

FAQs - Authorized Requestor

Frequently Asked Questions for Authorized Requestors

Q. How do I add a new HR Authorized Requestor?

Requests for becoming an HR Authorized Requestor are submitted via the Authorized Requestor form. The form is available on the PeopleSoft Security page of ABLE and must be submitted by the primary authorized requestor from your tub.

Q. How do I see what roles a user currently has?

Only HR Authorized Requestors can view the security setup for employees in their tub. HR Authorized Requestors may query the individual online or via CREW using the Individual-HR User Security report (SCUSRSC046). For multiple user queries the Departmental-HR User Security report (SCUSRSC078) is available.

Q. How can I see what's in a person's Data Permission List (DPL)?

All users with CREW access can run security Listing reports that display all departments and time and labor groups within a permission list by running the Departmental-Data Permission List Lookup report (SCDPLLS043).

Q. How do I find out what role gives access to a particular page?

HR Authorized Requestors are able to determine what roles give access to a particular page via the Role Descriptions documentation.

Q. I'm an Authorized Requestor and I just submitted a User Security Request form to grant a user additional access to the system. When can the user start using it?

User security requests have a service-level agreement of three days including day of receipt, but certain roles require training in advance and are not assigned until after the training has taken place. Also note that CREW role changes take effect the day after they are entered into PeopleSoft as part of the nightly refresh process.

Q. What do I need to do if I have a reorganization that will be happening in my tub?

Please contact your Client Services Consultant as soon as you know changes will be required in the PeopleSoft (and Oracle) system and before you begin submitting requests. Re-organizations can be complex, requiring additional analysis and numerous interdependent steps to be successfully implemented. Calling your Client Services Consultant first helps to ensure that the changes are completed in a smooth and timely manner with minimal disruption to transacting and reporting.

Q. How do I process an emergency termination?

If a user's access needs to be terminated on an emergency basis (immediately or on same day), for Oracle, PeopleSoft, and/or CREW where an employee has voluntarily terminated, been laid off or is disgruntled, please follow the procedures outlined in the Emergency Termination Requests instructions.