

Access Control Executive

Procedures Manual & Reference Guide

DCATS

Information Management Client Support Services



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Introduction

Information Management Client Support Services (IMCSS) and Integrated Management Information Systems (IMIS) have custodial responsibility for the management of all HSC administrative business systems; however, departments maintain the responsibility for authorizing user access to systems for the completion of daily operations. Fulfilling this responsibility, each UTHSCSA department must designate an Access Control Executive (ACE). The ACE *must* be appointed by the Dean, Chair, or Director through the **Access Control Executive (ACE) Designation Form**. The ACE has the responsibility to manage departmental users accessing administrative business systems including: PeopleSoft applications, Document Review System (DRS), Data Warehouse, FM Systems and eShipGlobal. These systems contain sensitive data and information critical to HSC business processes. In addition to this critical function, the ACE serves as the official liaison between the departmental users, administrative departments, IMCSS and IMIS in the use of UTHSCSA administrative business systems.

Good internal control procedures provide the foundation for implementing secure administrative business systems. Therefore, it is required that the ACE be a senior member of the department: Dean, Chair, Director, Associate/Assistant Director, Administrator or the department's senior administrative position (provided the department's organization structure does not include an Associate/ Assistant Director or Administrator).

The ACE must be knowledgeable about the University policies and procedures, internal controls, and the department's business processes and organizational structure.

The **Access Control Executive (ACE) Designation Form** cannot be signed by anyone other than the Dean, Chair, or Director without approval from the Vice President and Chief Financial Officer.

ACE Responsibilities and Duties

Implementation of appropriate access controls to administrative business systems is critical to attainment of HSC's missions. Deans, Chairs, and Directors, as well as the designated departmental ACE to ensure departmental compliance should carefully review the ACE responsibilities listed below. Failure to comply could put business processes and information at risk.

- ❑ The ACE has the responsibility to assign appropriate security access to all application systems. Departmental users should be assigned access privileges based on job duties, or on a "need-to-know" basis. Additionally, the ACE must ensure approval cycles support appropriate separation-of-duties and good internal controls.
- ❑ The ACE has the responsibility to immediately terminate security access for an employee who has been terminated, transferred to another department, or no longer has a need to access administrative systems.
- ❑ The ACE is required to review the "User Security Access Departmental List", at least annually, and provide a signed copy to their Dean, Chair or Director. Any access changes should be forwarded to IMCSS for implementation. To document the completion of required ACE training and system access verification, the department must maintain a current signed copy of the list.
- ❑ In the ACE's absence, only a designated ACE Proxy, or the Dean, Chair, or Director may assume the responsibilities and duties of the ACE.
- ❑ The ACE is required to attend mandatory annual training.
- ❑ The ACE has the responsibility to ensure departmental personnel receive both formal systems training and training related to departmental procedures and accounts.
- ❑ The ACE serves as the official liaison between the department, administrative departments, IMCSS and IMIS in the use of UTHSCSA's administrative business systems. Access control actions requested by the ACE will be implemented by the DCATS (Data Warehouse, Cactus Application Training and Support) team, a division of IMCSS.
- ❑ The ACE has the responsibility to maintain the electronic *Administrative Mailbox*, which is established for internal control of routine departmental business processes.
- ❑ The ACE has the responsibility to ensure personal computers accessing administrative business systems are properly secured.

Access Control Executive (ACE) Designation Procedure

1. The Dean, Chair, or Director must send a completed and signed **Access Control Executive (ACE) Designation Form** to IMCSS, Attention DCATS, to designate a departmental ACE.
2. The departmental ACE can also be the Technical Support Representative (TSR) and vice versa, the TSR can also be the departmental ACE.
3. To assign a new ACE, the department will need to complete the ACE Designation form and forward the signed form to the Vice President and Chief Financial Officer for approval.
 - a. It is the responsibility of the Vice President and Chief Financial Officer to grant or deny ACE nominations. The Vice President will then send the form to IMCSS/DCATS.
 - b. DCATS will contact the newly appointed ACE to schedule initial ACE training. This training is required for NEWLY designated ACEs and is conducted one-on-one throughout the year.
 - c. This Initial ACE training includes a “technical” and “functional overview” and an initial review of Departmental Security Access and the appropriate forms.
 - d. A copy of the User Security Access Departmental List Confirmation is signed and forwarded to DCATS within 7 working days.
4. Only the Vice President and Chief Financial Officer may sign the **Access Control Executive (ACE) Designation Form** in place of the Dean, Chair, or Director.
5. When a new ACE is designated, the name of the former ACE will be removed from distribution lists and all security access will be terminated.
6. As a review of responsibilities and existing departmental access, each ACE is required to attend annual ACE training.
 - a. Annual ACE training is completed through online training and includes a “functional” overview and a review of departmental security access and the appropriate forms.
 - b. The ACE training includes the following documentation:
 - i. ACE Process Guide and Helpful Information Sheet
 - ii. User Security Access Departmental List and Confirmation Form
 - iii. Additional Process Guides as needed
 - c. After annual mandatory ACE training, the original **User Security Access Departmental List Confirmation** is signed and forwarded by the ACE to the DCATS office. A copy should be maintained by each department for records.
7. DCATS is responsible to maintain signed copies of the **ACE Designation Form** and the **User Security Access Departmental List Confirmation Form**.

The Scope of ACE Duties Administrative Business Systems at HSC

PeopleSoft

PeopleSoft is the administrative software replacing major administrative business systems. This software will help achieve organizational goals by improving service levels.

PeopleSoft/HCM

The PeopleSoft HCM workflow process was implemented to assist users in navigating through the various panels needed to make any changes to an employee from the time of hire through to termination.

PeopleSoft/Financials

The PeopleSoft Web Requisition is a web-based application that was developed to provide the University with a uniform purchase requisition and a uniform method of processing requisitions. This process is used to prepare a basic purchase requisition, a general stores requisition, a direct connect requisition or a travel requisition.

PeopleSoft /Student Administration

This product covers the areas of Admissions, Student Records, Financial Aid and Student Financials (tuition and fee billing and collection). Individuals make requests to Student Services for access to PeopleSoft Student Administration. Student Services reviews the request, completes a User Security Access Request form and sends it to the DCATS team for processing.

