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I. INTRODUCTION

This guide is intended for use by all LaGov Security Administrators. It covers how to complete and submit security request forms and how to find security related information using LaGov reports.

II. ADMINISTRATION OF POSITION-BASED SECURITY

A. Position-Based Security

All LaGov users will receive Job Function based permissions, which means they will be granted display and/or update access to transactions and reports needed to perform their job. Positions are assigned one or more security roles that control the system components and transactions they see and can execute, as well as what agency, plant and/or employees they can maintain. The advantage of position-based security is that no action is necessary when one employee separates and another is hired into that same position. Business processes handled by the holder of that position can generally continue without interruption.

B. Security Duties and Responsibilities

- **Appointing Authority, Undersecretary or other appropriate Management Staff Member**

  Designates who serve as LaGov Security Administrator - Primary and Alternate, for all LaGov designations appropriate for their entity, by submitting appropriate form (see list below). If necessary to reassign this responsibility, promptly submit same form with updated information so LaGov Security Team can inactivate/activate their ID that accesses Security Request Forms.

  - **ISF061** HCM/LSO Security Administrator
  - **LSF062** FINANCIAL & LOGISTICS Security Administrator
  - **LSF063** STATEWIDE ACCESS Security Administrator
  - **LSF064** SRM STATEWIDE FINANCIAL Security Administrator
  - **LSF065** SRM STATEWIDE ePROCUREMENT/LOGISTICS Security Administrator

The forms are available in LEO under My Work > Publications > LaGov Publications/Forms. Completed forms should be faxed to 225-342-0902 or scanned and emailed to _DOA-OTS-LAGOV-USERADMIN@la.gov_.

![LaGov Publications/Forms](image-url)
• **Agency LaGov Security Administrator (ASA)**

Contact through which all agency LaGov security requests/questions are to be routed. Analyzes potential impact of all security-related requests. Submits position security request forms through LEO>My Work>Position Security tab. The position security tab limits them to only the forms/security roles that correspond to the area(s) of LaGov for which they were designated to serve as Agency Security Administrator.

Retains signed copies of all requests submitted in the event that position access is questioned/audited.

• **LaGov Security Administration team**

Accepts security requests from Primary or Alternate Security Administrator. Processes security administrator setup forms for requesting agency as these assignments are received. Attaches security roles to positions as requested by Agency Security Administrator (ASA). Responds to inquiries from LaGov Security Administrators.

**C. LaGov Position Security Guidelines**

- LaGov security does not transfer from position to position with the User ID. When an employee is promoted or moves to a different position, but should continue to have the same security access, the agency LaGov Security Administrator should submit a request to attach the security permissions to the new position. When an employee transfers into a position, that employee will automatically inherit any security already established on that position. It is important for the Security Administrator to be aware of this situation and have the security adjusted according to the needs of the employee/agency.

- It is the agency’s responsibility to submit a request to remove security when a position no longer needs permissions attached. This would be whenever the holder of the position will not have assigned duties to work in LaGov. The auditors expect this to be done in a timely manner.

- **Audit warning**: Auditors expect security access to be limited to a business need only and may consider certain permission combinations to be incompatible.
III. LAGOV SECURITY REPORTS

PRIOR to requesting any changes to a position’s security, Administrators should verify what roles already exist on the position. Reports are available under LEO > My Work > Position Security for this purpose. These reports can also be run from the Core Component-ECC tab in the LaGov ERP portal using the transaction code.

A. Job Function Roles (ZS06C)

Report Name: Position Security Function Role Report

This report can be run to view the current job function roles assigned to a specific position, to output all positions for a Personnel area that have any type of job function role security assigned, or to get a list of positions that have a particular job function role assigned (e.g., HCM Basic EA, SRM Buyer, TV Travel Administrator-Advanced).

It is very important to periodically review security assigned to agency positions, since a previous administrator may have authorized many of the existing attachments. After submitting a request to add or delete roles from a position, this report can be used to verify that the position was updated appropriately.

Click to review ZS06C Report Descriptor  This descriptor includes hints for what values you need to enter in the Selection criteria fields and explains the Report Output options as well.

Click to view LaGov Portal Report Quick Reference  This document contains additional generic selection and report output manipulation tips.
1. ZS06C Selection Fields:

- **Personnel Area** – Consider generating this report for all personnel areas for which you administer security.

- **Position or Personnel number** – Enter a value in either of these fields if you wish to output data for only specific people or position numbers.

- **Job Function** – allows the user to narrow the search down to only certain Job Functions. Note: Position Data Only output must be selected when this field is populated.

