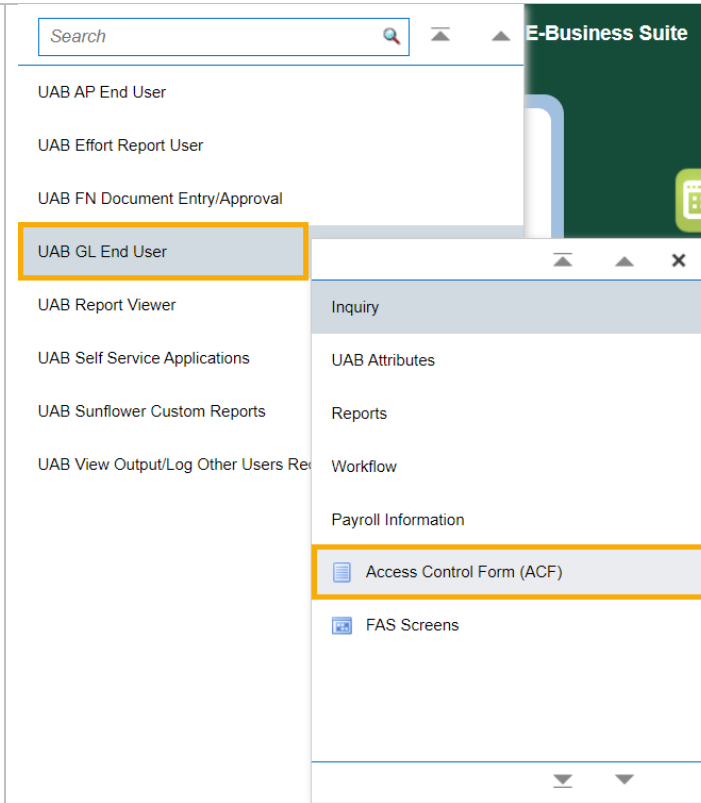


Disabling/Removing Campus Time & Attendance Time Editor Access

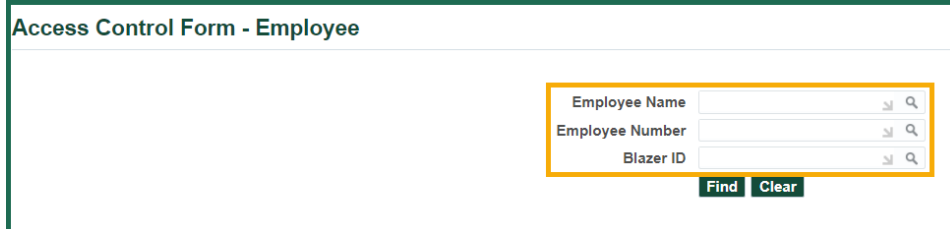
<p>Log in to Oracle HR & Finance</p> <ul style="list-style-type: none"> Go to myUAB Locate and click Oracle HR and Finance 	<p>The screenshot shows a grid of application icons under the heading 'myApps'. The icons include Campus Email, UAB Campus Learning System, Oracle HR & Finance (highlighted with a yellow border), BlazerID Central, OnBase, WAM, LinkedIn Learning, eLAS, Box.com, AskIT, Employee Directory, and LMS.</p>									
<p>Open the Oracle Navigator</p> <ul style="list-style-type: none"> Click on the 3-lined "Hamburger" icon in the top left corner 	<p>The screenshot shows the Oracle E-Business Suite home page. In the top left corner, a yellow box highlights the 'Hamburger' menu icon (three horizontal lines). To the right, there is an announcement box with the following text: 'Announcement: Welcome to Oracle E-Business Suite! Learn more about the new look and feel, and read a series of FAQs here or watch video here. (Right click the link and open in new tab/window) State Online Tax Form is now part of the Federal Tax Form and is available under self service responsibility as Online Tax Form. It is also available as an icon on the home page.'</p>									
<p>The Access Control Form (ACF) is accessible from the following responsibilities</p>	<table border="1"> <tr> <td>UAB HR Officer</td> <td>></td> <td>Access Control Form</td> </tr> <tr> <td>UAB GA End User</td> <td>></td> <td>Access Control Form</td> </tr> <tr> <td>UAB GL End User</td> <td>></td> <td>Access Control Form</td> </tr> </table>	UAB HR Officer	>	Access Control Form	UAB GA End User	>	Access Control Form	UAB GL End User	>	Access Control Form
UAB HR Officer	>	Access Control Form								
UAB GA End User	>	Access Control Form								
UAB GL End User	>	Access Control Form								

