

SECURITY ACCESS PROCESS FOR PS PAYROLL AND WEBTIME

Purpose: To create, delete or change access levels in PeopleSoft Human Resource/Payroll Modules. To create, delete or change access levels in Webtime.

Forms Needed: Security Access Form with appropriate signatures.

Prerequisite: Training

1. Complete Security Access Form, obtain proper signatures and submit it to HR.
2. Contact Marcia Lane in HR to schedule a time for PeopleSoft and Webtime training.
3. After the form has been received and training is complete, HR will request access.
4. New users will get an email notification that their access has been granted. They may then access PS HR reporting database.

The Security Access Form and Form Instructions are below.

Missouri S&T

PeopleSoft/WebTime Security Access Request/Change Form

PURPOSE AND INSTRUCTIONS		
<p>To request or make changes in security access of the Human Resource/ Payroll modules of PeopleSoft and/or WebTime. This form must be typed or printed in ink. Users must be trained in PeopleSoft and/or WebTime prior to receiving access.</p> <p>Complete this form to add access for a new user who is responsible for payroll, delete access for an employee who is no longer responsible for payroll, or change access from one department to another when an employee transfers positions. When an employee transfers both departments are responsible for completing and signing this form.</p>		
User Name (last, first, middle initial)		EmplID
Home Department Code	Campus/Business Unit	Home Department Name
Reason for Request <input type="checkbox"/> Prepare PAFS <input type="checkbox"/> Input Payroll/Paid Time Off (in WebTime) <input type="checkbox"/> Other. Explain: _____		
ACCESS REQUESTED		
Department Code(s)	Action Requested (check one)	Web Time Access (type a Y if Yes)
	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION	
	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION	
	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION	
	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION	
	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION	
	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION	
	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION	
ACCESS AUTHORIZATION		
Director or Department Chair Signature		Date
Vice Provost/Vice Chancellor		Date
USER ACKNOWLEDGEMENT		
<p>I understand any access given me is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized disclosure by safeguarding my password(s) and ensuring the data I obtain is disseminated only through approved University channels. Unauthorized access and use/dissemination of data are serious offenses, which may be subject to discipline.</p>		
User Signature (required)		Date
HR USE ONLY		Home Department Name
Human Resource Director Signature		Date Trained: HR and Payroll Modules/WebTime
		Date Trained: PAF Processing

Send this completed and signed form to Human Resource Services.

PeopleSoft/WebTime Security Access Request/Change Form

PURPOSE AND INSTRUCTIONS [Type or print in ink]

User Name: Write the last name (comma) first name (space) middle initial (no period).

EmplID: Enter the 8-digit, numeric employee identification code within PeopleSoft, assigned to the employee listed in Field #1. Please reference URL: <https://www.umsystem.edu/> (the MIS web page) to access “WebTime” and then “Employee Lookup” to find the EMPLID (if you do not already have it).

Home Department Code: A department code is a unique alpha code, which identifies a specific department that has fiscal programmatic and administrative responsibilities. For example, the Human Resource Services Department has the department code of RHUMNRES. The user may either enter the PeopleSoft department code(s) or a node, single code that encompasses many sub-codes.

Campus Business Unit: Enter the five-character code that identifies the employee’s home campus/business unit for the appointment reflected on the PAF (i.e., Rolla campus = ROLLA).

Home Department Name: Enter the name of current home department.

Reason for Request: Check all boxes that apply. If the reason is not listed, please check “Other” and describe.

ACCESS REQUESTED

This access allows the user to **view** data in the Human Resource/Payroll Modules of PeopleSoft for employees in the departments listed.

1. **PeopleSoft Code:** Enter the department code.
2. **Action Requested:** Check the box that indicates if this access level is new, needs to be added or should be deleted.
3. **Webtime Access:** Type a Y if the employee will be responsible for input or verification of payroll for that department.

NOTE: Employees with WebTime access are provided access to PeopleSoft panels for the same division/department.

ACCESS AUTHORIZATION

Director or Department Chair and Vice Provost or Vice Chancellor’s approval is required for any access granted.

USER ACKNOWLEDGEMENT

The user must read and sign this acknowledgement.

HR USE ONLY

Human Resources will approve the request and will document the employee was trained on the Human Resource and Payroll modules, WebTime and/or PAF processing.