Administrative Mailboxes

UTHSCSA is utilizing a portion of the PeopleSoft enterprise system known as “workflow” to enhance the electronic document flow. Workflow generates an “FYI confirmation email” to support the business and approval processes for certain PeopleSoft transactions. These email messages are sent to the department’s administrative mailbox and must be maintained for documentation purposes. The departmental ACE functions as the owner of the mailbox and uses Microsoft Outlook for administration. Training on how to appropriately set up and use the administrative mailbox is provided during ACE training.

Document Review System

The Document Review System (DRS) is a web-based application that allows authorized users to submit and approve documents supporting certain business processes at the Health Science Center. At present, DRS provides access to time collection and leave accounting reports.

Data Warehouse

The Data Warehouse is a set of special databases containing institutional and departmental data. The Data Warehouse is accessed through a web-based software program and allows users to schedule and view pre-defined reports supporting daily operations and business decisions.

Employee Self Service

This PeopleSoft application allows employees to access and/or update personal information 24/7 from any computer with an internet connection. Also available for them is the ability to view all paychecks processed through payroll and their selected benefits.

eShipGlobal

This is the consolidated web-based shipping service used by UTHSCSA to process all letters and packages shipped via 3rd party carriers through Central Receiving. It is also available to departmental users for use within departments via the UTHSCSA portal. Departmental users can use this application software to schedule shipments, print air bills from their local printers and receive competitive pricing on shipments including negotiated State rates. *eShipGlobal* provides shipping services for Federal Express, UPS and DHL (Airborne Express).

FM Systems

The FM Systems has been created to assist with the annual space review process. This will allow the HSC departments to conduct their space allocation review online.

Portal

The portal serves as a gateway to a variety of resources and services, from organized content to applications, used at the Health Science Center.

Access Control Procedures for UTHSCSA Business Systems

For all access to the application systems, the departmental ACE is required to submit a Personnel Security Access Request (PSAR) form.

Please Note: For security reasons, the PSAR form can only be submitted by the departmental ACE. New and existing employees who are not in the ACE role, cannot view this form and should not attempt to complete this form.

The PSAR form is located in the UTHSCSA portal intranet system under the ACE Tools Link.
<http://inside.uthscsa.edu/>

- ❑ If the ACE is on vacation or out on leave, a proxy should be designated to submit an email to obtain emergency access for new/existing users to the UTHSCSA business applications via email, copying the Dean Chair or Director and dept ACE.
- ❑ To set up an ACE proxy, the ACE must submit an ACE Proxy Designation form to the DCATS office. DCATS will contact the ACE when completed.
- ❑ The ACE Proxy Designation form is located on the DCATS website under Access Control Executive (ACE)/ forms and training.

This option in no way allows the proxy to take on the responsibilities of the ACE. This is for emergency situations only and should not be abused.

ACE Proxy

Due to the Access Control Executive's (ACE) critical role to ensure the day-to-day operations of the department, it is imperative that the absence of the Access Control Executive (ACE) does not hinder or halt the department's ability to operate. If the Access Control Executive (ACE) is out of the office and modifications need to be made to a departmental user's access for any of the institutional administrative business systems, the Proxy has full authority to request the needed access by submitting an email to the DCATS Office. Once the DCATS Office receives the email request, a Remedy ticket will then be submitted to the appropriate back office personnel for completion.

Appropriately security measures should be followed for the institutional administrative business systems. The Proxy's limited responsibilities are listed below and should be reviewed carefully by the ACE Proxy, Departmental ACE, and Dean, Chair, or Director.

In the ACE's absence, the Proxy has the responsibility to request the appropriate security access be granted to the institutional business systems for their department personnel based on job duties, or a "need-to-know" basis.

ACE Proxy responsibilities should not be abused by the Departmental ACE. This method of action should only be used if the Departmental ACE is on vacation or using sick/personal leave.

- The Proxy must email DCATS with the request for access upon the ACE's absence.
- The Proxy must copy their Departmental ACE and Departmental Dean, Chair or Director in the email to DCATS in the ACE's absence.
- A confirmation Reply To All email will be sent from DCATS upon completion of the request.

- The Proxy cannot request to delete access to any of the institutional administrative applications during the ACE's absence.
- The Proxy may be required to take ACE training.
- The Proxy will agree to abide by the terms of all ACE Policies, including DCATS guidelines and the University's Handbook of Operating Procedures.
- The Proxy cannot access the ACE Tools or the PSAR form. It is against HOP Policy (5.8.4) for the ACE to share the domain username and password to allow Proxy's to access these menu items.

Completing the PSAR form

An example of the PSAR form is shown. Please note, this form **MUST** be completed by the departmental ACE.

Section 1 – Enter ACEs employee id number and press the Enter key.

Section 2 – Enter effective date for requested access change. Enter the employee id number of the employee for which access is requested. Press the Enter key.

Section 3 – Select which software application you are requesting/deleting access for the user. From the drop down arrow, select Add, Delete or Clear.

The following listings are not an option to select unless you are in one of the departments:

- LAR – For Lab Animal Resources Employees Only
- Grants – For Office of Sponsored Programs Employees Only
- UT Police – For UT Police Employees Only

For DRS access: If requesting access for a new preparer, list the current approver's name
If requesting access for a new approver, list the current preparer's name

For DW access: If buying a new license, do not process the PSAR form. Please submit an SRF (see section on Obtaining Security access to DW). If transferring a current license to a user, complete the DW section of the PSAR form and list the employee id and name of the employee you are transferring the license from.

Click the Submit button on the bottom of the form. The request will automatically be sent to the DCATS team for processing.

The ACE will receive confirmation email when the request is complete.



INFORMATION MANAGEMENT & SERVICES
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Personnel Security Access Request - Remedy PSAR

In EmpID fields, enter number and press Enter key to perform LookUp

1. ACE (Department ACE must submit this request)

Emp.ID Your Name

Dept ID Email Address

Department

Phone Login Name (NT)

ACE?