Navigate to **Access Control Form**

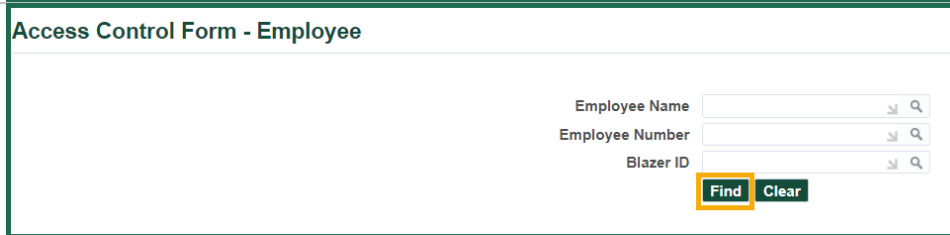
- Select **Responsibility**
- Select **Access Control Form (ACF)**



Enter Employee name, Employee Number or Blazer ID to **Search Employee**



Click on **Find** button



Click on the **Finance** tab

HR **Finance** History

Finance Responsibility Details

Current Responsibilities

<input type="checkbox"/>	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB FN Document Entry/Approval	05-Apr-2023	31-Dec-4712	
<input type="checkbox"/>	UAB AP End User	05-Apr-2023	31-Dec-4712	
<input type="checkbox"/>	UAB Sunflower Custom Reports	05-Apr-2023	31-Dec-4712	

Select the **UAB TEL Campus Kronos** Responsibility in the Current Responsibilities region

HR **Finance** History

Finance Responsibility Details

Current Responsibilities

<input type="checkbox"/>	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB GA End User	01-Nov-2019	31-Dec-4712	
<input type="checkbox"/>	UAB FN Document Entry/Approval	04-Oct-2004	31-Dec-4712	
<input type="checkbox"/>	UAB AP End User	04-Oct-2004	31-Dec-4712	
<input checked="" type="checkbox"/>	UAB TEL Campus Kronos	10-May-2017	31-Dec-4712	
<input type="checkbox"/>	UAB Sunflower Custom Reports	18-Oct-2006	31-Dec-4712	
<input type="checkbox"/>	UAB OnBase FN Campus Access	01-Aug-2020	31-Dec-4712	

Click on the (**>**) **Arrow** to move the responsibility to the **Requested Changes** region

- Select the folder titled **Org**

Save **Submit**

Requested Changes

<input type="checkbox"/>	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB TEL Campus Kronos	10-May-2017	31-Dec-4712	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add Row **Delete**

Select the Org(s) needing to be disabled/removed

- Check the **Disable** box

Requested Changes				
<input type="checkbox"/>	Responsibility Name	Start Date	End Date	Org
<input type="checkbox"/>	UAB TEL Campus Kronos	10-May-2017	31-Dec-4712	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add Row Delete

Org Range - UAB TEL Campus Kronos-ribiles

<input checked="" type="checkbox"/>	From Organization	To Organization	Disable
<input checked="" type="checkbox"/>	113000000	113999999	<input checked="" type="checkbox"/>

Add Delete

Click the **Save** button

Save **Submit**

End Date	Org
31-Dec-4712	
31-Dec-4712	

Requested Changes

<input type="checkbox"/>	Responsibility Name
<input type="checkbox"/>	UAB TEL Campus Kronos
<input type="checkbox"/>	

The Finance **Document Number** will pre-populate

Note: The Finance Document Number will be required to track the document

Job		Current Documents Finance :510390
Assg Category		
Employee Status		
Organization		

HR	Finance	History
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Finance Responsibility Details

Document Number 510390 is in status INPROCESS

The **Action Log** will show the status of the FN ACF document in the Workflow

HR **Finance** History

Finance Responsibility Details

Document Number 510390 is in status **INPROCESS**

Current Responsibilities

Responsibility Name	Start Date	End Date	Org
UAB FN Document Entry/Approval	22-Oct-2013	31-Dec-4712	
UAB AP End User	22-Oct-2013	31-Dec-4712	
UAB Sunflower Custom Reports	22-Oct-2013	31-Dec-4712	

Org Range

Responsibility	From Organization	To Organization
No results found.		

Comments

[Click here for Action Log](#)

The **Action Log** will look similar to this image.

Select Document Type and/or Number

* Type Access Control Number

Access Control Document Action History Current Documents

Action	Full Name	Date/Time	Notes
SUBMIT	[Redacted]	Jan-10-2019 10:53:02 AM	Document Submitted
START	[Redacted]	Jan-10-2019 10:53:02 AM	Started WF approval process
	[Redacted]	Jan-10-2019 10:53:02 AM	[Redacted]
APPROVE	[Redacted]	Jan-11-2019 06:39:47 AM	Comments added by user:
	[Redacted]	Jan-11-2019 06:39:47 AM	Primary Org Approval Complete
APPROVE	[Redacted]	Jan-11-2019 06:39:47 AM	[Redacted]