- **Report Output Options**
  - **Primary Job Functions Only** - (default) System will output Primary Job Functions for any position that matches selection values specified.
  - **Detailed Job Function List** – System will output Primary Job Functions, plus any other Job Functions that the Primary Job Function automatically incorporates. For example, a position for which MM-05 Inventory Processor is requested will automatically be given the LO-01 Logistics Inquiry Job Function as well. So, if interested in viewing a complete list of all Job Functions a position has, then select this output option.
  - **Position Data Only** - System will only output a single line of data for any position that matches selection values specified. This is a good option to choose if you need to count how many positions have a certain type of Job Function role.
2. Output:

If the selection values you specified match no existing records, the message ‘No Data Found for Selection Criteria’ will be returned.

For records that are output, data such as holder of the position, their effective date, security role validity dates and which personnel areas their security allows them to access, last logon date for that user, the printer assigned to the user, the organizational unit and the organizational unit text will be displayed.

ONCE YOU RECEIVE OUTPUT, CLICK THESE FIELDS FOR EVEN MORE INFORMATION

- **Position** - Executes ZS06 which breaks the Job Function role into the various individual roles that are actually attached to the position. These roles contain the many transactions that may need to be executed as a part of this Job Function. Don’t be surprised when you see roles you don’t remember requesting. For example, a security role will be automatically added to allow access to SAP through the LEO portal or to LaGov’s Data Warehouse. These technical roles are not listed on the security forms and may vary according to the security role(s) selected. They do not need to be requested.

Clicking on **Security Role** while in ZS06, for most, will display all transactions that comprise that role.
- **PersNo.** (Personnel Number) - Displays the holder of the position’s email address.

- **Function Code or Function Role Name** - Displays a description of the types of tasks typically executed by people performing this Job Function. *Is this role appropriate for this particular position?*

  Responsible for the receipt of goods and services associated with a purchase order and changing or canceling material documents associated with the good receipt. Items to be received can be from an external vendor or from another inventory site.

- **User** - Displays security roles that the position holder has tied to their P ID which allows them additional permission in LEO. Role examples include Z_PORTAL-ESSCATS, Z_PORTAL_LEARNER, Z_PORTAL_TRAVELER.
This report is available under LEO > My Work > Position Security or it can be run from the Core Component-ECC tab in the LaGov ERP portal using the transaction code > ZS06.

**B. Security Role Detail (ZS06)**

*Report Name: Position Security Report*

This report was discussed previously, as it can be accessed via drill down fields in the Job Function Role report (ZS06C).

[Click to view Report Descriptor for ZS06](#) This descriptor includes hints for what values you need to enter in the Selection criteria fields and explains the Report Output options as well.

### Position Security Report

<table>
<thead>
<tr>
<th>Date Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Today" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code to</td>
</tr>
<tr>
<td>Personnel area to</td>
</tr>
<tr>
<td>Position to</td>
</tr>
<tr>
<td>Personnel number to</td>
</tr>
<tr>
<td>Include Selection Roles to</td>
</tr>
<tr>
<td>Exclude Selection Roles to</td>
</tr>
</tbody>
</table>

- [Output positions, no roles](#)  
- [Show Roles on User IDs](#)

<table>
<thead>
<tr>
<th>Select Display Variant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout</td>
</tr>
</tbody>
</table>
IV. LAGOV SECURITY REQUEST FORMS

Once existing security has been verified for a position that you wish to change, it is time to access the LaGov Security Request Forms and submit the request.

A. Form Access

- All LaGov Security Administrators are assigned unique identifiers in ZP200.
- These values identify which security forms are available to each security administrator
- The forms are only available through LEO>My Work>Position Security.

Note: All pop-up blockers must be turned off for the system to work properly.

B. Sign-on Instructions for accessing LaGov Security Request Forms

- Log into your LEO account. It is recommended using Internet Explorer when accessing the security request forms.
- Click on the My Work tab. If the user has been set up as the agency security administrator, then click on the Position Security tab. On the left hand navigation panel, there will be an option for Submit Position Security Chg.

Select a link from the Detailed Navigation section on your left.

- Clicking this tab will display a menu of form options for the agency Security Administrator.
C. Main Menu for LaGov Security Administrators

- Click on the form you would like to access.
- The image below is an example that represents the screen for a user ID that has permissions to certain forms. Users will only see links for the forms they have authority to submit.