Dept ID | Authorized Departments

Person who has or is to be granted access

2. Requested for User:

Effective Date

Dept ID Access List

Emp.ID User Name

Dept ID Email Address

Department

Phone User Login Name

Comments

3. Software Applications Fields with bold titles cannot be left blank

Financials/WebReq

HCM

LAR

Grants

Police

E-ShipGlobal

Budget

User Class

DIS-HCM

Right Mouse Key Click
Open in New Window

Link to look-up Badge ID

After logging-in use
Portal Menu and
select Reference & Inquiry
and then select
Badge Number

DRS: Time Collection Prepare

DRS: Time Collection Approve

DRS: Leave Accounting Prepare

DRS: Leave Accounting Approve

Approver Emp.ID Name

Preparer Emp.ID Name

Approver Emp.ID Name

Preparer Emp.ID Name

Data Warehouse

HR Pay Data

Dept ID Access List

From This Emp.ID Name

To Add a new Data Warehouse License, please submit an online Service Request. See Link ----->

4. SAVE

SUBMIT

When you have completed this request click the Submit button and you will receive a message

Obtaining Security Access to Application Systems

Data Warehouse (DW)

The Access Control Executive (ACE) submits a PSAR (Personnel Security Access Request) form to request security access to the Data Warehouse for a specific user. This user will be running reports and reconciling accounts for the department. If a new license needs to be purchased for a new user, an SRF (Service Request Form) will need to be completed. The **SRF** must include the user's name, employee ID number (EmplID), and department ID number (DeptID). A one-time charge of \$250.00 per licensed user is billed to the requesting department. The license may be transferred to another employee within the department at no charge, should the licensed user transfer or terminate.

1. The ACE submits the **PSAR Form** and also separately submits the **SRF** for a new Data Warehouse license. The PSAR document will automatically be sent electronically to the DCATS team at dcats@uthscsa.edu when the Submit button is clicked.
2. The DCATS team verifies the requested license and, when applicable bills the requesting department for the license. To ensure compliance with software piracy laws, a license is required for any user to use the Data Warehouse system.
3. Training is mandatory before access is granted. Once training is complete, a remedy task is sent to the DW security team for set-up.
4. The DCATS team notifies the ACE when the process is complete via remedy email.
5. The user accesses Data Warehouse through the UTHSCSA Domain, which requires a domain username and password.
6. The **PSAR Form** is maintained in the DCATS teams' office.
7. DCATS updates all necessary distribution lists and the **User Security Access Departmental List**. *It is suggested the departmental ACE also update their departmental list as changes occur.*

Document Review System

The Access Control Executive (ACE) submits a PSAR (Personnel Security Access Request) form to request security access to the Document Review System for a specific user. This user will be entering or approving Time Collection or Leave Accounting.

1. The ACE submits the **PSAR Form** to the DCATS team for processing. The PSAR document will automatically be sent electronically to the DCATS team at dcats@uthscsa.edu when the Submit button is clicked.
2. There are no required classes to attend before DRS security access will be implemented by the DCATS team. The new user is instructed to go to the DCATS website and print the DRS process guide for assistance. Ad-hoc classes can be scheduled if requested.
3. The DCATS team notifies the user of their username and password via remedy email.
4. The **PSAR Form** is maintained in the DCATS teams' office.
5. DCATS updates all necessary distribution lists and the **User Security Access Departmental List**. *It is suggested the departmental ACE also update their departmental list as changes occur.*

PeopleSoft Human Capital Management (HCM)

The Access Control Executive (ACE) submits a PSAR (Personnel Security Access Request) form to request security access to the PeopleSoft HCM or PeopleSoft Budget, for a specific user. This user will be making changes in the HR area to include terminations, job maintenance, salary changes.

1. The ACE submits the **PSAR Form** to the DCATS team for processing. The PSAR document will automatically be sent electronically to the DCATS team at dcats@uthscsa.edu when the Submit button is clicked.
2. Training is mandatory before access is granted. Once training has been completed, a remedy task is sent to the HCM Security team for set-up.
3. Security access is completed by the HCM Security team and then notification is sent to the ACE via remedy email.
4. The **PSAR Form** is maintained in the DCATS teams' office.
5. DCATS updates all necessary distribution lists and the **User Security Access Departmental List**. *It is suggested the departmental ACE also update their departmental list as changes occur.*

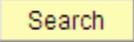
PeopleSoft Financials Web Requisition

The Access Control Executive (ACE) will go to the Security page within PeopleSoft Financials to authorize security access to the Financials Web Requisition system for a specific user. This user will be preparing online web requisitions.

1. Go to PeopleSoft Financials
 - a. HSC Custom Components
 - b. Security
 - c. ACE Security
2. There are no required classes to attend for Financials access before security access will be granted. However, it is recommended new users attend training.
3. DCATS updates all necessary distribution lists and the **User Security Access Departmental List**. *It is suggested the departmental ACE also update their departmental list as changes occur.*

eShipGlobal

The Access Control Executive (ACE) will go to the Security page within PeopleSoft Financials, HSC Custom Components to authorize security access to eShip Global system for a specific user. This user will be shipping items for their department.

1. Go to PeopleSoft Financials
 - a. HSC Custom Components
 - b. Security
 - c. ACE Security
2. Enter a portion of the operator's last name or complete last name and click the  button.
3. The departmental ACE will add a Department ID within the User Access column and click the eShip checkbox.
4. There are no required classes to attend for eShipGlobal access before security access will be implemented. It is recommended the user review online training at the following link: http://www.uthscsa.edu/business/avp/ESHIPGLOBAL/Training_Video.wmv
5. To access the Training Guide visit the following link: http://www.uthscsa.edu/business/avp/ESHIPGLOBAL/eShipGlobalNew_training_document_updated.doc
6. DCATS updates all necessary distribution lists and the **User Security Access Departmental List**. *It is suggested the departmental ACE also update their departmental list as changes occur.*
7. For any questions related to access or training, please contact sanchezmv@uthscsa.edu or 210-562-6289

ACE Security **ACE Departments**

User ID: CUTEAN Cutean, Beverly J EmpID: 014242
 Email ID: psfin@uthscsa.edu Account Locked Out?

User Access				Department Approvers		Project Approvers	
Department Id	Inquiry	eShip	PBI	Department Id		Project Id	
T5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	T6700	<input type="checkbox"/>	125138	<input type="checkbox"/>
T6700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	125161	<input type="checkbox"/>
						125162	<input type="checkbox"/>
						125438	<input type="checkbox"/>

Blanket Travel Authorizations

The Access Control Executive (ACE) will go to Blanket Travel Authorizations within PeopleSoft Financials, HSC Custom Components to authorize individuals to go on Blanket Travel. Updates made within the Blanket Travel Authorization page are reflected within the public inquiry, found within HSC Self Service Inquiry, Blanket Travel Inquiry.

