

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

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Effective: September 1, 2009

Supersedes: Business Procedure 1.5 dated November 1, 2005

Applies To: System Office and Colleges

Procedure Responsibility: System Office of Business Services

## **Request a PeopleSoft System User – Add/Change/Delete**

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### **Section 1.5.1 – General**

The Kentucky Community and Technical College System’s (KCTCS) enterprise resource plan (ERP) is software developed by PeopleSoft - Oracle. The KCTCS PeopleSoft system is comprised of General Ledger, Accounts Payable, Purchasing, Asset Management, Accounts Receivable/Billing, Human Resource Management System (HRMS), and Student Administration/Financials.

A person who requires access to the data housed in any part of the PeopleSoft system must be authorized by the appropriate module administrator which consists of the following:

- For Financials - the KCTCS Office of Business Services
- For HRMS - the System Office Director of Compensation, Benefits or Payroll
- For Student Administration/Financials -

### **Section 1.5.2 – Data Access and Security**

For employees of KCTCS to make informed and timely decisions, accurate institutional data relevant to their decisions must be readily available.

Data will be controlled and safeguarded to ensure accuracy and privacy. A person who demonstrates a need to use related data for job duties can be granted access to that

data via proper documentation and authorization. KCTCS protects the privacy of data by limiting access to authorized users for approved purposes. Unauthorized access to the KCTCS PeopleSoft system is prohibited.

When data is transferred from a protected environment, the data may be used only for approved KCTCS purposes. Users who transfer and/or receive data are responsible for its security.

### **Section 1.5.3 – User Request**

A. User(s) can be added and/or deleted from each PeopleSoft module. A user is allowed to change the type of access needed. Such a request is to be completed using the correct module form:

- For Financials - BA5
- For HRMS - HR1/PR1
- For Student Administration – SA1

The form is then to be forwarded to the correct personnel for approval using instructions listed on each form. Each request must list the College, Business Unit(s) of request, and the functional area(s) for which the user has been assigned duties.

B. Upon approval, the request will be completed by the Security Administrator responsible for that module of PeopleSoft. The PeopleSoft database has a value-based user identification security feature that allows a user's access to be limited to only those functions that are necessary to perform the job for which access is required. A user will log into the system by using their Active Directory logon ID and password. For security purposes, each time a user is logged into the system the logon ID and password will be stored in the database, to create an audit log.

### **Section 1.5.4 – User's Change of Assignment**

If a College or System Office employee changes job assignments and needs a change in their PeopleSoft system access, the employee's supervisor is responsible for submitting a BA5, HR1/PR1 or SA1 to the correct personnel listed on each form.

### **Section 1.5.5 – Termination of Employment**

An employee that has terminated their employment with KCTCS will have their PeopleSoft user ID automatically locked/deleted upon termination in the PeopleSoft Human Resource Management System.

### **Section 1.5.6 – Management Review of User's Access**

On an annual basis, a users' access must be reviewed by a supervisor for job assignment fit. If a user's access requires changing, a BA5, HR1/PR1, or SA1 form must be submitted to the correct personnel listed on the form for modification.

### **Section 1.5.7 – Affiliate Access**

An affiliate is defined as a non KCTCS employee, i.e., persons who are under contract to perform work for KCTCS such as KCTCS' external auditors, consultants, temporary employees from a temporary agency. An affiliate who demonstrates a need to use related data housed in the PeopleSoft system for job duties, can be granted access to that data via proper documentation, procedure request, and authorization.

An affiliate who requires access to the data housed in the PeopleSoft system must be authorized by the correct module administrator which consists of the following:

- For Financials - the KCTCS Office of Business Services
- For HRMS - the System Office Director of Compensation, Benefits or Payroll
- For Student Administration/Financials - System Office Security Administrator

An affiliate is defined as a non KCTCS employee, i.e., persons who are under contract to perform work for KCTCS such as KCTCS' external auditors, consultants, temporary employees from a temporary agency. An affiliate who demonstrates a need to use related data for job duties can be granted access to that data via proper documentation, procedure request, and authorization.

### **Section 1.5.8 – Affiliate Request**

A request is to be completed using a KCTCS BA23, Affiliate User Request form, and the correct module form below:

- For Financials - BA5
- For HRMS - HR1/PR1
- For Student Administration – SA1

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The completed forms are then to be forwarded to the correct personnel listed on each form for approval. Each request must list the College, Business Unit(s) of request, and the functional area(s) for which the user has been assigned duties.

**Section 1.5.9 – Termination of Affiliate Access**

The supervisor of the affiliate that has terminated their contact with KCTCS is responsible to ensure that the correct module form BA5, HR1/PR1, or SA1 is submitted in a timely manner to the correct personnel listed on each form requesting that the affiliate user's access be removed from the system.

**END OF PROCEDURE**