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Form Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSF048</td>
<td>LAGOV SECURITY - HCM, LSO</td>
</tr>
<tr>
<td>LSF960</td>
<td>LAGOV SECURITY - BUSINESS OBJECTS</td>
</tr>
<tr>
<td>LSF965</td>
<td>LAGOV SECURITY - TRAVEL</td>
</tr>
<tr>
<td>LSF037</td>
<td>LAGOV SECURITY - SRM STATEWIDE FINANCE</td>
</tr>
<tr>
<td>LSF009</td>
<td>LAGOV SECURITY - SRM STATEWIDE EPFPROCUREMENT, LOGISTICS</td>
</tr>
</tbody>
</table>

D. General Instructions for Using LaGov Security Forms

It is recommended that Security Administrators look at the actual forms in the LEO>My Work>Position Security>Submit Position Security Change while reading this section on forms.

- **Common to All Forms:**
  - **Position Number:** Must always be included, as security is added to a position not a person.
  - **Personnel Area:** Position belongs to this personnel area.
  - **Action:**
    - **Add:** Adds selected security to the position. Any existing security on the position governed by the form will remain intact.
    - **Remove:** Removes selected security from the position. If no job functions are selected, then all job functions related to the form will be removed.
  - **Start Date:** The beginning date for the permissions requested.
  - **End Date:** The ending date for the permissions requested. If security is to be temporary, then provide an appropriate end date, else a default end date of 12/31/9999 will be assigned.
• **General Fields:**
  
  **Job Functions**
  
  All job functions are identified by radio buttons. In LaGov, permissions are grouped into logical sets called job functions. In order to request the correct security for a user, it is necessary to understand what job functions are available, and what job duties will be performed by an employee.

  **Comments**
  
  Enter comments relevant to the processing of this security request.

  **LaGov Security Admin Name**
  
  Enter full name of the Security Administrator.

  **Phone**
  
  Enter phone number of the Security Administrator.

  **Email**
  
  Enter email address of the Security Administrator.

• **Push Button:**
  
  **Submit**
  
  Send the Security Request form to LaGov Security Administrator.

• A link to instructions for completing the form is found at the top left of each form.

• The Warning message ‘You must fill in all required fields before submitting.’ will be displayed when a required entry has not been completed. All missing required information must be entered before the form can be successfully submitted.

• The agency LaGov Security Administrator/Alternate is required to keep signed copies of all LaGov Security forms for future reference and audit purposes. Upon submittal, a copy of the form is emailed to OTS/LaGov for processing and a copy is sent to the agency security administrator making the request.

• After a security request has been processed by the LaGov Security Team, the agency LaGov Security Administrator/Alternate receives an email notification.

  **Expected Turnaround:** Two business days (which encompasses time for the nightly security job to run which activates/deactivates roles maintained), unless request is processed on Payroll Monday. This is the only day that our security job does not routinely run.
E. LaGov ERP Security Forms

Images of each Security form, as well as the link to detailed descriptions of the Job Functions included, will follow. Again, you may not have access to all forms shown.

LSF001: LaGov Security - Finance & Real Estate

LSF001 Form Instructions
### LSF002 Form Instructions

**LaGov Security - Purchasing, Contract & Inventory**

<table>
<thead>
<tr>
<th>Inventory Job Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory Plant Access - (list plant numbers requesting access to):</td>
</tr>
<tr>
<td>MM-02 Goods/Services Receiver</td>
</tr>
<tr>
<td>MM-03 Inventory Manager - Enhanced</td>
</tr>
<tr>
<td>MM-04 Inventory Requester</td>
</tr>
<tr>
<td>MM-05 Inventory Manager - Basic</td>
</tr>
<tr>
<td>MM-06 Requisition Approver Group 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E Procurement (SRM) Job Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRM-01 Approver (select all that apply):</td>
</tr>
<tr>
<td>Agency Approver (Non Bid/Contract/Catalog orders - list plants)</td>
</tr>
<tr>
<td>Asset Accountant Approver (list plants)</td>
</tr>
<tr>
<td>Ad Hoc Approver (list plants)</td>
</tr>
<tr>
<td>Commodity Approver (Internal Agency Approver - list commodities)</td>
</tr>
<tr>
<td>Cost Center Approver (include cost centers)</td>
</tr>
<tr>
<td>Fiscal Approver (LaGov Services Contracts - list plants)</td>
</tr>
<tr>
<td>Signature Authority Approver (LaGov Services Contracts - list plants)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inquiry Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>FI-01 Financial Inquiry</td>
</tr>
<tr>
<td>LO-01 Logistics Inquiry</td>
</tr>
<tr>
<td>SRM-05 SRM Inquiry</td>
</tr>
</tbody>
</table>

**Position Number**

**Holder Personnel #**

**Start Date**

**Position Holder Name**

**End Date**

(Change if amp)

