Los Angeles County Office of Education

OPERATOR AUTHORIZATION REQUEST

For SFS Security Use Only
Request processed by

Serving Students • Supporting Communities • Leading Educators

ATTN: Division of School Financial Services, SFS Security Unit
eFAX (562) 469-4228 or email sfsSecurity@lacoe.edu • website: www.lacoe.edu/hrs_security

Requestor	Information		 Neither the 	nust be signed by au e primary security co	ıthorized s oordinator ı	ecurity coordin	nator. te secu	urity coordinator c	an sign his/her o	wn security reques	st. Approval from a higher	
DATE OF REQUEST		level supervisor is required. BUSINESS UNIT NO. (FIVE DIGITS)		BUSINESS UNIT NAME								
CONTACT PERSON			TITLE			EMAIL			TELEPHONE		EXT.	
REQUEST APPROVED	BV		T.	SECURITY COORDINAT	OR TITLE			SEC	URITY COORDINA	OR SIGNATURE		
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Operator I	nformation			Complete one form	per emplo	oyee.						
EMPLOYEE NAME								EID				
EMAIL						TELEPHONE				EXT.		
COMMENTS												
I. HRS	Security Acc	Cess (Hu	ıman <u>R</u> esource	System)	HRS OPERAT	TOR ID*						
New Opera		isting Op		Delete O	perator		eactiv	vate Operator		activate Opera	ator	
Complete Section	A or Section B. Do	NOT comp	lete both sec	tions.				·				
Section A.			OPERATOR ID			NAME						
HRS Access S	Should Match		OFERAIOR ID		ľ	IVAIVIE						
Section B.		1										
	ccess; "C" to change nen adding or chang						unctio	on number and d	escription. If the		n access for a Function	
Add/Change/ Remove	Function No. and Description			on	Column 1 Transaction Pattern ID (This column is use all district-level			ed to establish new	Column 2 eens or Add A Com transaction patterns or DISTRICT-LEVEL SO	ment add comments. For access to CREENS" in this column.)		
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	02 - Time Input	nonto.										
	03 - Pay Adjustm 04 - Personnel (I											
	06 - Payroll (Inqu	,	Correction)									
	07 - Payroll (Onli	ine History	Inquiry)									
	10 - Position Cor	ntrol										
	11 - District Main											
	14 - Retirement				Earnings Histo			y Inquiry Screen	(012) only.			
	16 - Table Inquiry											
eport data files for a esearch and analysi	It is important that re	port users e, school dis ort user find	stricts, commu ds any discrep	unity college districts pancies, it is the scho data submitted for a	s, and LEA ool district's ny reportin	s take full resp s, community on g purpose.	onsibil	lity for validating	and ensuring the	data contained in	By downloading or utilizi the file is accurate. If af contained in the data file	
II. RAD	Security Ac	cess (E	eport <u>A</u> ccess a	nd <u>D</u> istribution)	RAD USER N	IAME*						
☐ New Opera		isting Op		☐ Delete O	perator	De	eactiv	vate Operator	□ Re	activate Opera	ator	
	ccess or "R" to remo	ove access		re Name		No.		Add/Remove		Feature Na	mo	
	cts or agencies using HR	S solost all th		re ivame		INO.		Add/Remove		reature Na	ine	
1			onitoring File 1			5	Т		TSA Reports •			
2		dential Rep				6		HRS Personnel Reports •				
3	HRS Payroll					7				B Business Objects Ad Hoc Reports		
4	Government Compensation Data											
	v a listing of reports.											
Section B. For distri	icts or agencies using HR				norization for	m is required. Clid	k on the	e icon (🗎) to get the				
1	- F-77 (- F77					3 HRS Sick Leave Balance Upload						
		Download		hird-party vendors.							uest the Data Processing	
				ипоп, апи ⊑прюуее	บลเสมสรย	miorinau0ff. IN	AF OR I	IZIVI. HIESE IIIES	are not used to t	pivau iv FO PIVUU	no.	
1	tion C. For non-central districts or agencies, select all that apply. 1 Credentials Ad Hoc File Transfer					3			Credential Data Expansion Download File			
2		irement File			SFS-Retire		t File-Ch	narter Schools	Text File-Districts	Excel File		
III. COS	Security A	ccess (<u>C</u> redential <u>O</u> pe	rating <u>S</u> ystem)	Allo	w Access		Delete Acc	ess	COS OPERATOR ID	*	

SECURITY COORDINATOR AUTHORIZATION



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DATE SUBMITTED	BUSINESS UNIT NUMBER (FIVE DIGITS)	BUSINESS UNIT NAME

This is to designate the following person(s) as the district's security coordinator(s) for the following systems.

- Credential Operating System (COS)
- Human Capital Management (HCM) CGI Advantage System
- Human Resource System (HRS)
- Reports and Data (RAD) HRS Reports

Security coordinators perform an important role in determining, assigning, and authorizing district-employees' access to these systems. These systems contain confidential and personal employee information. Only security requests signed by one of the security coordinators will be accepted and will be acted upon.

The SFS Security unit in the Division of School Financial Services (SFS) is responsible for maintaining a current security coordinator list on file. The signatures requested below are required and are used to validate against all security requests submitted by the district. Security requests for security coordinators will require approval from a high-level administrator.

Prime Security Coordinator		
NAME		TITLE
TELEPHONE	TELEPHONE EXT.	EMAIL
MANUAL/DIGITAL SIGNATURE OF PRIME COORDINATOR		
Alternate Security Coordinator (1)		
NAME		TITLE
TELEPHONE	TELEPHONE EXT.	EMAIL
MANUAL/DIGITAL SIGNATURE OF ALT COORDINATOR (1)		
Alternate Security Coordinator (2) –	If Applicable	
NAME		TITLE
TELEPHONE	TELEPHONE EXT.	EMAIL
MANUAL/DIGITAL SIGNATURE OF ALT COORDINATOR (2)	1	
and shall become effective upon review of a	and when signed by the Superi	authorization forms submitted prior to the date on this form ntendent, Chief Business Official, or Chief Personnel Official. to the HRS Business Objects Ad Hoc Reports in RAD.

MANUAL/DIGITAL SIGNATURE OF ADMINISTRATOR

NAME

EMAIL