A Travel Requisition is no longer needed for Blanket Travel. Blanket Travel Authorization is granted via the Blanket Travel Authorization page.

1. Go to PeopleSoft Financials
 - a. HSC Custom Components
 - b. Blanket Travel Authorizations
 - c. Add a New Value
 - d. Enter the Business Unit, Department ID and Budget Period
 - e. Click Add

Blanket Travel Authorizations

The screenshot shows the 'Blanket Travel Authorizations' page. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red rectangular box. Below the buttons, there are three input fields: 'Business Unit' with the value 'HSCSA', 'Department' with the value 'T5700', and 'Budget Period' with the value '2011'. Each input field has a magnifying glass icon to its right. Below the input fields is a yellow 'Add' button.

[Find an Existing Value](#) | [Add a New Value](#)

2. Click the Select Employees button to choose the employees who will be authorized for Blanket Travel reimbursements:

The screenshot shows the 'Blanket Travel Authorizations' page with the following details: Business Unit HSCSA, Department T6700, Budget Period 2011. A yellow 'Select Employees' button is highlighted with a red rectangular box. Below the button is a table with the following columns: Employee ID, Name, Job Title, Eff Date, and Status. The table has one row with the value '1' in the Employee ID column. The table is part of a larger interface with a blue header bar containing 'Customize | Find |' and navigation buttons for 'First', '1 of 1', and 'Last'.

3. Click the Select All hyperlink, or choose individual employees for authorization.
4. Click the Copy Selected Lines button
5. Click Save

The employees selected will now be listed within the HSC Self Service Inquiry – Blanket Travel Inquiry.

Terminating Security Access to Application Systems

The ACE has the responsibility to *immediately* terminate security access for an employee who has terminated, transferred from their department, or no longer has a need to access administrative business systems.

Termination of security access to PeopleSoft HCM, PeopleSoft Budget, Document Review System and Data Warehouse is performed by the DCATS team when the departmental ACE submits a **PSAR Form** at the time a user is terminated or transferred from their department. The form will automatically be sent to the DCATS team at dcats@uthscsa.edu when the Submit button is clicked.

The ACE should remove all the Financials requisition authorization roles for their department for terminating employees to include all deptid's and project ids listed to grant someone access. A PSAR form should be submitted to the DCATS team to completely inactivate the operator id from the PeopleSoft Financials system.

To terminate a Principal Investigator (P.I.) from a grant project id, the ACE must first contact the Office of Sponsored Programs and have Sponsored Programs delete the P.I.'s user name from the project id. Only after the "old" P.I. name has been replaced with a "new" P.I. name, can the ACE remove the user name from a project id in the ACE Tools.

Note: It is the responsibility of the departmental ACE to confirm emails notifying the ACE of a terminated employee. You have 10 days to send a service request form to IMCSS to retain the listed accounts if it is incorrect. **Do not ignore these emails.**

Security Access Password Procedure

Access to the Portal is controlled by the user's domain login password for the UTHSCSA domain. This password expires every 60 days and must be reset by the user or contact the IMS Service Helpdesk at (210) 567-7777 to request the user's domain password be reset. The user can also appear in the Helpdesk office in 416.L with a UTHSCSA ID badge.

Access to the Document Review System (DRS) and Data Warehouse is controlled by the user's domain login password for the UTHSCSA domain. This password expires every 60 days and must be reset by the user or contact the IMS Service Helpdesk at (210) 567-7777 to request the user's domain password be reset. The user can also appear in the Helpdesk office in 416.L with a UTHSCSA ID badge.

Manual reset by the user could be obtained by accessing "P-Sync," the online Password Resetting utility tool. After successfully answering a personal questionnaire, the user will have the ability to pick a new password.

PeopleSoft Financials Requisition Security

The ACE has the responsibility to set up and maintain requisition authorizations for the PeopleSoft Financials web-client for front-office users. The intent is to provide details about the unique setup for UTHSCSA for Project and Department Approvers, and the ability for the ACE to make updates directly for the majority of their requisition authorization requests.

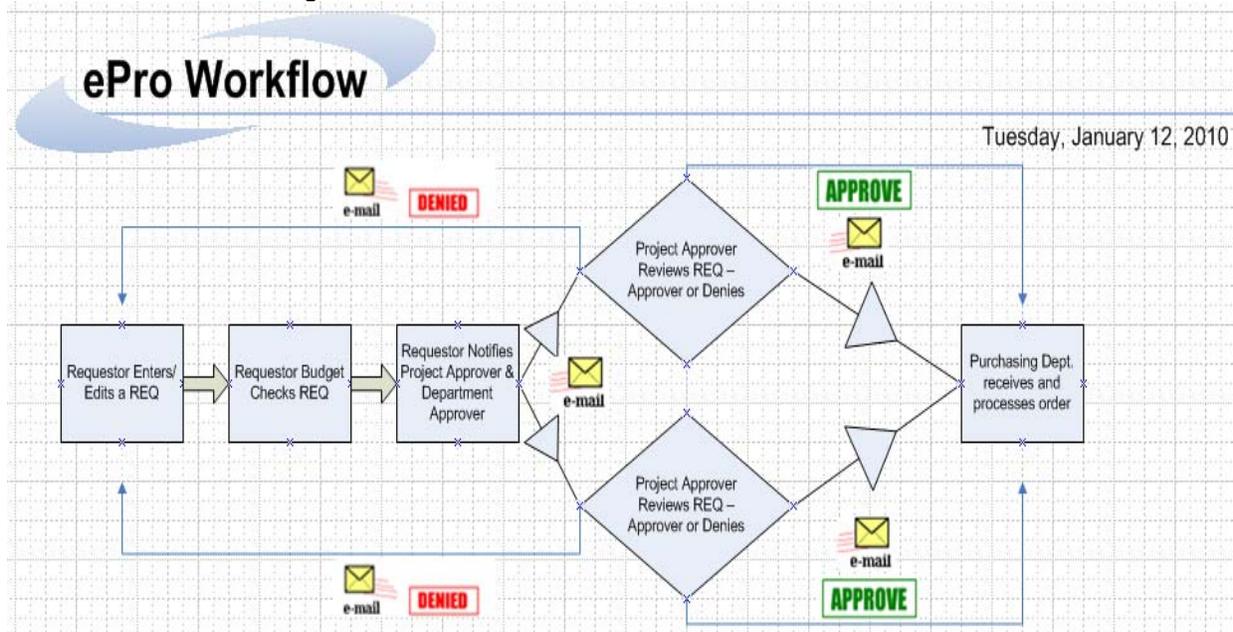
UTHSCSA developed the PeopleSoft web-client components to provide an easy to use application that does not have the administrative support burden that a client server system typically does.