**12/31/9999**

**Comments / Special Directions**

**LaGov Security Admin Name**

**Phone**

**Email**

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

[SUBMIT]
LSF003 Form Instructions

LaGov Security - Maintenance Operations

Request for Position Security

Position Number

Personnel Area

Position Holder Name

Holder Personnel #

Plant Access (list plant numbers requesting access to)

Action

Add

Remove

Start Date

End Date

12/31/9999

Plant Maintenance Job Functions

- PM-01 Agency Master Data Processor
- PM-02 Building Maintenance Requester
- PM-03 Fleet Maintenance Requester
- PM-04 Fleet Manager
- PM-05 Maintenance Sup/Mgr

Inquiry Only

- AG-00 Linear Assets Inquiry
- FI-01 Financial Inquiry
- LO-01 Logistics Inquiry

Agile Only

List the Admin Unit/Unit & Gang(s) that the user needs access to:

Linear Assets Job Functions (Agile)

- AG-01 Area Engineer
- AG-02 Clerk
- AG-03 Business Administrator
- AG-04 Control Section Administrator
- AG-05 District Administrator
- AG-06 Foreman
- AG-08 Supervisor

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT
LSF004: LaGov Security - Project Systems

**LSF004 Form Instructions**

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Personnel Area</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Add or Remove</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Holder Name</th>
<th>Holder Personnel #</th>
<th>Start Date</th>
<th>End Date (change if temp)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>12/31/9999</td>
</tr>
</tbody>
</table>

**Business Area Access (list agency numbers requesting access to)**

**Job Functions**

- LO-07 Site Mgr PO Processor-DOTD
- PS-01 Statistical Activities Processor
- PS-02 Financial Fed Aid Mgr-DOTD
- PS-03 Financial Periodic Processor
- PS-06 Project Creator
- PS-07 Project Financing-DOTD
- PS-08 Project Plan-DOTD
- PS-09 Project Processor
- PS-10 Project Scheduler
- PS-12 User Status Processor
- PS-13 Environmental Group Team-DOTD
- PS-14 Suspend Fed Billing-Display User-DOTD
- PS-15 Suspend Fed Billing-Update User-DOTD
- PS-17 System Status Release-Display User-CFRA
- PS-18 System Status Release-Update User-CFRA
- PS-25 Cost Planner-CFRA
- PS-26 Networks and Activities Processor-CFRA

**Comments / Special Directions**

**LaGov Security Admin Name**

**Phone**

**Email**

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT
LSF009: LaGov Security - Real Estate - Right of Way

**LSF009 Form Instructions**

```plaintext
LaGov Security - Real Estate - Right of Way
Request for Position Security

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Holder Personnel #</th>
<th>Start Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Holder Name</th>
<th>End Date (change if temp)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/31/9999</td>
</tr>
</tbody>
</table>

**Job Functions**

- AP-16 RE Vendor Maintenance Processor
- FE-10 Master Data Processor (Contracts)
- RE-11 Retainer Contract-Level 1 Approver
- RE-12 Right of Way Contract-Level 1 Approver
- RE-13 Services Contract-Level 1 Approver
- RE-14 Services Contract-Level 2 Approver

**Comments / Special Directions**

[Blank Space]

**LaGov Security Admin Name**

[Blank Space]

**Phone**

[Blank Space]

**Email**

[Blank Space]

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

[Submit Button]
```
LSF010: LaGov Security - Waste Tire (DEQ Only)

**LSF010 Form Instructions**

**LaGov Security - Waste Tire (DEQ Only)**

Request for Position Security

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Holder Personnel #</th>
<th>Start Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>〇 Add</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>〇 Remove</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Holder Name</th>
<th>End Date (change if temp)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/31/9999</td>
</tr>
</tbody>
</table>

**Job Functions**

- FI-01 Financial Inquiry
- WT-01 Waste Tire Accounts Receivable Processor
- WT-02 Waste Tire Billing
- WT-03 Waste Tire Fee Report Entry
- WT-04 Waste Tire Display
- WT-05 Waste Tire Generator Manifest
- WT-06 Waste Tire Processor Manifest

**Comments / Special Directions**

**LeGov Security Admin Name**

**Phone**

**Email**

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT
LSF011: LaGov Security - Budget Development

LSF011 Form Instructions

LaGov Security - Budget Development
Request for Position Security

Position Number
Holder Personnel #
Start Date
End Date
(change if temp)

Action
Add
Remove

Position Holder Name

Job Functions

- SBP-01 Agency Budget Request Analyst - Operating
- SBP-05 Agency Report Inquiry - Operating (BO)
- SBP-06 Agency PEP Only Report Inquiry - Operating (BO)
- SBP-10 Non-LaGov Agency Budget Request Analyst - Operating
- SBP-11 Agency Performance Analyst
- SBP-12 Agency Performance Approver
- SBP-13 Agency Performance Report Inquiry

