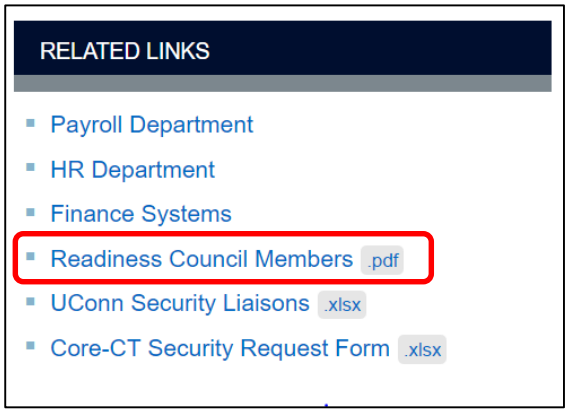
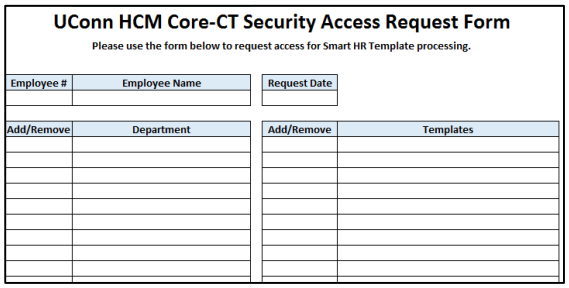
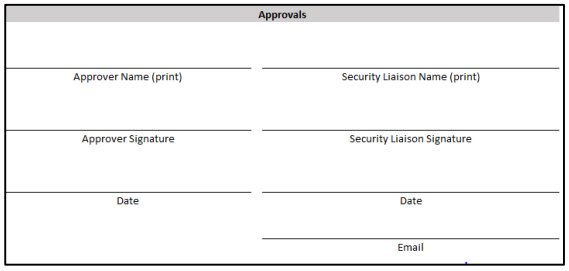
# University of Connecticut

# Requesting Smart HR Security Access

**Notice:** Department Processors who have attended Smart HR Training **but** were not submitted as Payroll Authorization Processor in the Task 10 Security Workbook will need to have their department's Security Liaison submit the **Core-CT Security Request Form** to request them security access to Smart HR templates in Core-CT.

| Step | Action | Screenshot |
|---|---|---|
| 1 | Navigate to: http://ess.uconn.edu and look under the **Related Links** section.<br><br>Confirm with your department's Readiness Council Member that you were not listed as a PA Processor on the final Task 10 Security Workbook. |  |
| 2 | Contact your department Security Liaison to submit a Core-CT Security Request Form**.** Include the following information in your request:<br>• Name<br>• Employee #<br>• Department<br>• Course number(s) that you attended (*HCM101, HCM102, HCM105 or HCM200*)<br>• Date you attended the training course(s)<br>• Smart HR template(s) you need access to*<br><br>***Note:** Only request access to the template(s) you need access to to perform your job responsibilities.<br><br>*The list of all available template selections is at the bottom of this job aid.* | |
| 3 | Ensure your department Security Liaison completes the **Core-CT Security Request Form**. The Security Liaison will enter the following:<br>• Employee #<br>• Employee Name<br>• Request Date<br>• Request to Add or Remove Department(s)<br>• Department(s) to Add or Remove<br>• Request to Add or Remove Template(s)<br>• Template(s) to Add or Remove |  |

| Step | Action | Screenshot |
|---|---|---|
| 4 | Your department Security Liaison will need to print the **Core-CT Security Request Form** and gather wet signatures from the following:<br>• Approver (*your Readiness Council Member and/or Security Liaison will know who the Approver is*)<br>• Security Liaison |  |
| 5 | Your department Security Liaison will need to scan a copy of the approved **Core-CT Security Request Form** and send it to: HCM_Security@uconn.edu<br><br>The security request will be addressed in a timely manner. Once complete, the Payroll Security Administrator will notify the Security Liaison via email that the request has been completed. Your department Security Liaison will then communicate back to you that your access is granted. | |
| 6 | Once you are granted the correct Smart HR template access, it is recommended to clear your computer's cache and cookies. Refer to the Clearing Your Cache and Cookies job aid to perform these steps. | |

List of Smart HR templates to request access to:

- All Smart HR templates
- Hire – Unclassified Non-Time Reporter
- Hire – Unclassified Time Reporter
- Unclassified Pay Change
- Unclassified Data Change – Department Initiated
- Department Change – Unclassified Employees
- Supervisor ID Change – Unclassified Employees
- Funding Change – Unclassified Employees
- Admin Supplement Change – Department Initiated
- Separation – Unclassified Employees
- Classified Data Changes – Department Initiated
- Department Change – Classified Employees
- Supervisor ID Change – Classified Employees
- Funding Change – Classified Employees
- Separation – Classified Employees
- Hire – Graduate Assistant
- Hire – Graduate Intern
- Hire – Graduate Fellow
- Graduate Payroll Data Changes
- Department Change – Graduate Employees
- Supervisor ID Change – Graduate Employees
- Funding Change – Graduate Employees
- Graduate Assistant Pay/Level Change
- Graduate Intern Pay/Level Change
- Separation – Graduate Employees
- Separation – Gratis and Grad Fellows
- Hire – Student Labor
- Hire – Student Work Study
- Hire – Non-UConn Student
- Student Payroll Data/Pay Change
- Department Change – Student Employees
- Supervisor ID Change – Student Employees
- Funding Change – Student Employees
- Separation – Student Employees
- Hire – Special Payroll Teaching
- Hire – Special Payroll Non-Teaching
- Hire – Gratis
- Special Payroll Teaching Pay Change
- Special Payroll Non-Teaching Pay Change
- Department Change – Special Payroll
- Supervisor ID Change – Special Payroll
- Funding Change – Special Payroll
- Separation – Special Payroll