

Access Control Form Workflow

Overview

The Access Control Form (ACF) has a unique workflow that checks three groups of approvers: Primary Approval, Department Approval, and Security Officer Approval.

There must be two unique signatures for the document to reach Complete status. The requestor counts as one of the two signatures.

If a document is rejected, the document is cancelled; the requestor cannot resubmit the document.

ACF Workflow Basics

1. Primary Org Approval

When an ACF document is submitted, workflow routes the document to the primary assignment org of the employee. The organization responsible for the employee approves/disapproves the changes to the employee's responsibilities.

ORACLE

Access Control Form

Employee Details as of 20-Jun-2007

Employee Number	1023972	Job	IS108E0.Dir IT
Employee Name	DeRieux, Stephanie E		Customer Service
Blazer ID	DERIEUX	Assg Category	01 Regular FT
Campus Phone	(205) 996-6370	Employee Status	Active Assignment
		Organization	190700000 IT Support Services

The document follows the approval path set up on WAM for ACF documents. All approvals must be complete at the Primary Org level before the document can be routed to the Department Approval(s).

Workflow Approval Maintenance

Approval Maintenance

Organization Name	190700000 IT SUPPORT SERVICES	Central Use Only	
Document Type	ACF	Workflow Officer	WHITE, HEATHER MADDOX
Notify Person Name	WHITE, HEATHER MADDOX	Central Order	
		Notify 24 Hour	Y

Central Approval Path

Approver Details

Order No	Approver Name	Work Telephone	Email Address	Amount From	Amount To	Group Number
1	WHITE, HEATHER MADD		HeatherWhite@uab.edu			

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The approver will receive a notification in their worklist indicating that the workflow type is ACF and that it is at the Primary Approval level. The notification lists all the responsibilities for the employee and indicates which responsibilities or org ranges were changed and which responsibilities/org ranges have no changes.

Access Requested for Hudson, Jaime L -- 294 Primary Approval 190000000 Office of VP Information

To
 Sent **19-Jun-2007 08:10:45**
 ID **5257049**
Document Type: ACF FIN
Name: Hudson, Jaime L
Org Name: 190000000 Office of VP Information Technology
Approval Level: 1

Closely Review the Following ACF Request. By approving this document you are certifying that "you have reviewed and that you understand that these responsibilities allow access to confidential employee and/or financial information"

Doc No: 294	Submit Date: 19-JUN-2007
Doc Type: Finance	Complete Date:
Requestor: SGINTER	
Employee Name: Hudson, Jaime L	Job: AC100N1.Admin As
Employee Number: 1019466	Assignment Category: 01 Regular FT
Campus Phone: (205) 975-8552	Organization: 190000000 Office of
Comments:	

Responsibility Details

Responsibility	Start Date	End Date
UAB GL End User-jaime	04-OCT-2004	
Org Range		Action
190200000-190209999		Disabled
190300000-190309999		No Change
UAB AP End User	04-OCT-2004	31-DEC-2012
UAB GA End User	04-OCT-2004	
UAB FN Document Entry/Approval	04-OCT-2004	31-DEC-2012

Like other document types in Oracle, the approver can Approve, Reject, or Reassign the document.

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2. Department Approval (if needed)

After the primary org approval is complete, workflow routes the document to the org associated with the responsibility. There are two exceptions:

- UAB GA End User, UAB Requisition Input, UAB FN Document Entry/Approval and UAB AP End User are not restricted to an org (they are open access responsibilities) so requests for these responsibilities will bypass the department approval
- If the primary assignment org is the same as the org associated with the responsibility, workflow will bypass the department approval

Organization **190702000 Customer Services** HR :

Date	Requested Changes	Responsibility Name	Start Date	End Date
ec-2012		190702000-Timekeeper	20-Jun-2007	
ec-2012				

When the primary assignment org is different than the org associated with the responsibility, the department org workflow is launched. If there are multiple departments affected, workflows for all orgs are launched simultaneously. The document follows the approval paths set up on WAM for each department org.

Organization **190702000 Customer Services**

Date	Requested Changes	Responsibility Name	Start Date	End Date
		190703000-Timekeeper	20-Jun-2007	
ec-2012				

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There is also a roll up feature at the department approval level. The purpose of the department roll up is to facilitate the approval process in areas where the same individual(s) may be on the WAM form (approval path) for many of the divisions and subdivisions in their area.

Below is an example of the UAB GL End User access being requested for multiple divisions. Rather than routing the document to each division for approval, workflow "rolls up" all the divisions to the department level (311650000 in this case) and routes the document to department 311650000 for approval. Workflow sends notifications to all approvers on level 1 of WAM for org 311650000. Once all the WAM approvals are complete, the document is routed to the Security Officer for the final approval.

Responsibility Details			
Responsibility	Start Date	End Date	Action
UAB GL End User-ahusain	13-JUN-2007		Added
Org Range		Action	
311651200-311651299		Added	
311651400-311651499		Added	
311653600-311653699		Added	
311654400-311654499		Added	
UAB FN Document Entry/Approval	04-OCT-2004	31-DEC-2012	No Change
UAB Sunflower Custom Reports	18-OCT-2006	31-DEC-4712	No Change
UAB AP End User	04-OCT-2004	31-DEC-2012	No Change

3. Security Officer Approval

After the department approval is complete, the ACF document is routed to the Security Officer for orgs associated with the primary affiliation approval. The Security Officer is NOT set up on WAM, but is set up in the workflow table. The Security Officer is the final approver for the School, Vice President or Hospital. After the Security Officer approves the document, the status changes to *Complete* if there are two unique signatures. If there are not two unique signatures, the system rejects the document.

When the document is complete, the responsibilities are updated in the system immediately. There is no overnight process or Central review. The Security Officer is the final approval.

There is a bypass feature associated with the Security Officer Approval. If the Security Officer has approved the document at either the Primary Approval or Department Approval level, the document will not be sent to the Security Officer again. Workflow will bypass the Security Officer, but the log (document locator) will note that the Security Officer has already approved the document.