Comments / Special Directions

LaGov Security Admin Name
Phone
Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

OTS Status - UserAdmin only
Open

SUBMIT
LSF020 Form Instructions

LaGov Security - Statewide Support - Budget

Request for Position Security

**Position Number**

**Holder Personnel #**

**Start Date**

**Action**
- [ ] Add
- [ ] Remove

**End Date**

(Change if temp)

12/31/9999

**SBP**

- [ ] SBP-03 State Budget Request-Operating
- [ ] SBP-04 State Budget System Admin-Operating

**SRM-DTS**

- [ ] SRM-16B SRM - DTS - Budget Office (List plants below)

**Comments / Special Directions**

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

**OTS Status - UserAdmin only**

Open

SUBMIT
LSF021 Form Instructions

LaGov Security - OSB
Building Maintenance Requestor
Request for Position Security

Position/External #
Personnel Area

Department Name
Section Name

Position Holder Name
Start Date
End Date

PM-18 Security to allow outside agencies to submit maintenance requests against OSB owned buildings

Comments / Special Directions

LaGov Security Admin Name
Phone
Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only
Open

Revised December 2021
ISF065: LaGov Security - Travel

**ISF065 Form Instructions**

### LaGov Security - Travel
Request for Position Security

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Personnel Area</th>
<th>Action</th>
<th>Position Holder Name</th>
<th>Holder Personnel #</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/01/2021</td>
<td>12/31/9999</td>
</tr>
</tbody>
</table>

### Travel Authorization
Select only ONE authorization for the position listed above.

- TV-01 Travel Reporting Only
  - Executes reports only
- TV-02 Travel Administrator - Basic
  - Performs all functions EXCEPT approving and canceling
- TV-03 Travel Administrator - Regular
  - Performs all functions EXCEPT canceling
- TV-04 Travel Administrator - Advanced
  - Performs all functions

For Workflow Agencies Only:
- TV-05 Cost Assignment Reviewer
  - Agency Cost Approver for Expense Report workflow (more than 1 Approver can be designated)
- TV-06 Travel Cost Approver - Expense
  - Agency Approver for Expense Report workflow (more than 1 Approver can be designated)

**Personal Area / Agency Numbers - enter all personnel areas / must be 4 digits**

**Comments / Special Directions**

**LaGov Security Admin Name**

**Phono**

**Email**

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

**OTS Status - User/Admin only**

[SUBMIT]
F. LaGov Statewide Support Security Forms

LSF012: LaGov Security - Statewide Support - OSRAP

**LSF012 Form Instructions**

LaGov Security - Statewide Support - OSRAP

Request for Position Security

- **Position Number**
- **Personnel Area**
- **Position Holder Name**
- **Holder Personnel #**
- **Start Date**
- **End Date** (change if temp)

**Business Area Access** (list agency numbers requesting access to)

**Job Functions**

- AA-03 Capital Asset Valuation Adjuster
- AP-17 Vendor/EFT Display for All Agencies
- CO-02 Master Data Processor
- CO-07 Cost Center Master Data Processor
- FM-01 Budget Controller
- FM-05 Period End Processor
- GL-02 Close Processor
- GL-03 Doc Proc-Control Agcy w/ Self Post
- GL-07 Master Data Processor
- GM-04 Stwd Central Grants Administrator
- SUS-02 Vendor Administrator-Display

**Inquiry Only**

- FI-01 Financial Inquiry
- LC-01 Logistics Inquiry

**Comments / Special Directions**

**LaGov Security Admin Name**

**Phone**

**Email**

Clicking **SUBMIT** indicates my authorization of above additions to / removals from security for this position.

**OTS Status - User Admin only**

- Open

**SUBMIT**
LSF013: LaGov Security - Statewide Support - LPAA

LSF013 Form Instructions

LaGov Security - Statewide Support - LPAA
Request for Position Security

Position Number
Personnel Area
Position Holder Name
Holder Personnel #
Start Date
End Date
Business Area Access (list agency numbers requesting access to)

Job Functions
- FM-01 State Master Data Processor
- FM-04 Notification Proc: Fleet Manager
- FM-05 Reporting Managerial
- FM-06 Notification Proc: Property Manager
- FM-07 Stwd Property/Fleet Manager
- FM-11 Property Auditor
- MM-09 Goods/Services Receipt
- MM-10 Good Recept Asset Reversal

