User Verification Audit FAQs

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

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

This audit will involve select users verifying the need for the access that they have, and supervisors reviewing and deciding to approve or deny this access for employees under their purview.

**Process begins:** March 28

**Deadline to complete verification, including supervisor approval:** April 29

Instructions for users.

Instructions for supervisors.

**How do I know if I need to verify my access?**

If you are required to verify your access, you will receive an email from EITS Communications (s-eitscomms@uga.edu) alerting you to verify your access on March 28. You will also receive emails from notify@teamdynamix.com with your ticket information to verify access to Banner and/or OneSource systems.

You may be asked to verify your access if your job duties include the following tasks. (This is not an exhaustive list.)

- Creating financial transactions
- Approving financial transactions
- Managing approvals and workflow
- Approving payroll-related transactions
- Processing and interacting with student information via the Banner Admin Pages system

**How do I verify my access?**

Instructions for users who need to verify their access to systems can be found on the User Verification Detailed Process Walkthrough for User.

I am a supervisor. **How do I approve or deny an employee’s access?**

Instructions for supervisors who need to approve or deny an employee’s access to systems can be found on the User Verification Detailed Process Walkthrough for Supervisor.

**Banner FAQs**

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

You should receive an email with a link to TeamDynamix that will allow you to confirm your access.

Your timely response is needed, and if we do not receive justification from you by April 29, 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 complete the UGAJobs User Request Form.

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

To request access to these systems, please use visit our Access Request & Security Roles page. You must log in with your MyID and password to view it.

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

In regard 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 TeamDynamix 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 on esource@uga.edu

**What if I am not the supervisor/manager?**

If you are not a supervisor or manager and receive a request to approve access for a user, please fill out the Supervisor Change Form in TeamDynamix.

**I received a notice to verify access for someone besides myself. What should I do?**

If you are a supervisor, you will be asked to verify access to systems for the employees under your purview. You will receive an email like the one below; it will have the employee’s name as the sender, but the email address will be notify@teamdynamix.com.

![Email](image)

Complete the steps to verify the employee’s access outlined in the Supervisor Approval Workflow.

**I don’t need access for all the roles listed. What should I do if I only need to keep some of my access?**
Please select Yes, I need this access. Your supervisor will need to complete the Banner Request access form or the OneSource access form to request roles that need to be removed.

I did not receive a notice to verify my access. Do I still need to complete the process?

No. Not all users of Banner, OneUSG Connect, the UGA Financial Management System or UGA Jobs will be required to verifying 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 received a notice to verify my access, but all of my roles are not listed. Do I need to verify access for all of my roles?

Not all roles in Banner, OneUSG Connect, the UGA Financial Management System or UGA Jobs require annual verification. For example, basic employee or manager approvals and access may not require verification from you.

If you believe there are roles missing that require verification, please contact verifyaccess@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 visiting the My Approvals page in TeamDynamix.
   a. Put in your MyID and password into UGA SSO
   b. On the Dashboard, users will find the approval steps that are currently assigned to them.