University of Rhode Island
Office of the Controller

PeopleSoft Financials Management System Access Policy

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I.   Purpose:

Explains policy and procedures regarding user access to the PeopleSoft Financials Management System.

II.   Procedure Statement

The PeopleSoft Financials Management System is a campus-wide data processing system for university financial transactions including journal entries, requisitioning, budgets, vouchers, travel authorizations, travel expenses, billing and grants management. All data and information stored on the University of Rhode Island's Financial Management System shall be considered to be covered under the Information Security Data Protection Policy. http://security.uri.edu/policies/data-protection/

This policy establishes under what circumstances individuals can access the University of Rhode Island PeopleSoft Financial Management system. Access to Financials will be granted after the user completes a "PeopleSoft Financials Management System Security Access Request Form" http://web.uri.edu/controller/forms/. This form is signed by their immediate departmental supervisor or dean. The user must have a valid employee ID and must be assigned an OperID from the PeopleSoft e-Campus Student/HR system.

III.   Scope

Applies to all University departments and activities.

IV.   General Statement

Access to the PeopleSoft Financials System is restricted to employees whose official duties require such information. The employee's immediate HR supervisor or department supervisor is responsible for determining that PeopleSoft Financials access is required to perform official duties and that PeopleSoft Financials access is updated or terminated as necessary. Employees are not permitted to obtain access to PeopleSoft Financials to view activity, create requisitions, or process transactions against university funds outside the scope of their job duties.

V. Requests for PeopleSoft Financials Access

All requests for employee access to PeopleSoft Financials require authorization from the employee's HR supervisor, department supervisor or dean. This individual must approve the "PeopleSoft Financials Management System Security Access Request Form" and this must be submitted to the PeopleSoft Financials Lab for processing.

VI. Access Determination

General PeopleSoft Financials user access includes the ability to view commitment control, departmental transactions and grant information based specifically on the department(s) requested. Additional access is required to create purchase requisitions, to obtain a PCard or access to the travel module and must be specifically requested on the PeopleSoft Financials Management System Security Access Request form, if needed for the employee to perform his/her duties. The PeopleSoft Financials Lab is responsible for determining the appropriate access required for the performance of the employee's duties based on information provided on the Security access request form.

VII. Establishment of PeopleSoft Financials User Access

Once approved, the PeopleSoft Financials Lab staff will establish PeopleSoft Financials user access and assign access as appropriate.

VIII. Student Access to PeopleSoft Financials

PeopleSoft Financials access may be granted to a student employee when the student's duties as a student employee require PeopleSoft Financials access and when PeopleSoft Financials access is requested by the student employee's department supervisor. If the student employee's need for PeopleSoft Financials access ceases before the access period expires, the department supervisor is responsible for submitting a request to the PeopleSoft Financials Lab to cancel the student employee's access.

IX. Temporary Employee Access to PeopleSoft Financials

Temporary employees whose duties require access to PeopleSoft Financials may be granted short-term specified period access. If temporary access needs to be extended or terminated before the access period expires, the department supervisor is responsible for submitting a request to the PeopleSoft Financials Lab to make the appropriate change.

X. Temporary Non-Employee Access – University Affiliates

PeopleSoft Financials access may be granted to Temporary Non Employees who have completed a Human Resource Security form and indicated that they are a University Affiliate on the form. Examples of University Affiliates are consultants, auditors and non-employee personnel who require access for a specific project or task. University Affiliates will be entered in the HR System and provided with a UserID and Emplid. Affiliates will then follow

the same process as Employees by completing a "PeopleSoft Financials Management System Security Access Request Form" which will be approved by the affiliate's appropriate university supervisor or sponsor. The university supervisor or sponsor will be responsible for notifying the Financials team when access should be removed.

XI.   Sharing of PeopleSoft Financials Access

Each employee must have a unique OperID and Password in order to access the PeopleSoft Financials System. Employees are not permitted to share OperID or log into the system using another employee's OperID and Password. Employees permanently filling a vacant position should never be given another employee's access or a previous employee's password. Likewise, students and temporary employees are not permitted to access PeopleSoft Financials using a permanent employee's user identification.

XII.   Employees Transferring to Different Position With the same Department

The department supervisor is responsible for reviewing an employee's PeopleSoft Financials access if the employee transfers to another position within the same department and for ensuring that appropriate requests are submitted to change or cancel the employee's existing PeopleSoft Financials user access. Requests to change or cancel the employee's existing PeopleSoft Financials user access are submitted to the PeopleSoft Financials Lab.

XIII.   Employees Transferring to a Different Department or Division

If an employee transfers to another department, the current department supervisor is responsible for contacting the PeopleSoft Financials Lab (874.7048) to cancel the employee's existing PeopleSoft Financials user identification within 48 hours. If PeopleSoft Financials access is required in the new position, the employee's new department supervisor is responsible for submitting a new PeopleSoft Financials Management System Security Access Request Form.

XIV.   Exiting Employees

Human Resources will notify the PeopleSoft Financials Lab of employees who are terminating employment via a daily terminated employees report. If the terminating employee has PeopleSoft Financials access, they will be locked out of the system at that time. If employment termination is sudden, the department supervisor is responsible for contacting the PeopleSoft Financials Lab (874.7048) to cancel PeopleSoft Financials access for that individual within 48 hours.