The major REQ processes reviewed are:

- ❑ Review typical roles
- ❑ Requesting and setting up a new operator
- ❑ Maintaining operator authorization
- ❑ Review Requisition Authorization setup by department

Typical Roles

The chart below depicts the 3 roles (Requestor, Department Approver and Project Approver) that are common amongst financial front-office users.



- ❑ A **Requestor** (Preparer) has the capability to enter requisitions in the system. A requestor is designated at the department level.
- ❑ A **Department Approver** is the equivalent to a reviewer role. The Department Approver is associated with a department id.
- ❑ A **Project Approver** is the equivalent of the authorized signature approval. It is associated with a particular project ID.

Review Department Setup

In order to assist the ACE in maintaining their Requisition Authorization information, the Department Inquiry page will allow the ACE to review the current setup for an entire department. The Department Inquiry panel can be accessed via the Portal in the ACE Tools folder.

Select the department for review by entering the department id or searching for the department.

- ❑ Go to PeopleSoft Financials
 - a) HSC Custom Components
 - b) Security
 - c) ACE Security
- ❑ To search for the department, enter a portion of the department id or department description and click the **Search** button.
- ❑ Click on your department id to view a listing of access for your department.

The screenshot displays the PeopleSoft Financials interface for the Departmental Inquiry page. On the left is a navigation menu with the following items: HSC Custom Components, Eship Global, Security (with sub-items ACE Security, Department Inquiry, PO Dispatch Notification Email, Blanket Travel Authorizations), HSC Self Service Inquiries, eProcurement, and My Dictionary. The Department Inquiry item is selected. The main content area has a header 'Departmental Inquiry' and a search bar with the text 'Find an Existing Value'. Below the search bar, the search criteria are set to 'Department' and 'begins with' with the value 'T6'. There are 'Search' and 'Advanced Search' buttons. The search results section shows a table with the following data:

Department	Description
T6000	System Dev
T6100	Library
T6101	T6101
T6200	Teleconference
T6300	Bioformatics
T6400	Information Security&Assurance

Once displayed, the Department Inquiry will show the ACE all the Requestors, Department Approver, and Project Approver for that department.

Departmental Inquiry

Department: T6700 Info Mgt Client Support Svcs

User Access				Department Approvers	Project Approvers
	Inq Only	PBI Access	EShip Access		
Box, Ly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cutean, Beverly J	Cutean, Beverly J Projects
Briseno, Roberta	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gutierrez, Mike Quirino	Mulligan, Gregory Projects
Castillo, Roger S.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hubbard, Charles A	Romero, Ester A Projects
Cutean, Beverly J	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mulligan, Gregory	
ORIGIN E11 APPROVER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shortt, Cindy L	
Fosbenner, Stephanie	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Garcia, Belinda	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Gutierrez, Mike Quirino	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Hager, Lucinda C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Hubbard, Charles A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

First 1-10 of 27 Last

Department Approvers: First 1-5 of 5 Last

Project Approvers: First 1-3 of 3 Last

Save | Return to Search | Previous in List | Next in List | Notify

The Project Approver column indicates online approval authority and also paper approval.

By clicking [Projects](#) next to the Project Approver's name, a display will contain all the project ids for that Project Manager within that department. The "Signature Inquiry by Project Approver" within the Self Service Inquiries link can be used to find all the project ids for a Project Approver regardless of department. Additionally, the list of projects shows the current project status of "Active" or "Inactive". The ACE might want to remove inactive projects from the Project Approver's setup if they are no longer available to purchase against.

Signature by Project Approver

Project Approver: CUTEAN, BEVERLY J

User ID: CUTEAN

EmplID: 014242

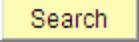
Project	Description	Start Date	End Date	Status
1 125161	SERVICE DEPARTMENT FUND	07/01/07	01/01/2029	Active
2 125162	AUXILIARY - COMPUTER STORE	07/01/07	01/01/2029	Active
3 125438	MULLIGAN - VARIOUS DONORS	08/01/07	01/01/2029	Active
4 125138	Info Mgt Client Support Svcs	07/01/07	01/01/2029	Active

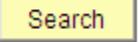
Customize | Find | View All | First 1-4 of 4 Last

Requesting and Setting up a new operator

Activating a Profile and Assigning Roles

To begin the setup of a new PeopleSoft Financials web requisition user, the departmental ACE must first locate the individual within the ACE Security page. Specific operator roles, which are predefined, provide the user access to certain menu roles within PeopleSoft Financials. The ACE will need to unlock the individual's account, activate the individual and assign user roles, to include deptid's and projectid's, needed for the user to perform their job duties.

Locate the operator in the Security page by entering a portion of the operator's last name or the complete last name, and click the  button.

- ❑ Go to PeopleSoft Financials
 - a) HSC Custom Components
 - b) Security
 - c) ACE Security
- ❑ Enter a portion of the operator's last name or complete last name and click the  button.
- ❑ Select the appropriate operator id by clicking on the name to bring up the operator's requisition security information.

ACE Security

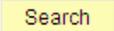
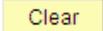
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

User ID: 

Name:

Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First  1-4 of 4  Last

User ID	Name
WONGK	Wong, Kim - term
WONGLM	Wong, Leslie M
WONGRO	Ortiz-Wong, Rachel
WONGSC	Wong, Stanley C

A person who does not currently have a PeopleSoft Financials operator profile will have the **Account Locked Out** option selected by default. The ACE will also need to click the **Add Operator** button for a new PeopleSoft Financials user.

[New Window](#) | [Help](#) | [http](#)

ACE Security **ACE Departments**

User ID: WONGSC Wong,Stanley C EmpID: 033450

Email ID: wongs@uthscsa.edu

Account Locked Out?

