

PeopleSoft Finance and Procurement Security Request – Frequently Asked Questions (FAQ)

Version 2.0 (September 10, 2015).

Send additional questions to the STAR Support Help Desk

Glossary

Effective Date – Production security will not be active until the effective date. ELM security will be given immediately upon the security request submittal and will not wait until the effective date.

Bulk Security Request – A request of 10 or more users that need to be changed at once. Often used with mass hiring, mass transfers, and re-organizations.

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Question and Answer

Question #1: How do I fill out a bulk security request?

Answer to #1:

1. Agency will Download Excel Template
2. Fill out "Tab 1 – Bulk Security Request"
 - a. Make sure the N, M, or T is filled out in Column B. New is a brand new hire. M is for modifying an existing user. T is for termination.
 - b. New should "x" any columns for the roles they need.
 - c. Modifying should "x" any columns for any of the roles they need. Backend processing will handle removing any roles that they should not have.
 - d. No "x" should be filled in for termination
 - e. Fill out any SOD exception requests in Tab 2 – SOD Exceptions Request
3. Two attachments are needed on SharePoint for the same request
 - a. Attach the Bulk Security Request Form
4. Request gets routed to SCO for SOD processing
5. SCO will do manual SOD checks and will approve in SharePoint

6. Gets routed to STAR Technical Security Processing Team for in system processing (Workbook gets sent to STAR)
7. STAR Technical Security Processing Team will check off that it is done in SharePoint

Question #2: Are security requests effective for UAT as well?

Answer to #2: No. Changes to access for UAT must be sent via email to STARTesting@wisconsin.gov. We are no longer accepting role mapping workbooks, but Change Agents can still request updates to UAT access if needed in order to complete their tests.

Question #3: How do security requests get from agency HR/employee/supervisor to agency Finance and Procurement security approvers?

Answer to #3: This is not a standard enterprise process in every agency at this point in time. Therefore, each agency must come up with their own process to get requests to agency Finance and Procurement security approvers. Some ways of accomplishing this task are: standard paper forms, standard electronic forms, shared email box, email template, and more. Note that there is an opportunity for this to become enterprise standard with HCM HR modules (release 2) going live. The HCM team is considering this as an option.

Question #4: Are there any Procurement Segregation of Duties (SOD) checks?

Answer to #4: No. There are currently no Procurement SOD checks. Therefore, procurement roles will be approved by the requesting agency with no audit checks done centrally to allow for faster processing of procurement roles requests.

Question #5: How do I view user's current production security roles?

Answer to #5: This is not currently possible, but there are plans in place to make it possible by September 15th. In the meantime, you can continue to maintain your role mapping spreadsheet for your list of changes until September 15th. On or before September 15th, security request approvers will be able to view their business unit's users in a PeopleSoft screen/query. Note that early entry access requests are handled through STAR Readiness and not through the production security request process.

Change Log

9/10/15 (V 2.0) – Updated Bulk Load instructions to remove references to “Tab 1 – Wet Signature” that is no longer applicable.