Inquiry Only
- FI-01 Financial Inquiry
- LO-01 Logistics Inquiry

Comments / Special Directions

LaGov Security Admin Name
Phone
Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT
### Form Instructions

#### LaGov Security - Statewide Support - OSUP

**Request for Position Security**

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Personnel Area</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>![Add/Remove]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Holder Name</th>
<th>Holder Personnel #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Business Area Access** (list agency numbers requesting access to)

- [ ] AP-08 Stwd Central Payment Processor
- [ ] AP-09 Stwd Central Vendor Mast Data Admin
- [ ] CM-02 Bank Reconciler
- [ ] HCM-23 BFA Processor
- [ ] HCM-24 GA Processor
- [ ] HCM-25 WTA Processor

**End Date** (change if temp)

- 12/31/9999

**Comments / Special Directions**

**LaGov Security Admin Name**

**Phone**

**Email**

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

[Submit Button]
LSF015: LaGov Security - Statewide Support - OSP

LSF015 Form Instructions

LaGov Security - Statewide Support - OSP
Request for Position Security

Position Number
Personnel Area
Action
○ Add
○ Remove
Position Holder Name
Holder Personnel #
Start Date
End Date
(change if temp)

Business Area Access (list agency numbers requesting access to)

Job Functions

- MM-01 Global Master Data Processor
- SRM-11 Contract Novation
- SRM-13 OSP Buyer (include mailing address below)
- MDM-01 Catalog Manager (optional, if SRM-13 is selected)
- SRM-14 OSP-PC Approver (include mailing address below)
- MDM-01 Catalog Manager (optional, if SRM-14 is selected)
- SUS-01 Vendor Administrator-Stwd
- SUS-02 Vendor Administrator-Display

Inquiry Only

- FI-01 Financial Inquiry
- LO-01 Logistics Inquiry

Comments / Special Directions

LaGov Security Admin Name
Phone
Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

OTS Status - UserAdmin only
Open

SUBMIT
LSF016 Form Instructions

LaGov Security - Statewide Support - ORM

Request for Position Security

Position Number
Personnel Area
Action
Add
Remove
Position Holder Name
Holder Personnel #
Start Date
End Date
Business Area Access (list agency numbers requesting access to)

12/31/9999

Job Functions

RE-01 Building Metr Data Proc
RE-05 Insurance Mstr Data Proc

Comments / Special Directions

LaGov Security Admin Name
Phone
Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

Click SUBMIT

OTS Status - UserAdmin only
Open

SUBMIT
LSF017: LaGov Security - Statewide Support - FPC

LSF017 Form Instructions

LaGov Security - Statewide Support - FPC
Request for Position Security

Position Number
Personnel Area

Position Holder Name
Holder Personnel #

Start Date
End Date (change if temp)

Business Area Access (list agency numbers requesting access to)

Job Functions

- CO-04 Statistical Order Processor
- FM-07 Agency Table Utility
- PS-06 Project Creator
- PS-12 User Status Processor
- PS-19 Project Processor-FM
- PS-20 Project Processor-Acct
- PS-21 Project Processor-Admin
- PS-22 Project Processor-Lock/Lineback
- PS-23 Project Mgmt Reporting-FPC
- PS-24 Non State Project Processor-FM
- RE-01 Building Mtr Data Processor
- RE-03 Contract Processor-SLO
- RE-04 Contract Processor-FPC
- RE-06 Land Mkr Data Processor
- SRM-08 Business Partner Maint
- SRM-09 Contract Creator
- SRM-10 Funding/Buyer-FPC

Inquiry Only

- FI-01 Financial Inquiry
- LO-01 Logistics Inquiry

Comments / Special Directions

LaGov Security Admin Name
Phone
Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT
LSF018: LaGov Security - Statewide Support - SCS

LSF018 Form Instructions

LaGov Security - Statewide Support - SCS

Request for Position Security

Position Number

Personnel Area

Action
○ Add
○ Remove

Position Holder Name

Holder Personnel #

Start Date

End Date
(Change if temp)
12/31/9999

LaGov Authorizations

☐ HCM-13 Stwd Position Maintenance
☐ HCM-14 Inquiry
☐ HCM-15 Job Processor
☐ HCM-16 Compliance Inquiry
☐ HCM-17 Legacy System Update
☐ HCM-18 State Police Commission
☐ HCM-19 Payroll Inquiry

Comments / Special Instructions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT
LSF019: LaGov Security - Statewide Support - Inquiry Only

**LSF019 Form Instructions**

**LaGov Security - Statewide Support - Inquiry Only**
Request for Position Security

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Personnel Area</th>
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<tbody>
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<tr>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Add</td>
<td>Remove</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Holder Name</th>
<th>Holder Personnel #</th>
<th>Start Date</th>
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<tbody>
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</tbody>
</table>

