User Verification Audit FAQs

In preparation for UGA’s annual financial audit, we must examine access to UGA systems that hold financial data.

**Systems under scope:**
- Banner
- The UGA Financial Management System
- The UGA Budget Management System
- UGAJobs
- OneUSG Connect

To view items assigned to you as part of the annual User Verification go to [jira.eits.uga.edu](http://jira.eits.uga.edu).

**Process begins:** March 30

**Deadline for verification:** April 30

Users who have been granted access to these systems will be sent an email on March 30, asking them to verify their ID and access to these sensitive systems.

The manager of each user will also need to confirm and justify that the user still needs access to perform their job functions.

Both users and their supervisors must complete the process by April 30, 2020, or the user’s access to the specified system will be revoked.

For additional information about each system, please go to the EITS Status page at [status.uga.edu](http://status.uga.edu).

Detailed guides explaining how to go through the process can be found below:
- User Verification Detailed Process Walkthrough for User
- User Verification Detailed Process Walkthrough for Supervisor
- An instructional video detailing the process is also available.

**Banner FAQs**

**What if I own an ID that has access to Banner Admin INB?**

You should receive an email with a link to JIRA that will allow you to confirm your access. Use your MyID to go to the approval form. Your timely response is needed, and if we do not receive justification from you by April 30, then the user’s ID will be automatically revoked. Once revoked, upon proper justification through Access Services, within a reasonable period of time the ID can be resumed and access restored. Your manager will also need to confirm and justify access and your access will also depend on their confirmation of access.

**What about access to Athena?**

This access is not being reviewed. Only users who have access to the Banner Admin INB are included in the scope of this user verification access audit.

**UGA Financial Management System, UGA Budget Management System, UGAJobs and OneUSG Connect FAQs**

**How do I request access to UGAJobs?**

To request access to UGAJobs, please use the following form: [https://hr.uga.edu/_resources/pdf/UGAJobs-User-Request-Form.pdf](https://hr.uga.edu/_resources/pdf/UGAJobs-User-Request-Form.pdf)

**How do I request access to UGA Financial Management System, UGA Budget Management and OneUSG Connect?**

To request access to these systems, please use the following link: [https://onesource.uga.edu/resources/access_request/](https://onesource.uga.edu/resources/access_request/)

**What will my JIRA ticket for these systems look like?**

**General FAQs**

- What if I have been specified as a supervisor of a user who has access to one of the systems in scope?
- What if I am not the owner of the ID?
- What if I am not the supervisor/manager?
- What if I have missed the cutoff deadline?
- What should I do if I am concerned that the email I received is a phishing scam and I don’t want to click on the link?
Your JIRA ticket to verify your access to OneSource systems will be the same format in JIRA as the other systems in scope for user verification.

Financial Management and OneUSGConnect will list the roles you have within those systems.

UGA Budget Management and UGAJOBS will list the groups you have access to in those systems.

If you have any questions regarding access in these systems, please contact the OneSource Service Desk at 706-542-0202, option 2, or by email onesource@uga.edu

I did not receive a notice to verify my access, or all of my roles are not listed. Do I still need to complete the process?

No. Not all users of OneUSG Connect, the UGA Financial Management System or UGAJobs will be required to verify their current access to these systems.

All employees at the University of Georgia have self-service access to OneUSG Connect and the UGA Financial Management System, but only those users with access to functionality above the base employee roles are required to review and verify that this access is still appropriate.

If your profile is view only or allows basic employee or manager approvals and access, you may not be asked to verify this access.

I approve time and absences in OneUSG Connect as part of my job duties. Do I need to complete user verification?

In regards to approving time and absences in OneUSG Connect, this user verification only includes the Time and Absence Approver role. Users that are assigned this role are alternate approvers of time and absences to the Reports-To Manager/Supervisor role.

If you are a Reports-To Manager, you are not asked to validate.

If you are designated as a Time and Absence Approver, you are being asked to validate. If you feel you have been included or excluded in error, please submit a ticket to onesource@uga.edu.

General FAQs

What if I have been specified as a supervisor of a user who has access to one of the systems in scope?

You, as the supervisor, must complete the access audit process by providing justification for the user’s continued access to this system. As part of the audit process, you will be asked to verify that they still need access to this information.

The audit process requires you, as the supervisor, to confirm whether the user still needs access within the link to JIRA in the email. Use your MyID to go to the approval form. If you respond that the user no longer needs access, system owners will be notified and their access will be revoked.

What if I am not the owner of the ID?

For Banner tools, please contact Access Services at 706-542-4000.

For the UGA Budget Management System, UGA Financial Management System, UGAJobs and OneUSG Connect, please contact the OneSource Service Desk at 706-542-0202, option 2, or by email onesource@uga.edu

What if I am not the supervisor/manager?

For Banner tools, please contact Access Services at 706-542-4000.

For the UGA Budget Management System, UGA Financial Management System, UGAJobs and OneUSG Connect, please contact the OneSource Service Desk at 706-542-0202, option 2, or by email onesource@uga.edu

What if I have missed the cutoff deadline?

Users have a limited time to respond to the access audit and a delay will have your access revoked. For Banner applications, upon proper justification through Access Services, within a reasonable period of time the ID can be resumed and access restored. In the case of OneSource Applications, an ID is not resumed. The user would have to have the supervisor submit the appropriate access request form for reinstatement.
What should I do if I am concerned that the email I received is a phishing scam and I don’t want to click on the link?

Users have two options:

1. Contact Access Services to confirm that the email you have received is legitimate.
2. You can also fill out the user verification by pasting the following link into your browser: jira.eits.uga.edu
   a. Put in your credentials in CAS
   b. On the Dashboard, users will find the tickets that are currently assigned to them.