the checkbox and click **Submit**.

File Edit View Favorites Tools Help X Convert Select

As an employee of the University of Central Florida, I accept the responsibilities of having security in PeopleSoft CS & HCM to create or approve Electronic Personnel Action Forms (ePAFs) and/or process or authorize payroll and/or view Job Data. I understand that my security is for use in administrative support only. Any other uses of this access are strictly prohibited. I, further, understand that Human Resources reserves the right to terminate my security for improper or illegal use. I understand that my request will be processed in accordance with UCF and HR policy.

Consent to HR Access Security Policy ← **Click here to consent to the policy**

Submit

The employee must verify their identity (after clicking on Submit above) by entering their NID password in the pop-up box and click **Continue**.

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: pfan

Password:

Continue Cancel

You will receive an email notifying you of every approval or recycle step in the approval process. If the form is approved, it will automatically move to the next person in the approval process.

If a form is recycled, there is a change that someone in the approval chain would like made. There should be comments entered that indicate what should be changed. Make the requested changes, enter new comments, and click Resubmit. This will send the form back through the approval chain.

Comments

Resubmit Withdraw

Requester's comments after modifications have been made →

Your Comment:
Resubmitting with salary information per request from Amanda Bedford

Comment History:

** Amanda L Bedford
** Wed, Apr 18 12, 04:18:42 PM
EE needs salary information in Job Data. Please resubmit with salary information.
** Text Discard

← **Approver's comments requesting modification**