End Date
12/31/9999

**LaGov Authorizations**

- [ ] AUD-01 Legislative Auditor IS
- [ ] AUD-02 Legislative Auditor II / Inspector General
- [ ] HCM-26 HCM Retirement System Inquiry (Lasers, TRSL, LSPR)
- [ ] HCM-29 CPB - Legislative Fiscal Inquiry
- [ ] HCM-30 GGB Inquiry
- [ ] HCM-31 OSRAP - Financial Inquiry

**Comments / Special Directions**

**LaGov Security Admin Name**

**Phone**

**Email**

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

[SUBMIT]
G. LaGov HCM Security Forms

ISF048: LaGov Security - HCM / LSO

ISF048 Form Instructions

Form Instructions

LaGov Security - HCM / LSO
Request for Position Security

Action
Add
Remove

Start Date

End Date
12/31/9999

Limit Security Within An Agency?
Yes
No

LaGov HCM Authorizations

Paid Agency EA Processor
- HCM-01A Inquiry Only (Paid)
- HCM-03 Employee Admin (Paid)
- HCM-04 EA Time Admin (Includes All Time Groups)

Non-Paid Agency EA Processor
- HCM-01B Inquiry Only (Non-Paid)
- HCM-02 Employee Admin (Non-Paid)
- HCM-05B Org Mgmt (Non-Paid)

Special Reporting Roles
- HCM-07 F/R Org Reports - Agency Fiscal Staff
- HCM-09 Payroll Cost Reports - Non Fiscal Staff

Learning Solution (LSO)
- LSO-01 LaGov Training Coordinator
- LSO-02 Training Coord (Non LaGov Agy)
- LSO-03 Training Reports
- LSO-04 Training Administrator
- LSO-05 Qualifications Administrator
- LSO-06 Qualifications Admin - Basic
- LSO-07 Workbook Follow Up (DOTD)

Specify Time Groups - Timekeeper groups include a 4 digit personnel area number followed by a 2 digit time admin group code

<table>
<thead>
<tr>
<th>Personnel Area</th>
<th>TA Group</th>
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</table>

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT
H. LaGov SRM Statewide Security Forms - OBSOLETE

LSF007: LaGov Security - SRM Statewide Finance

LSF008: LaGov Security - SRM Statewide eProcurement / Logistics

V. DELIMITATION OF POSITION SECURITY

There are two ways that this can occur.

1. If a position no longer requires permissions in LaGov, the agency LaGov Security Administrator Primary or Alternate must send the necessary form(s) to remove the security from the position.

2. When an employee vacates a position (through reassignment or separation) and no longer has a valid holder relationship to the position, the position security is removed from the User ID. This is handled by the nightly security job.

Vacant positions continue to have security relationships attached unless an action as explained in Step 1 is taken. When a new holder is assigned to a position, the existing security relationships automatically become attached to the new holder’s User ID when the nightly security update program runs.

If the new holder will perform the same job duties and require the same security permissions, no action is necessary.

Agency LaGov Security Administrator Primary and Alternates are responsible for properly maintaining LaGov position security.

VI. LAGOV SUPPORT

Agency LaGov Security Administrators can contact the LaGov Help Desk by submitting a Web Ticket. They can assist with questions involving assignment and maintenance of security roles, filling out and submitting security requests, which role a specific transaction or screen is in, how to update a security administrator designation, employee password maintenance issues and, in general, any question related to LaGov security.

A. LaGov Web Ticket

The recommended method for reaching the OTS/LaGov Help Desk is by submitting a LaGov web ticket using the attached instructions. Be sure to store your contact information to save time when creating future tickets. A link to the Help Desk Web Ticket can be found on the LaGov Help website.
Each time you create a Web Ticket, select

- **LaGov ERP > Security**
- Appropriate category for your problem
- Provide Problem Details
- Add either the position number or Personnel number affected by this issue
- Review and then click SUBMIT

The Web Ticket will be received by the LaGov Help Desk via email and you will be contacted during normal business hours, 8:00 to 4:30.
B. Who Do I Contact for Help? link in LEO

So how do agency employees find out who is their LaGov Security Administrator? They can log into LEO and click the “Who do I contact for Help?” link on the LEO Home page.

