

Columbus State University

PeopleSoft HRMS System Access

Policy and Procedure

(Human Resources Management System)

Table of Contents

- Section 1 - Purpose
 - Section 2 - Scope
 - Section 3 - Policy
 - 3.1 – PS HRMS Access Procedure
 - 3.2 – Assignment of Security Rights to PS HRMS Processes
 - Section 4 – Policy Changes
 - Section 5 – Definitions
 - 5.1 – PS HRMS
 - 5.2 – HRMS Functional Administrator
 - 5.3 – CINS Security Administrator
-

1.0 PURPOSE

This policy provides answers to end user questions about how to obtain authorization to the Columbus State University PeopleSoft Human Resources Management System. PeopleSoft Human Resources Management System (PS HRMS) is software used by University System of Georgia institutions to maintain data on employees.

2.0 SCOPE

This is a divisional policy since any requests for PeopleSoft HRMS access is by personnel in the Human Resources area.

3.0 POLICY

The policy name is PeopleSoft HRMS System Access Policy and Procedure.

3.1 PS HRMS Access Procedure

PeopleSoft HRMS (Human Resources Management System) software is used to maintain data on employees in an organization. It is used to maintain data on employees at Columbus State University. To access PeopleSoft HRMS you must obtain permission from the director of Human Resources. Once permission is granted, a remedy request should be submitted to the Computer Information and Networking Services (CINS) division to get PeopleSoft HRMS installed on your workstation.

A remedy request must be submitted to the CINS security administrator so that you will be assigned a PeopleSoft HRMS user id and password. It is a good practice to change your password once it is assigned. Once you log into PS HRMS there is an item on the menu titled "Change My Password." Click on the menu item and follow the instructions to change your password.

3.2 Assignment of Security Rights to PS HRMS Processes

The PeopleSoft HRMS functional administrator in the Human Resources Office assigns the processes that you can run. In order for you to see a process when you log into HRMS you must have security rights to that process. If you need security rights to additional processes other than the ones you are assigned, contact the Human Resources Director.

4.0 Policy Changes

Revisions and changes to this policy will be made periodically.

5.0 Definitions

These are definitions for terms in the PS HRMS System Access Policy.

5.1 PS HRMS

The acronym PS HRMS is used to denote the PeopleSoft Human Resources Management System.

5.2 HRMS Functional Administrator

The HRMS functional administrator is the person designated by the Human Resources director to act in his or her behalf in approving the authorization of access, approving the termination of access, approving an end user's request for access to processes, etc.....

5.3 CINS Security Administrator

The CINS security administrator is the person in the Computer Information and Networking Services department who assign PeopleSoft HRMS end user ids and passwords when approved by the HRMS functional administrator or the HR director, assigns end user security rights to processes when authorized by the HRMS functional administrator or the HR director, terminates security rights for an end user when requested by the HRMS functional administrator or the HR director.

