

## 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.

The screenshot shows the 'Harvard Processes' interface in PeopleSoft. On the left is a navigation menu with the following items: Process Monitor, Harvard Run Control, Entry/Forms, Extracts/Uploads, ChildCare Scholarships, AR Forms (expanded), Department Form, Dynamic Group, TL and Absence Group Form, and User Security Form (highlighted in green). The main content area is titled 'User Security Request Form' and contains a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below the search bar is a text input field labeled 'Requisition ID NEW' and an 'Add' button. At the bottom of the main area, there are 'Capture Image' and 'Print Screen' buttons. A small blue tooltip is visible over the 'Add a New Value' button in the search bar area.

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.

**User Security Request**

\*Emp ID:   Angstadt, Kyle    Department 104274    CADM^HUIT^Admin Tech Serv^Client Services

Emp Record:      Row Security: DPALL    Data Permission All     Cross Tub Access

\*Req Action:

Comments:

254 characters remaining

**Current User Roles** Find | View All |  First  1-5 of 17  Last

Role Name	Description	Delete
1 HDW^ALL^ADHOC^REPORTING	HDW^ALL^ADHOC^REPORTING	<input type="button" value="Delete"/>
2 HDW^HRA^ALL^QlikView User	HDW^HRA^ALL^QlikView User	<input type="button" value="Delete"/> <input type="button" value="Capture Image"/> <input type="button" value="Print Scr"/>
3 HDW^HRO^TUB^No Comp	HDW^HRO^TUB^No Comp	<input type="button" value="Delete"/>
4 HDW^HRUNV^TUB^Job No Comp	HDW^HRUNV^TUB^Job No Comp	<input type="button" value="Delete"/>
5 HDW^HR^TUB^Reports User	HDW^HR^TUB^Reports User	<input type="button" value="Delete"/>

**Requested Role Changes** Find | View All |  First  1 of 1  Last

*Role Name	Description	Needs Approval	HRCI	*Action	Approval Details
1 <input type="text" value="FG^"/> <input type="button" value="Q"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>

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:	<input type="text" value="80585845"/>	Angstadt, Kyle	Department 101822 CADM^HUIT^Admin Tech Serv^Admin Sys^Serv Unit 1
Empl Record:	<input type="text" value="0"/>	Row Security: DPALL	Data Permission All <input type="checkbox"/> Cross Tub Access
*Req Action:	<input type="text" value="Modify User"/>		
Comments:	<input type="text" value="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.

Requested Role Changes				Find   View All   <input type="text"/>	First	1 of 1	Last
*Role Name	Description	Needs Approval	HRCI	*Action			
1 FG^Org Owner	FG^Org Owner	<input type="checkbox"/>	<input type="checkbox"/>	Add	<input type="button" value="+"/>	<input type="button" value="-"/>	

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.