

NEW User Checklist for System Access

<u>Task</u>	<u>Notes</u>
<input type="checkbox"/> Obtain Address Book Number	Obtain from Agency HR Department, If User is a non-employee contact System's Security for address book number
<input type="checkbox"/> Determine access required for User to perform job duties	See Role Description at http://edge.ne.gov , click on Home Page < Authorized Agent / Users Access < Role Descriptions
<input type="checkbox"/> On-line - enter Authorized Agent Request	See Authorized Agent Training Guide to make request. http://edge.ne.gov click on Home Page < Authorized Agent / Users Access < Authorized Agent Training Guides
<input type="checkbox"/> Execution Control to process pre-payroll, if needed	User with HR21 or HR22 may need access to run pre-payroll. Notify State Accounting at Execution Control of User Name, User Id, and agency Payroll ID
<input type="checkbox"/> Batch Management – establish relationships	Request is submitted using the Training Guide to identify batch management approval/post relationships. http://edge.ne.gov , click on Home Page < Authorized Agents / Users Access < Authorized Agent Training Guides < Batch Management Request
<input type="checkbox"/> Purchasing (PT) Approval Route , if needed	Establishes procurement document flow. Agency System Users with Role PT31 can update Approval Route otherwise send to ocio.csupport@nebraska.gov with the email subject line of 'Procurement approval routes '
<input type="checkbox"/> Advise User of ID and Password upon notification from System Security	User ID sent to agency Authorized Agent. Access is based on Business Process Owner's (BPO) approvals of Roles requested. Please verify security

Change User Access Checklist

<u>Task</u>	<u>Notes</u>
<input type="checkbox"/> On-line - enter Authorized Agent Request To add, change or request Role removal	See Authorized Agent Training Guide at http://edge.ne.gov , click on Home Page < Authorized Agent / Users Access < Authorized Agent Training Guides
<input type="checkbox"/> Execution Control to process pre-payroll, if needed	User with Role HR21 or HR22 may have access to run pre-payroll, remove User not needing access. Notify State Accounting at: Execution Control of the User Name, User ID, and agency Payroll ID...
<input type="checkbox"/> Batch Management – establish relationships	Request is submitted using the Training Guide to identify batch management approval/post relationships. http://edge.ne.gov , click on Home Page < Authorized Agents / Users Access < Authorized Agent Training Guides < Batch Management Request
<input type="checkbox"/> Purchasing (PT) Approval Route , if needed	Establishes or remove procurement document flow. Agency System Users with Role PT31 can update Approval Route otherwise send to ocio.csupport@nebraska.gov with the email subject line of 'Procurement approval routes
<input type="checkbox"/> On-line to inquire on security changes updated and Batch Management spreadsheet returned	Verify updated security and Batch Management requested

Terminate User Access Checklist

<u>Task</u>	<u>Notes</u>
<input type="checkbox"/> On-line - enter Terminate ID	See Authorized Agent Training Guide to make termination request. http://edge.ne.gov click on Home Page < Authorized Agent / Users Access < Authorized Agent Training Guides < Request Termination of Existing User ID
<input type="checkbox"/> Execution Control - Remove	Notify State Accounting at Execution Control With User Name, User Id, and Payroll ID
<input type="checkbox"/> Batch Management – remove relationships	Submitted using the Training Guide to identify batch management approval/post relationships. http://edge.ne.gov , click on Home Page < Authorized Agents / Users Access < Authorized Agent Training Guides < Batch Management Request
<input type="checkbox"/> Remove PT Approval Route address book number	Remove procurement document flow. Agency System Users with Role PT31 can update Approval Route otherwise send to ocio.csupport@nebraska.gov with the email subject line of 'Procurement approval routes
<input type="checkbox"/> On-line to inquire on removed requests	Verify security removal requests