

## Access to PeopleSoft Business Systems

### **Purpose:**

The purpose of this document is to establish formal procedures governing access to the University's Oracle/PeopleSoft Business Systems.

### **Scope:**

This procedure applies to the following systems:

- Financials (FIN)
- Campus Solutions (CS) [Student Administration]
- Human Resources (HCM)

### **Governing Policies:**

The following rules apply in regards to systems access:

- Supervisors and Managers are responsible for authorizing access to the business systems for their employees
- Supervisors and Managers are responsible for the prompt notification to Business Systems & Support (BSS) when employees change duties/departments (thus changing or eliminating system access) or when they leave the employ of CUA (are terminated)
- Where applicable, access to and use of sensitive data is governed by federal regulations (FERPA, HIPPA, etc)
- Specific approval may be required when the access requested crosses functional areas, or involves highly sensitive data (including but not limited to: personal information on students, faculty or staff; student grades; salary and compensation information)
- Once an employee is terminated from CUA, their access to these systems will be removed (it is crucial that managers notify BSS immediately when this occurs). Any exceptions to this rule must be requested with justification via email to the Director, Business Systems & Support.
- Terminated employees will be identified regularly by BSS and their access will be terminated accordingly.

### **Procedure:**

The following procedure must be followed when requesting new access to any of the applicable systems mentioned above:

- System access request forms are located in the forms section on the front page of Cardinal Station.
- The form should be completed, and signed by the requestor and by their immediate supervisor (or the appropriate Chair/Dean/Director)
- The completed form should be sent or faxed to the staff of BSS as follows:
  - Financials system: ERP Analyst-Fin
  - Human Resources system: ERP Analyst-HCM
  - Campus Solutions: ERP Analyst-CS

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- Specific and unique access that is not governed by current standard procedures or guidelines (specifically as it relates to sensitive data) will be forwarded to the applicable “system owner” for explicit approval:
  - ✓ Financials system: Assistant Controller
  - ✓ Human Resources system: Dir, Compensation and HRIS or designee
  - ✓ Student Administration system is broken down by function:
    - Admissions and Financial Aid: Dir, Enrollment Mgt Systems
    - Student Records and Enrollment: Associate Registrar
    - Student Financials (billing): Dir, Student Accounts
- An email request made to the Director of Business Systems & Support (BSS) (by the appropriate manager/director) will be accepted in lieu of a general access form for central office users (those users within the division of the Vice President for Finance and Administration, and/or Human Resources).
- Once approved access has been established, log-in credentials will be emailed to the new user. This email will give basic log-in guidance, and information on acquiring training.

### **Current contact information (as of the date of this document):**

<b>Title</b>	<b>Incumbent</b>	<b>e-mail Address</b>	<b>Location</b>	<b>Fax #</b>
Assistant Controller:	Lizy Kannarkat	kannarkat@cua.edu	Leahy LL50	x-5047
Mgr, Compensation & HRIS	Schlain Schmidt-Faust	schmidts@cua.edu	Leahy 170	x-5802
Dir, Enrollment Management Systems:	Deborah Harry	harry@cua.edu	McMahon 110	x-6171
Associate Registrar:	Laura Anderson	anderslj@cua.edu	McMahon 10	x-5831
Associate Registrar:	Kevin Woods	woods@cua.edu	McMahon 10	x-5831
Dir, Student Accounts	Leah Wolf	wolf@cua.edu	Leahy 140	x-6957
<b>Business Systems &amp; Support Staff:</b>				
Director, BSS	Laura Sweet	sweet@cua.edu	Leahy LL40	x-5047
ERP Analyst-CS (Student)	Regina McDermott	mcdermro@cua.edu	Leahy LL40	x-5047
ERP Analyst-HCM (HR)	Lisa Turner	turnerl@cua.edu	Leahy LL40	x-5047
ERP Analyst-FIN (Financials)	Joseph George	georgej@cua.edu	Leahy LL40	x-5047