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:
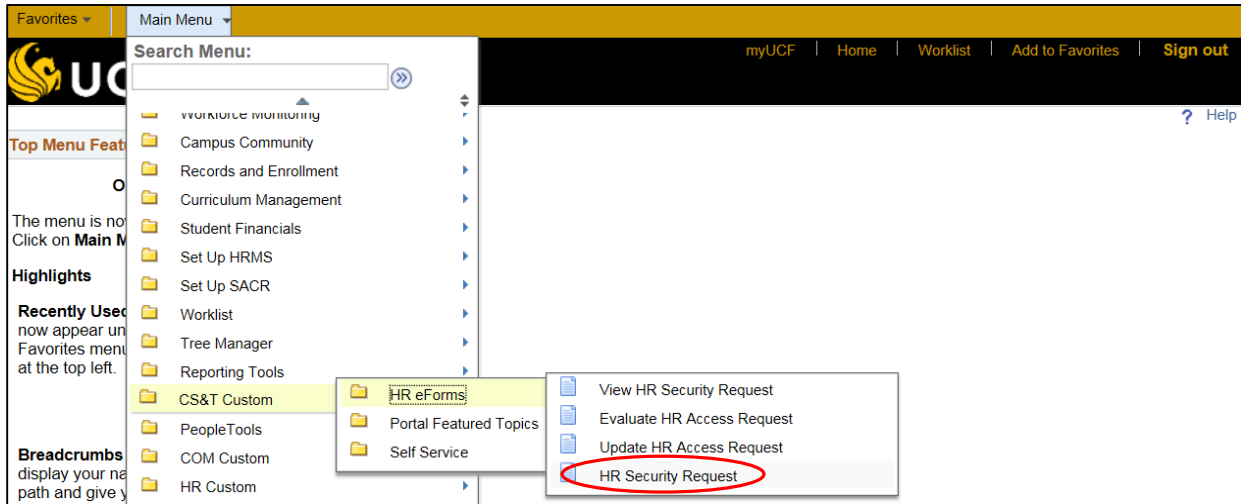
Sign into myUCF with your NID and Password.

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

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.

If you clicked on the magnifying glass [icon] 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: Empl ID ▼ 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

UCF

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 3717306 🔍   Email Address EADTest@ucf.edu

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

Middle Name   Telephone 407/823-5117

Last Name Popelas   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 ○	Change ○	Terminate ○

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	⊞	⊟

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)

○ None
◉ ePAF Originator
○ ePAF Director-Chair Approver *
○ ePAF VP/Dean Approver **
○ ePAF Originator & ePAF Director-Chair Approver *
○ ePAF Originator & ePAF VP/Dean Approver **

* Option depends on current security setup for Department or College
** Official approver for Department or College

ePAF Workflow Approver (check only one)

◉ None
○ ORC
○ Graduate Studies
○ Regional Campuses
○ AA/Provost/HR-Compensation

Payroll Access Request (check only one)

○ None
○ Processor
◉ Authorizer

Job Data Access Request (check only one)

○ None	Justification
◉ Without Salary Information	EE needs access to Department and Job Code information.
○ With Salary 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)

○ None	Justification
◉ Without Salary Information	EE needs access to Department and Job Code information.
○ With Salary 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.

Comments		Submit
Your Comment:		

