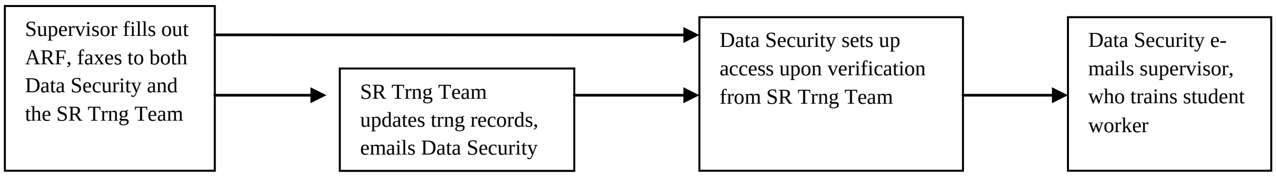
Student Worker Access to PeopleSoft – Process and Notes
Established December 2008

Process Flow:



Process Details:

1) The Access Request Form/Student PeopleSoft is filled out and the ‘Student Worker’ box checked and signed by the supervisor. The supervisor will sign as the person who will do the training and supervision of the student worker accessing PeopleSoft. The Key Contact signature is still required. One or more of the following levels of access should be checked:
    a. Student Data Inquiry
    b. Student Data Update
    c. Program/Plan
    d. Registration
    e. Comments
2) College/department faxes the ARF to:
    a. Data Security – 612-625-0303 (FAX)
    b. the Student Records Training Team – 612-624-5857 (FAX)
3) The Student Records Training Team updates the PeopleSoft training record for the student, and e-mails Data Security upon completion. The following class designations will be used:
    a. Student Data Inquiry – SR14SW
    b. Student Data Update – SR23SW
    c. Program/Plan – SR24SW
    d. Registration – SR32SW
    e. Comments – SR28SW
4) Data Security verifies that the training record has been updated, and arranges for the student worker to receive an M Key. Data Security will assign access roles based on the student worker’s training record.
5) College/department trains the student worker on tasks as required.
6) When the student is terminated by the college/department, the supervisor submits the Change of Status form to Data Security, who will remove the access roles from the student. No change will be made to the records the SR Training Team maintains. M Keys are NOT transferrable.
7) If the student is employed by another college/department, the above process is repeated, and the student’s training records are updated as needed.

Please Note:

- Colleges/departments are instructed to ensure **all student workers receive and/or complete FERPA information/training**. Tutorial: http://onestop.umn.edu/staff/ferpa_tutorial/

- If, when the SR Training Team is entering the access requested into our training records, it is noted that access other than the five areas above is requested, the Training Team will contact the supervisor. Student worker access is only approved for the above five areas.

- Colleges/departments will train only on the areas they want the student to be accessing/updating. Student will therefore not receive excess training from the SR Training Team that they do not need.

- While a student worker will have access to areas in the system s/he has not been trained on, they will be accessing PeopleSoft using their own ID, and any changes they make are tracked on audit pages (exceptions: permission numbers, student groups).

- Recommendation: For security reasons, have the student leave their M Key in the office outside of working hours. Or, use the PS page that tracks student worker access to PeopleSoft outside of working hours: Set Up SACR > Product Related > Student Records > UM Supervisor Employee Update

- If a student worker becomes a fulltime staff person and requires PeopleSoft access, they are required to attend regular PeopleSoft training as provided by the SR Training Team.

- To ensure college/departments are not using the student worker access process to circumvent required training of U of MN staff, an audit query is being established. This process will compare the ID's of all student workers with HR records to determine if any have been set up as staff. If so, access will immediately be cut off, and the staff person will be required to attend training.

- An alternative to the above process is for student workers to attend scheduled PeopleSoft training classes, based on supervisor approval and as their schedule permits.

- M Keys are NOT transferrable. When a student worker leaves your department, they must return the M Key to Data Security. If they begin work for a different college/department, a different M Key will be issued to them.

Student Records Training Team/OIT Data Security
December 2008