Authorized Agent - Checklist for EnterpriseOne (E1) (PFC) User access
10/27/2014

Please contact NIS Security nis.security@nebraska.gov if you have questions.

Below is additional information for New User, Maintain User access – change duties, Employee transfer to another Agency, Disable User ID and Terminate User IDs.

New User:

When the employee is hired in EWC (Workday) an interface will automatically request an E1 User ID to match the EWC User Name. Wait for the User ID to be emailed from nis.security@nebraska.gov to the Authorized Agent before requesting Role changes. If you do not receive the User ID, please let us know.

If the User is a contingent worker (non-employee, intern, contractor) an Authorized Agent Request will need to be submitted, an ADD for NEWID (User ID) for the worker. Non-employee Worker normally will not have SS (Self Service) Role which should be removed after entering the other Roles needed.

Review the Role Descriptions at: http://das.nebraska.gov/nis/security/new/index.html to determine if additional access is needed. Additional settings for Payroll Execution Control, Purchasing Approval Routes, and Batch Management may be needed depending on the Roles required for the job duties. . The web site also has Business Unit Ranges for Business Unit Roles and link to Approval Route spreadsheet.

Maintain User access – change duties :

 Review User access to verify the Roles assigned are appropriate. Use the Authorized Agent Training Guide at http://das.nebraska.gov/nis/training_manuals/aa/index.html to request Role changes needed. Role access changes may affect access in Payroll Execution Control, Approval Routes, Batch Management, etc….

Employee transfer to another agency:

When an employee transfers to another agency, the worker will continue using the same User ID. Any access relating the losing agency should have an Authorized Agent request submitted to REMOVE the Roles and only have access to SS10 (basic Self Service) Role. Also request to terminate Batch Management, Execution Control, Approval Routes, if such exist.

Disable User ID :

Agencies should have procedures in place to disable the User ID of the terminated worker at the end of the last working day. The worker's User ID must be disabled at the end of the last working day. The User ID can be disabled by attempting logging on to E1 with the User ID and leaving the password blank and clicking SIGN IN, four times. This will display the "**Sign In Error:** User sign in has been disabled. Please contact the System Administrator "   At this point, the User ID can't logged on with.

Terminate :

  If the Terminate Date is entered in EWC (Workday) on or before the date, the EWC interface will send the User ID termination to E1 in a timely manner. If the termination date is not entered in EWC on or before the termination date, the Authorized Agent should submit the Authorized Agent Request to TERM the User ID in E1. On the TERM request, in the COMMENT, please give the term date, so we know when to delete the E1 User ID of the terminating worker.