

GeorgiaFIRST Financials V8

Announcement

POSTED: September 21, 2009

SUBJECT: Adding a User Profile for Multi-Institution ePro Approvers

PURPOSE: To notify ePro Approvers and Security Administrators at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 that additional setup to add a User Profile for multi-institution ePro Approvers is required to address an issue that has been identified involving ePro approval routings being duplicated for users associated with multiple institutions.

FUNCTIONAL IMPACT: Due to the implementation of ADP and the use of a single Employee ID, users who have worked at multiple institutions may have their Employee ID connected to more than one User ID. For example, a user that previously worked at Columbus State University and now works at Macon State College could have two User IDs in the system, one for each institution. Since the Employee IDs are now the same, that Employee ID will have two job records in the system.

Since ePro and Expenses are heavily Employee ID driven, there is a need for Security Administrators to create a special **ePro Approver** User Profile for those users associated with multiple institutions. This special User Profile will have a User ID and EMPLID appended with an **_XX**, where **XX** are the first two digits of your institution's business unit number. For example, if the ePro Approver's home institution is now Macon State College and has a User ID of JSMITH and an EMPLID of 014245, the Security Administrator would create a new User Profile with a User ID of JSMITH_APPRV_81 and a new EMPLID of 014245_81.

The new User ID (JSMITH_APPRV_81) would only be used to approve e-Pro requisitions or Expense transactions. This will allow the system to have the new EMPLID associated with a single business unit, thus eliminating the duplicated approval routings. The regular User ID (JSMITH) would be used to enter expense reports or for all other transaction processing.

Note: If your Security Administrator has already created a new User ID for use in approving Expense transactions, that same User ID can be populated in the appropriate Department and/or Project Chartfield for ePro approvals.

SUPPORTING DOCUMENTATION: PSFIN Business Process **SC.080.105 – Adding User Profiles for Multicampus Approvers** is available to assist you with creating this new User Profile. This Business Process is located in the **Security** file in the **Business Processes** section of the **Documentation** page on the GeorgiaFIRST Financials web site at: <http://www.usg.edu/gafirst-fin/documentation/>.

ADDITIONAL OIIT RESOURCES and SUPPORT: To create a new or update an existing production down, business interrupting (emergency) support request, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697). For anything else, contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at helpdesk@usg.edu to obtain self-service login credentials.