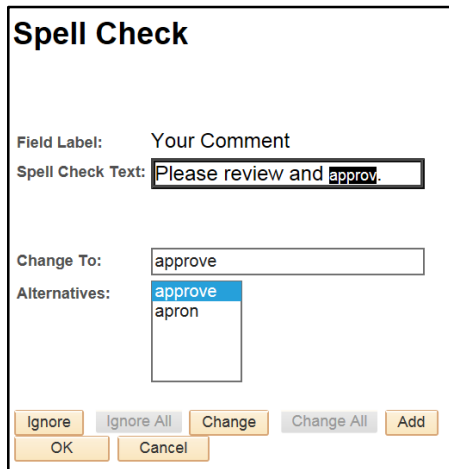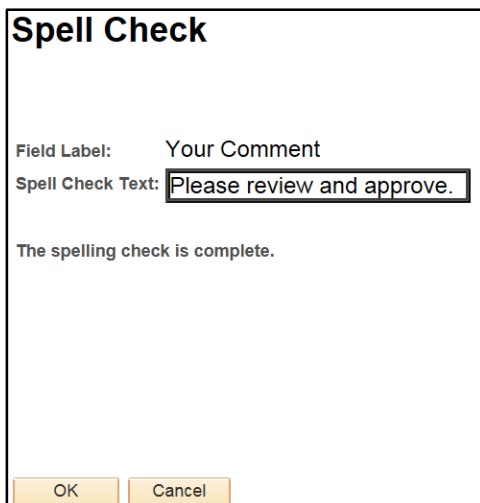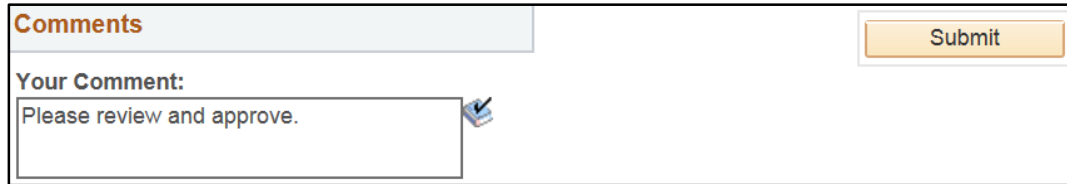You may spell check your comments by clicking on the spell check button at the top, right-hand corner of the comment box. This will run the text through the spell checker and make recommendations to misspelled words. Click Ignore or Change to skip the recommendations or accept them.

Spell Check

Field Label: Your Comment
Spell Check Text: Please review and approv.

Change To: approve
Alternatives: approve
               apron

Ignore | Ignore All | Change | Change All | Add
OK | Cancel

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

Spell Check

Field Label: Your Comment
Spell Check Text: Please review and approve.

The spelling check is complete.

OK | Cancel

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

Comments		Submit
Your Comment:		
Please review and approve.	☑	

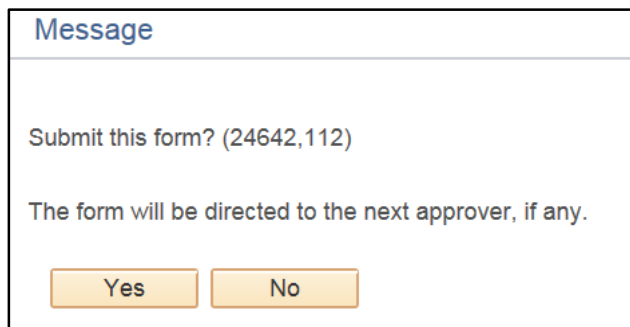A new popup message will appear verifying that you really intend to submit the request. Clicking **Yes** will send the form to the first approver in the workflow queue.
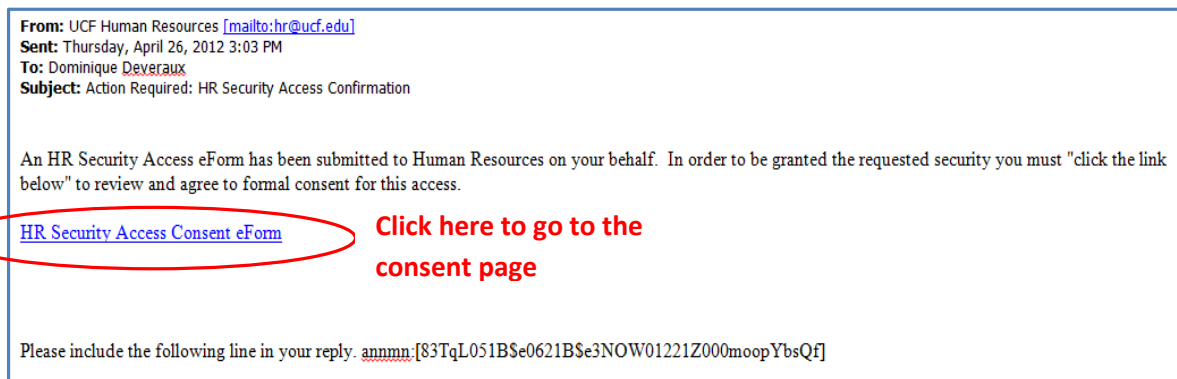
Message

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. annmn:[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.

Requester's comments after modifications have been made →

Comments

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.

** Ted Dinard

Resubmit | Withdraw

Approver's comments requesting modification ←