Add Operator

User Access				Department Approvers	Project Approvers
Department Id	Inquiry	eShip	PBI	Department Id	Project Id

- a) Unlock Account
- b) Add Operator
- c) Click SAVE

The security columns for the user should now be accessible. The ACE should assign access as needed for job duties.

ACE Security **ACE Departments**

User ID: WONGSC Wong,Stanley C EmpID: 033450

Email ID: wongs@uthscsa.edu Account Locked Out?

User Access				Department Approvers	Project Approvers		
Department Id	Inquiry	eShip	PBI	Department Id	Project Id		
View All	First	1 of 1	Last	View All	First	1 of 1	Last
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Viewing this page, the left column indicates which dept id's this operator can prepare requisitions for.
 The center column indicates which dept id the operator can approve for as Department Approver.
 The right column indicates which project id the operator can approve for as Project Approver.

ACE Security **ACE Departments**

User ID: CUTEAN Cutean, Beverly J EmplID: 014242
 Email ID: cutean@uthscsa.edu Account Locked Out?

User Access	Department Approvers	Project Approvers																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Department Id</th> <th>Inquiry</th> <th>eShip</th> <th>PBI</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: right;">View All First 1-2 of 2 Last</td> </tr> <tr> <td>T5000</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>T6700</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Department Id	Inquiry	eShip	PBI	View All First 1-2 of 2 Last				T5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	T6700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Department Id</th> </tr> </thead> <tbody> <tr> <td colspan="1" style="text-align: right;">View All First 1 of 1 Last</td> </tr> <tr> <td>T6700</td> </tr> </tbody> </table>	Department Id	View All First 1 of 1 Last	T6700	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Project Id</th> </tr> </thead> <tbody> <tr> <td colspan="1" style="text-align: right;">View All First 1-4 of 4 Last</td> </tr> <tr> <td>125138</td> </tr> <tr> <td>125161</td> </tr> <tr> <td>125162</td> </tr> <tr> <td>125438</td> </tr> </tbody> </table>	Project Id	View All First 1-4 of 4 Last	125138	125161	125162	125438
Department Id	Inquiry	eShip	PBI																								
View All First 1-2 of 2 Last																											
T5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
T6700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Department Id																											
View All First 1 of 1 Last																											
T6700																											
Project Id																											
View All First 1-4 of 4 Last																											
125138																											
125161																											
125162																											
125438																											

Once the user is setup, the role (Requestor, Department Approver, or Project Approver) information will be available for input.

When searching for a user who already has a PeopleSoft Financials profile, you will select their name and add access as needed for job duties.

Maintaining Operators

The ACE will use the ACE Security panel to input a user's requisition authorization preferences. This process includes the following functions: adding, changing or deleting a Requestor department id; adding, changing or deleting a Department Approver department id and adding, changing or deleting a Project Approver project id.

Updating an Operator

Each ACE is assigned control over a single or group of departments within the PeopleSoft system. The ACE will only be able to add, change and delete information for the departments under his/her authority. A request from the ACE should be sent to the DCATS team to have a department added or deleted from an ACE's security record.

Multiple ACEs can maintain a single Requestor profile if the operator has requestor and/or approver functions across different departments. This restriction will prevent unauthorized or accidental modification that could negatively affect all project ids for that Project Approver.

- ❑ Go to PeopleSoft Financials
 - a) HSC Custom Components
 - b) Security
 - c) ACE Security
- ❑ Locate the operator in the ACE Security panel by entering a portion of the operator's last name, or complete last name, and click the **Search** button.
- ❑ Select the appropriate operator id by clicking on the name to bring up the operator's requisition security information.

The save button will be activated if you make any changes to the operator. To save your updates, click the **Save** button.

- ❑ **Email ID:** The email address is used to route information between operators during the requisition approval process. Therefore, the email id is required and inserted when the operator is setup as a Requestor, Department Approver or a Project Approver. If an ACE observes the email address is missing, send an email to the DCATS team at dcats@uthscsa.edu and provide the correct email address which needs to be added to the user's profile.
- ❑ Inserting additional departments or project ids in the panel can be accomplished by clicking the Add a new row button **+**, type in the department Id and click the **Save** button.
- ❑ Deleting departments or project ids in the panel can be accomplished by clicking the Delete a row button **-** then click the **Save** button.
- ❑ For transfers to another department or termination requests, the ACE should remove all department id's they are owner of prior to submitting the PSAR form to the DCATS team.

ACE Security **ACE Departments**

User ID: CUTEAN Cutean,Beverly J EmplID: 014242

Email ID: cutean@uthscsa.edu Account Locked Out?

User Access	Department Approvers	Project Approvers																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Department Id</th> <th>Inquiry</th> <th>eShip</th> <th>PBI</th> <th></th> </tr> </thead> <tbody> <tr> <td>T5000</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>+ -</td> </tr> <tr> <td>T6700</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>+ -</td> </tr> </tbody> </table>	Department Id	Inquiry	eShip	PBI		T5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -	T6700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Department Id</th> <th></th> </tr> </thead> <tbody> <tr> <td>T6700</td> <td>+ -</td> </tr> </tbody> </table>	Department Id		T6700	+ -	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Project Id</th> <th></th> </tr> </thead> <tbody> <tr> <td>125138</td> <td>+ -</td> </tr> <tr> <td>125161</td> <td>+ -</td> </tr> <tr> <td>125162</td> <td>+ -</td> </tr> <tr> <td>125438</td> <td>+ -</td> </tr> </tbody> </table>	Project Id		125138	+ -	125161	+ -	125162	+ -	125438	+ -
Department Id	Inquiry	eShip	PBI																												
T5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -																											
T6700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -																											
Department Id																															
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Project Id																															
125138	+ -																														
125161	+ -																														
125162	+ -																														
125438	+ -																														

Requestor/Preparer – User Access Column

- ❑ **Department ID:** The ACE will type in the department id or list of department id's the operator will need access to view or to prepare requisitions for. The magnify glass  can be used to display the entire list of valid departments within the PeopleSoft Financials system.
- ❑ **Inquire Only:** Check this flag when the operator needs to view requisitions for this department, but not to create/update them. All Department Approvers and on-line Project Approvers need "Inquire" access to view requisitions within the departments where they approve. Once checked, the department is grayed out to reinforce the designation of inquire only access. You must uncheck the box to make modifications or delete the row.
 - The box **MUST** be unchecked under "inquire only" to enable the operator to create requisitions for that department. If a Requestor is also an Approver, leaving the box unchecked provides the approver with requisition inquire and update access.
- ❑ **eShip:** Check this flag if the individual will be accessing the eShip Global page.
- ❑ **PBI Access:** Check this flag when the operator needs to view key balances for a project ID without having to access the Data Warehouse. Be reminded: the operator will be able to view all free balances for all project id's which fall under a dept id they received PBI access to.
 - PBI Inquiry is listed within the Self Service Inquiries.

