



OSF FORM 300

(REVISED 3/11)

State Agency Security Representative Designation Form

The persons named are authorized to submit requests for the creation of new user ids, modification of user access, or terminate user access on the CORE PeopleSoft/Business Intelligence Systems. This authorization supercedes any previous written or oral authorizations.

Director (please print): _____

Director's Signature: _____

Date: _____

** At least two persons per application must be named*

Agency Name/Number: _____

Mailing Address: _____

City, State, ZIP: _____

Name & Title:
(Please Print) _____

Application: HCM Financials Enterprise Learning Budget CRM Bus. Intelligence

Signature: _____

Office Telephone: () _____

E-Mail Address: _____

Name & Title:
(Please Print) _____

Application: HCM Financials Enterprise Learning Budget CRM Bus. Intelligence

Signature: _____

Office Telephone: () _____

E-Mail Address: _____

Name & Title:
(Please Print) _____

Application: HCM Financials Enterprise Learning Budget CRM Bus. Intelligence

Signature: _____

Office Telephone: () _____

E-Mail Address: _____

Applications:

HCM (Human Capital Management) - Access to HR, Benefits, Time and Labor, Payroll.

Financials – Access to Accounts Payable, Accounts Receivable, Asset Management, Billing, Contracts, General Ledger, Grants, Inventory, Items, Procurement, Projects.

Enterprise Learning – Access to enroll employees in CORE and HRDS courses.

Budget – Access to prepare and review agency budget.

CRM – Access to HelpDesk.

Business Intelligence - Access to BI/ARRA reporting tool.



March 29, 2011

Agency Director:

The CORE Oklahoma Office requires all agencies who own data hosted on the CORE PeopleSoft/Business Intelligence computer resources to provide contact information for individuals who are designated as security contacts. The designated representatives are authorized to request creation, modification and termination of user access on the CORE PeopleSoft/Business Intelligence Systems. This information will be kept on file at the CORE Oklahoma Office until such time that the information changes or access is no longer required.

Requests for authorization to create, modify or terminate access to data hosted on CORE PeopleSoft/Business Intelligence computer resources will be processed by completing the appropriate System Access Request and forwarding the request to the CORE security administration office. Authorized requests will be verified by the CORE security administration personnel by telephone or in writing, (Email, letter or fax), to the designated security representatives using the supplied contact information.

The State Agency Security Representative Designation Form is enclosed. Please contact us if you have any questions.

Linda Belinski

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Oklahoma City, OK 73118
(405) 522-1775
linda.belinski@osf.ok.gov

Please return attached form to:

State of Oklahoma
CORE Oklahoma Office
Attn: Security
3115 N. Lincoln Blvd.
Oklahoma City, OK 73105