In addition to contacts such as their LEO, Travel, Technical and Training agency contact, employees can click this link to see a list of the various types of Agency Security Administrators that have been designated for their agency. Some examples are:

<table>
<thead>
<tr>
<th>Contact Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Security Admin - Primary</td>
</tr>
<tr>
<td>HR Security Admin - Alternate</td>
</tr>
<tr>
<td>ISIS Security Administrator - Primary</td>
</tr>
<tr>
<td>LaGov Security Proj SYS/REAL EST - Primary</td>
</tr>
<tr>
<td>LaGov Security Proj SYS/REAL EST - Alternate</td>
</tr>
<tr>
<td>LaGov Security Financial - Primary</td>
</tr>
<tr>
<td>LaGov Security Financial - Alternate</td>
</tr>
<tr>
<td>LaGov Security Procurement - Primary</td>
</tr>
<tr>
<td>LaGov Security Procurement - Alternate</td>
</tr>
<tr>
<td>LaGov Security Maintenance - Primary</td>
</tr>
</tbody>
</table>

For each different contact type, the person’s name, email address, and phone number is displayed. All contacts are specific for the agency for whom that employee works.
VII. LAGOV ACCESS

A. LaGov User IDs

- When an employee is added into the system, a User ID is automatically created in LaGov for that employee. This process runs on Monday through Friday night during non-payroll weeks and Tuesday through Friday of payroll-week. During this process, the User ID will be assigned permissions that are attached to the position for which the employee is a holder.

- For new users, it is the responsibility of the agency, typically the Human Resource staff, to look up the employee’s new personnel number and give them their User ID. The personnel number can be found through transaction PA20 Display Master Data. The User ID will consist of the personnel number preceded by a “P” followed by sufficient zeros to make a nine-character User ID.
  
  Ex. New employee number is 211234.
  The employee User ID would be P00211234

- The initial password for a User ID is setup by the employee in LEO password maintenance by clicking **First Time User**? on the LEO home screen. It is the responsibility of the agency to instruct new employees on how to use LEO password maintenance. For users who have LaGov security access, the password set up in LEO will be the password used for all LaGov functions.

B. LaGov/LEO Passwords

1. Password Guidelines

   Since the ID is assigned to you, keep in mind that your name is associated with all the activity your ID performs. The following list of password guidelines was formulated to help protect you and the data you have permission to access.

   - A password can only do its job of protecting your identity if you handle it properly. Thus, you should keep your password strictly confidential and you should not share it with others.

   - Avoid writing your password down and leaving it where others might see it.

   - Avoid using easy to guess passwords such as the names of your children, significant other, pets, favorite sports teams or religious references.

   - Never save a password if prompted by the browser.

   - Avoid recycling a group of passwords over and over again.

2. Changing Passwords

   - Your password is valid for 90 days and may be changed as desired through LEO. After 90 days, the system will prompt you to replace your expired password. Access LEO password maintenance to change your password by clicking **Forgot Password? Locked?** on the LEO or LaGov ERP home screen. If the new password does not conform to the guidelines listed in the password maintenance application, then the system will display an error message and you must
try again. Once your password is established in LEO, it will also allow you to access the
LaGov ERP portal.

3. Password Problems

- After five incorrect attempts to enter the correct password, your User ID will be suspended. The unsuccessful attempts are cumulative and need not be one right after the other. The counter for password violations continues tracking attempts until a successful logon takes place.

- If your ID is suspended or you have forgotten your password in LaGov, then you must use password maintenance in LEO. See Changing Passwords.

- If you get a message that your LEO account is disabled in password maintenance, then you must contact the LaGov Help Desk. See Phone information below.

- Upon proper identification, the LaGov Help Desk will remove the lock, reset your personal questions, and instruct you to set up a new password in LEO password maintenance. It is then the user’s responsibility to use LEO to set up a new confidential password at the earliest possible opportunity. The LaGov system will not allow the user to sign on until he or she selects a new password.

- LaGov Help Desk representatives will not assign passwords to a User ID. It is the user’s responsibility to maintain their own password for LaGov and LEO.

- When the user selects a new password in LEO password maintenance, LaGov is updated to accept the same password and the LaGov account is unlocked. Employees will always use the same User ID and password to log into both LaGov and LEO.

C. LaGov Help Line

The LaGov Help Line should be used by employees to request assistance only once they have been unsuccessful resolving their problem using LaGov’s self-service password maintenance application. LaGov Help Line: 225-342-2677
Calls are returned Monday thru Friday, excluding holidays, from 8:00 to 4:30.

For Forgotten Password or Locked ID issues, select Option 1 > 1. Callers are then given an opportunity to leave a voice mail. Be sure to leave your Name, Personnel Number, Phone number and the nature of your issue. A LaGov Help Desk representative will return the call.

Click to access the LaGov ERP/LEO Logon On Assistance Quick Reference Card for more information.