

Access Procedure for PeopleSoft Enterprise Systems

Student, Finance, HR/Payroll

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Requesting Access to PeopleSoft Systems

Access to Griffith University PeopleSoft Student, Finance and HR enterprise systems must be requested via an online form accessible through My Staff Page in the Staff Portal. The location of the form is **My Staff Page > Reports and System Access > System Access > PeopleSoft Access Request**.

The requestor must enter the staff member details (Griffith ID and contact number), select which systems access is required, then select the business role or additional access roles required for each system. The form will then display the request details on a summary screen including all relevant policies for agreement prior to submission of the form.

Job aids for logging requests for PeopleSoft access can be found here: [Access Requests - PeopleSoft System Access](#).

Access Authorisation

Requests for access into the PeopleSoft Student, Finance and HR/Payroll Systems are authorised via electronic workflow once a request has been submitted. Only approved authorisers are eligible to action workflow requests for access into the PeopleSoft Enterprise systems. The authorisers are nominated by system owners and represent the corresponding modules within their respective systems. The Primary authoriser is displayed by default on the request form with alternative authorisers also accessible for each business role and additional access roles.

Workflow

Upon submission of a PeopleSoft system access request, a series of workflow approvals occur prior to provisioning access. Access is not provisioned until all workflow has been approved. If at any stage a request is denied, the requestor is informed, and no access is granted to the acquiring user.

Workflow steps include: -

1. Supervisor of the Acquiring user.
2. Role Authoriser nominated on the request form.

Approval Step one is auto approved if the requestor is the staff members supervisor. If a staff member logs the request for him/herself or a colleague submits it on their behalf, then the request will appropriately route workflow approval through to the supervisor.

After step one is approved, step two approval workflow is routed to the role authoriser selected on the request form for each business role or additional system access roles selected within the request.

At completion of an approved workflow, access will be provisioned within the relevant systems and the user will be notified.

Access Rights and Privileges

A standard set of PeopleSoft system roles has been defined for business roles throughout the University. In addition to standard business roles there are also other PeopleSoft system security access roles that can be requested. These other roles complement existing access by providing additional functionality as required by a business role.

Authoriser Review

Bi-annually, the system owners review the access to the PeopleSoft Enterprise systems. During these reviews, the approved list of authorisers is reviewed and revised. This provides the opportunity to review who can authorise access with the aim of ensuring only appropriate personnel are listed on the request form. All actions proposed during these reviews must have sign off from the appropriate system owner.

Authentication management

To access Griffith University PeopleSoft systems through the Staff Portal, you must first authenticate using [Griffith Single Sign-On](#). The staff portal provides a staff member access to systems and services appropriate to their employment and work responsibilities.

Non-Standard Access

Non-standard access, for example, system administrators to production PeopleSoft systems is necessary for the technical support and operations of systems. Requests for non-standard access are managed by exception and not through the online form. Non-standard rights must be requested via [ESS Help Request](#) and state the acquiring users EMPLID, name, job position and contact number. This request must come from the users' supervisor and contain explanation of the necessity for non-standard access. Authorisation of non-standard access in production and non-production PeopleSoft environments is approved by system owners and is reviewed by the system product managers on a quarterly basis.

Governing Policies for PeopleSoft Enterprise System Access

The PeopleSoft Enterprise systems are accessible from the Griffith Staff Portal. By logging into the portal staff are agreeing to the IT Code of Practice.

Access to Griffith Enterprise PeopleSoft systems is governed by several policies and procedures. When requesting access to and using Enterprise systems the following policies must be read and agreed to.

- [Privacy Policy](#)
- [IT Code of Practice](#)
- [Information Management Policy](#)

You can find information about all approved policies, procedures, forms, role statements, strategic plans, and legislation of the University at the [Policy Library](#).