Department Approver

- ❑ **Department ID:** The ACE will type in the department id or list of department id's the operator will need access to view as Department Approver or to prepare requisitions for. The magnify glass  can be used to display the entire list of valid departments within the PeopleSoft Financials system.
 - Note - When you add a department id to the Department Approver column and that department does not exist in the User Access Column, the system will automatically add the department id to the User Access Column as Inquiry Only. This will allow the approver to view the requisition before approving it.
- ❑ The Department Approver no longer has the responsibility of forwarding notification for travel requisitions to the Dean's office for approval. All Foreign travel requisitions will automatically be forwarded to the VP and CFO when both approver roles have approved the requisition.
- ❑ The Department Approver no longer has the responsibility of forwarding notification for hazardous/radioactive requisitions to Environmental Health and Safety for approval. All hazardous/radioactive requisitions will automatically be forwarded to Environmental Health and Safety when both approver roles have approved the requisition.

Project Approver

- **Project ID:** The ACE will type in the department id or list of departments id's the operator will need access to view as Project Approver or to prepare requisitions for. The magnify glass  can be used to display the entire list of valid project ids within the PeopleSoft Financials system.
 - Note - When you add a project id to the Project Approver column and that department does not exist in the User Access Column, the system will automatically add the department id to the User Access Column as Inquiry Only. This will allow the approver to view the requisition before approving it.

- **On-line & Manual (paper-only):** The on-line Project Approver can approve requisitions through the PeopleSoft Financials (Web Req) system and also has manual signature authority outside of the PeopleSoft system.
 - The designation of on-line or manual is all-inclusive for every project id listed for this Project Approver.

Requesting and Setting up a DW/HR Pay Listing User

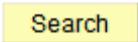
To begin the setup of a DW user needing to view the HR Pay Listing report, the departmental ACE will need to process a PSAR form and submit it to the DCATS team to establish correct security access. As with all DW users, a DW license must be assigned to a user who will view the HR Pay Data report.

- Complete the PSAR by checking off the HR Pay Data, then click on Submit.
- Note:** In order to have access to HR Pay Data reports, the user will need a DW License.

The screenshot shows a web form with the following elements:

- A dropdown menu for 'Data Warehouse'.
- A text input field for 'Dept ID Access List' containing the value 'T6700'.
- A radio button for 'HR Pay Data' which is selected.
- A text input field for 'From This Emp.ID'.
- A text input field for 'Name'.

After receiving a confirmation email via remedy, the ACE will need to complete the following steps.

- Go to the Portal Menu
 - a) ACE Tools
 - b) Data Warehouse Security
- Enter the operator's domain username or a portion of the operator's last name and click the  button

The screenshot displays the 'Data Warehouse Security' search page. On the left is a navigation menu with categories like 'HSC Business Applications', 'ACE Tools', 'Data Warehouse Security', 'Central Data Repository', 'Financials', 'Human Capital Management 8.9', 'Data Warehouse', 'Document Review System', 'eCV System', 'Facilities Work Request', 'Knowledge Center CMS', 'Student Administration', 'Verify Student Enrollment', 'Space Inventory Mgmt System', 'Reference & Inquiry', 'General Links', 'My Content', and 'PeopleTools'. The main content area is titled 'Data Warehouse Security' and contains the text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search box with the placeholder text 'Find an Existing Value'. The search criteria are set to 'Search by: User ID begins with'. There is a 'Case Sensitive' checkbox which is unchecked. A yellow 'Search' button and a link for 'Advanced Search' are visible at the bottom of the search area.

Select the correct operator whose profile needs adjustments.

Data Warehouse Security

Enter any information you have and click Search.

Find an Existing Value

Search by: User ID begins with

Case Sensitive

Search [Advanced Search](#)

Search Results

User ID	Name
CUTEAN	Cutean, Beverly J
CUTSHALL	Cutshall, Debra J

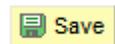
- ❑ To add access to an operator’s profile, click the plus sign  to add a new department or the minus sign  to remove a department
- ❑ Select the HR checkbox for each department id added for the user. This option must be selected to complete the permissions for access. If this checkbox remains unchecked, the operator will be unable to view and run the HR Pay Listing Report.

Data Warehouse Security

User ID: CUTEAN	Cutean, Beverly J
------------------------	-------------------

User Authorized for Departments		Find	First	1-2 of 2	Last
<input type="text" value="T5800"/>	<input checked="" type="checkbox"/> HR				
<input type="text" value="T6700"/>	<input checked="" type="checkbox"/> HR				

- ❑ Click “Save” button in the bottom left corner to make changes effective.



Note: Adding Data Warehouse departmental access for a specific user in Data Warehouse Security **DOES NOT** automatically grant access to the Data Warehouse system, nor does it imply the user has a license to use the Data Warehouse.

