The On-Line CO-1092 Frequently Asked Questions   Core-CT

Q1:   I am an Approving Manager but am not receiving email notifications for my Security Requests

A1:   Approving Managers and Liaisons need to ensure a Primary email address is set up in My System Profile; Primary email addresses are indicated via the email Primary checkbox.

Q2:   How do I handle submitting the same request for multiple users?

A2:   You need to create a separate on-line form for each user, for up to 20 users. If there are more than 20 users, then the CO1092 Addendum, Mass Agency Update spreadsheet may be used. The liaison should create an on-line transaction using their UserId, add comments explaining the request and users and attach the CO1092 addendum Form to the on-line transaction. The roles section of the must be blank.

Q3:   How do I handle adding or changing Origins?

A3:   You need to complete the changes on the Financial Appendix page which can be found on the Core-CT Security Website. This form can be downloaded, filled out electronically and attached to the Comments page of the CO-1092 Transaction.

Q4:   Do I still have to complete a CO-1092 Form to inactivate Users?

A4:   You will need to complete a CO-1092 Form on-line to delete all roles and inactivate for HR, Financial or EPM users. You do not need to complete a CO1092 on-line form to delete Self-service roles.

Q5:   What do I do if the request is pending with a manager who is out on leave?

A5:   You can contact the Core-CT Security Mailbox to request the Transaction be re-routed to an alternate manager.

Q6:   Where do I enter Origin, PO Business Units or Ship-To locations on the form?

A6:   You need request these values on the Financial Appendix page which can be found on the Core-CT Security Website. This form can be downloaded, filled on electronically and attached to the Comments page of the CO-1092 Transaction.

Q7:   I am an HRMS Security Liaison and I can't see the CO-1092 Navigation in HRMS Peopletools, do I need a new role?

A7:   Yes, there is an additional role Liaisons will need to use the on-line CO1092 Application Security form and the role name is: CT_CO1092_LIASON. You must also have the CT AGY HRMS SECURITY LIAISON role and receive training from either the Core-CT Security team or from a trained Security Liaison prior to obtaining this role

Q8:   Can I add or update liaisons' comments on the on-line form Comments Page?

A8:   Yes. You need to add a new comment (click the plus icon); previous comments will be carried forward at which point you can expand on or delete and add the new comment.

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Q9:   Can a CO-1092 Liaison also be and Approving Manager?

A9:   Yes, however, Liaisons should not be approving transactions for themselves.

Q10:   Can an on-line request be returned or sent back to the liaison for rework?

A10:   No. Requests cannot be returned to the Liaison for rework or be recycled. They can be only denied or approved.