Requesting Fieldglass User Roles Instructions for Harvard HR Authorized Requestors

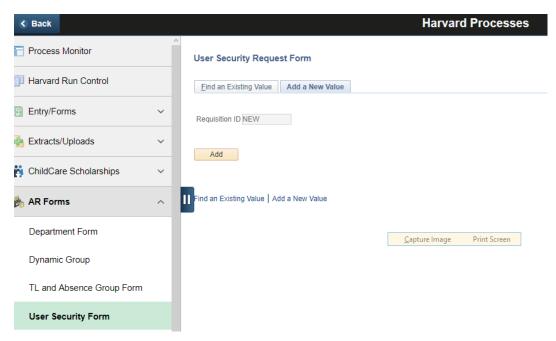
HR Authorized Requestors should use these instructions only if their tub is participating in the Harvard/Yoh Managed Services Program.

They provide information about how to:

- Request Fieldglass User Access through the online PeopleSoft Security Form
- Add a new Tub/Org Owner through the online PeopleSoft Security Form

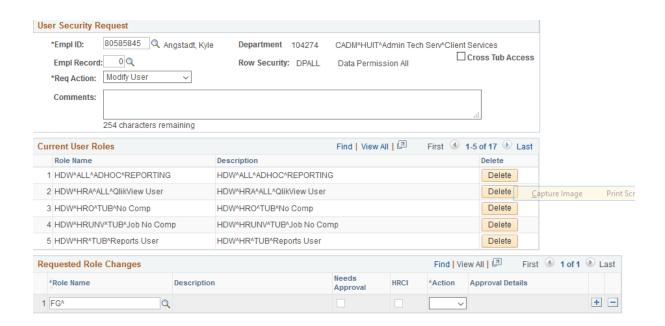
To Request Fieldglass User Access through the online PeopleSoft Security Form

Navigate to the User Security Request form in PeopleSoft by going to the WorkForce Administration Homepage, clicking on the Harvard Processes Tile and expanding the AR Forms folder. Click on the Add a New Value tab.



Enter the Empl ID of the user getting the access to populate the form.

In the Requested Role Changes search for FG and add the appropriate role.



FG^Hiring Manager

FG^Org Owner

FG^Reporting User

FG^Time Sheet Approver

FG^Tub Owner

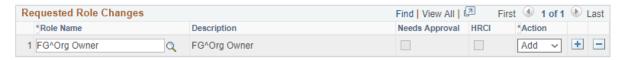
Reminder: A user can only have one Fieldglass role, so if you are requesting that a role be changed (for example, changing from FG^Time Sheet Approver to FG^Hiring Manager) you should start by deleting the old role from the *Current User Roles* screen and then adding the new role needed.

To add a new Tub/Org Owner through the online PeopleSoft Security Form

In the Comments field enter the Values the user is supposed to have access to.

User Security Request					
*Empl ID:	80585845 Q Angstadt, Kyle	Department 101822	CADM^HUIT^Admin Tech Se	_ ′	
Empl	0 Q	Row Security: DPALL	Data Permission All	☐ Cross Tub Access	
Record: *Req Action:	Modify User ✓				
Comments:	Please make Org Owner for the following: 11000, 11009, 11020, 11021, 11022, 11023				
	172 characters remaining				

If you are requesting a new Tub/Org Owner, enter the role in the Role Changes section.



You can then submit the Form.

After validating the data, Client Services will process the form to grant the user the role and work with Yoh to get the Orgs added in their system for the user. This may have a day or 2 turnaround time.

Again, a user can only have one Fieldglass role, so if you are requesting a new Tub/Org Owner and the user already has the FG^Hiring Manager, FG^Reporting User, or FG^Time Sheet Approver role, the old role will need to be removed. This can be done by Deleting the role from the Current User Roles Section.