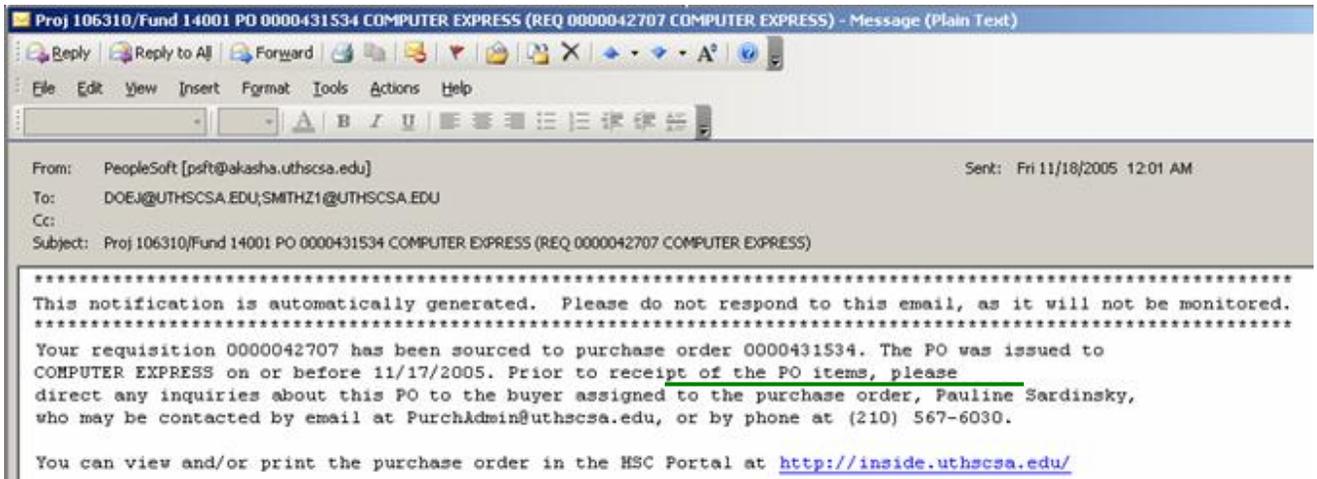
This function assumes the user already has current access to the Data Warehouse and only grants the user access to run the HR Pay Data report.

P.O. Dispatch

The PO Dispatch Notification Process will accelerate and expand communication of purchase order issuances. The PO Dispatch Notification Process will automatically send e-mail to departmental requesters and requisition contacts to notify them when a purchase order has been issued for their requisition.

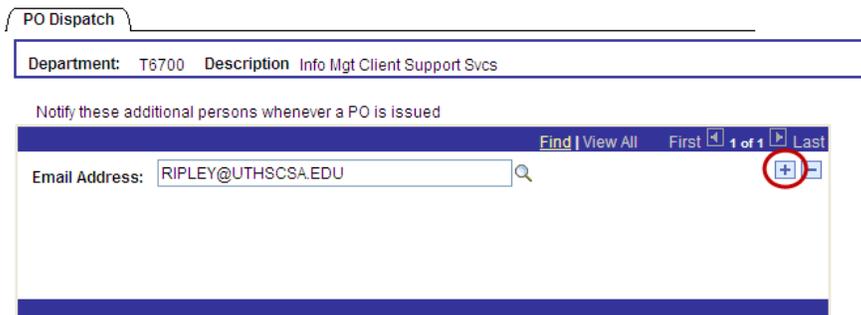
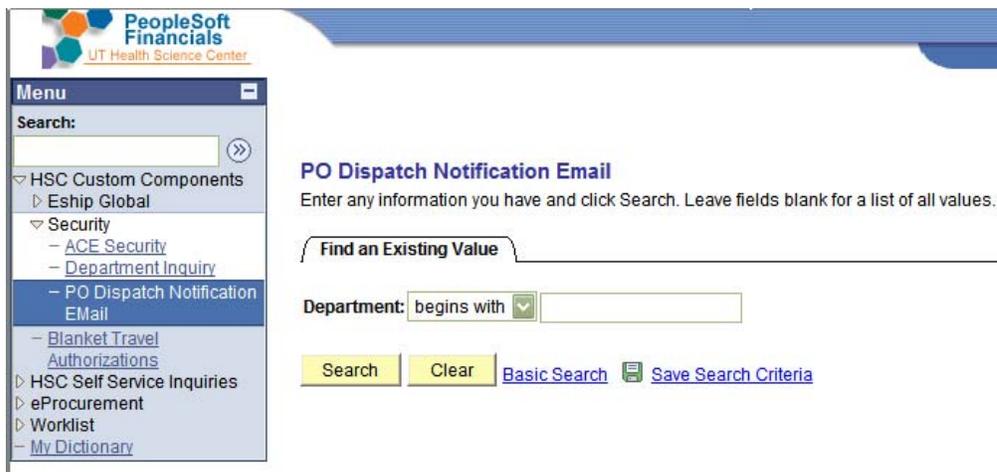
Create Requisition

An example of the email notification sent to the requester, contact person and any additional persons listed.



Besides the requester and requisition contact person, it may be desirable for others in the department to be notified of purchase order issuances. The departmental ACE will have the option of designating up to six additional persons to receive notifications whenever a purchase order is issued for one of the department's requisitions.

- ❑ Go to PeopleSoft Financials
 - a) HSC Custom Components
 - b) Security
 - c) PO Dispatch Notifications
- ❑ Enter the deptid or the first letter of the deptid and click the **Search** button.
- ❑ Add the correct e-mail address of any person(s) who should receive the PO notifications.
- ❑ Click SAVE



PO Dispatch

Department: T6700 Description Info Mgt Client Support Svcs

Notify these additional persons whenever a PO is issued

Find | View All First 1-2 of 2 Last

Email Address:	RIPLEY@UTHSCSA.EDU		
Email Address:	MENDOZAMM@UTHSCSA.EDU	Mendoza, Michelle Marie	

Save | Return to Search | Previous in List | Next in List

Each time a PO is issued for one of the department's requisitions, the person(s) designated on the PO Dispatch panel will receive an e-mail identical to the e-mail sent to the departmental requester and requisition contact.

Requests still requiring intervention from DCATS

The departmental ACE is still required to send a email request to the DCATS team for the following issues:

1. Changing a Project Approver from on-line to manual or visa versa once the operator has been initially setup will require an update by the DCATS team. Since the operator could be a Project Approver for several different ACE departments, a change from on-line or manual might require coordination between different ACE members.
2. Mass updates, personnel moves, or similar changes can be accomplished through the new Requisition Security panel. However, the time involved to make these changes online might warrant the ACE to submit the request to the DCATS team so the mass updates and/or move can be made programmatically.

The departmental ACE is still required to submit a PSAR request to the DCATS team for the following issues:

1. Requests to add Preparers, Department Approvers and Project Approvers for department Z9001, or the projects associated with Z9001, need to be submitted to the DCATS team through a PSAR. The ACE will use the Comment Box and type the following information:
 - Example: Please add Z9001 to current Financials access for (Empl Name) as Project Approver. If Inquiry Only access is needed, please list.
 - Example: Please add Z9001 to current Financials access for (Empl Name) as Department Approver. If Inquiry Only access is needed, please list.
 - Example: Please add Z9001 to current Data Warehouse access for (Empl Name)