**ENTERPRISE COMPUTING SYSTEMS**

**SERVICE REQUEST FORM**

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| **REQUESTOR** | Margaret Taylor |
| **DEPARTMENT** | Business Affairs |
| **SUBMIT DATE** | 11/27/2012 |
| **PHONE** | 541.737.0622 |
| **SYSTEM** | Banner |
| **REQUESTED COMPLETION DATE** | 05/30/2013 |
| **EXPLANATION OF REQUESTED COMPLETION DATE** | We wish this improvement in time for fiscal year end processing. |
| **CATEGORY** | Development |
| **TITLE** | Tran Doc Look Up SS Update |
| **BUSINESS OBJECTIVE** | To allow non OSU staff who are affiliated with the University to see appropriate transactions and supporting documentation in Self Service while protecting employee data. |
| **STAKEHOLDERS** | Extension  UABC  Business Affairs  Human Resources |
| **BENEFITS** | Protects employee data while allowing greater transparency for our partners. |
| **RESOURCES** | Programming and testing time. |
| **PROPOSED SOLUTION** | Check employment status of the SS Transaction & Document Look Up user. If an active OSU employee (PEBEMPL status != to ‘T’) user would have current view of transactions and associated documentation.  All other users would have a limited view of transactions that would not include invoices or POs for any employee vendor (PEBEMPL record exists). Both Vendor and Check Vendor would need to be verified against employment status. |
| **TEST PLAN** | See Below. It will also need to repeat examples with the other PEBEMPL status options.  Leave w/o Pay, w/Ben  Leave w/o Pay, w/o Ben  Leave w/Pay, w/Ben  Leave w/Part Pay, w/Ben  See attachment. |
| **ECS TIME ESTIMATE** | 16 hours |
| **CUSTOMER TESTING TIME ESTIMATE** | 20 hours |
| **COMPLETED SOLUTION** | For ECS use. |

Test Plan:

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| **USER PEBEMPL STATUS** | **INVOICE/PO TYPE** | **RESULTS** |
| A | VENDOR PEBEMPL=’A’ | VIEW |
| A | VENDOR PEBEMPL=’T’ | VIEW |
| A | CHECK VENDOR PEBEMPL=’A’ | VIEW |
| A | CHECK VENDOR PEBEMPL=’T’ | VIEW |
| A | NO PEBEMPL RECORD | VIEW |
| T | VENDOR PEBEMPL=’A’ | CAN’T VIEW |
| T | VENDOR PEBEMPL=’T’ | CAN’T VIEW |
| T | CHECK VENDOR PEBEMPL=’A’ | CAN’T VIEW |
| T | CHECK VENDOR PEBEMPL=’T’ | CAN’T VIEW |
| T | NO PEBEMPL RECORD | VIEW |
| NO PEBEMPL RECORD | VENDOR PEBEMPL=’A’ | CAN’T VIEW |
| NO PEBEMPL RECORD | VENDOR PEBEMPL=’T’ | CAN’T VIEW |
| NO PEBEMPL RECORD | CHECK VENDOR PEBEMPL=’A’ | CAN’T VIEW |
| NO PEBEMPL RECORD | CHECK VENDOR PEBEMPL=’T’ | CAN’T VIEW |
| NO PEBEMPL RECORD | NO PEBEMPL RECORD | VIEW |