ORACLE HRMS

Training manual

Annual review of sun-e-HR cost centre access

Contents

Annual cost centre review

Introduction

Responsible cost centre managers:

- must annually review employees' access to cost centres on the sun-e-HR system as part of the Human Resources audit requirements; and
- will receive an e-mail notification once the process has started.

In future, the review process will be managed online and will occur per employee. This process is applicable to only those employees who have access to cost centres on the sun-e-HR system. Access to cost centres on the financial system will not be affected by this process.

Access to cost centres on the sun-e-HR system allows employees to extract expense reports only. No cost centre amendments can be made via the sun-e-HR system.

If no action has been taken, access to cost centres will be suspended. Such employees will have to reapply for access.

Review process

Responsible cost centre managers will receive an e-mail regarding employees' access that should be reviewed (fig. 1).

Type	Subject	S
SUN - Stellenbosch General Item Type	Annual Review process of cost centre access on the sun-e-HR system	0

Figure 1

Open the e-mail and select click here to follow the link (fig. 2).

Please note: To complete the review process please **click here**

Alternatively you can also log on to sun-e-HR > SUN Employee Self Service > SUN Annual Review Process.

This notification is for information only.

Figure 2

Alternatively, log onto sun-e-HR > SUN Employee Self-Service > Annual review process > Cost centre manager (fig. 3).

Figure 3

A page will appear where cost centre managers will have the option of reviewing cost centre access by selecting either an employee or a specific cost centre from the dropdown list (fig. 4).
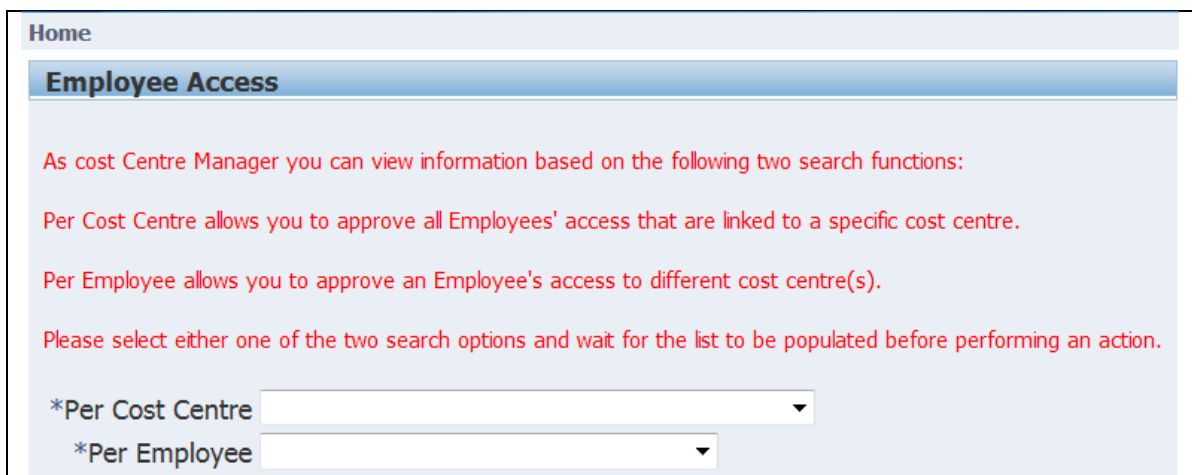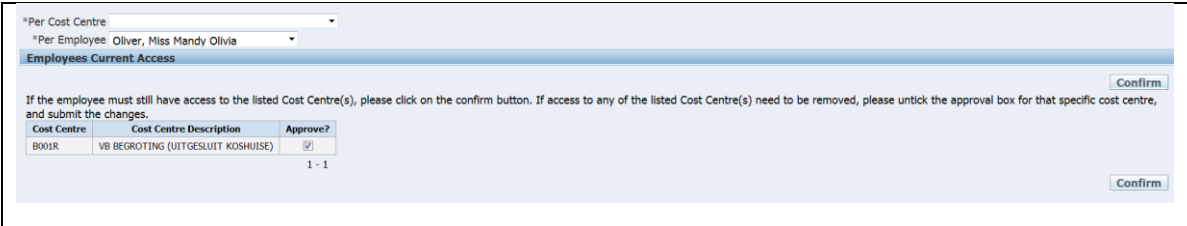

Figure 4

Per employee

Once an employee is selected, a list of cost centres linked to the employee will be displayed (fig. 5). Review this list.

If they are valid still, click on the **Confirm** button to complete the review.

Continue by selecting the next employee on the list until all employees' access has been reviewed.

If access to any cost centre is no longer valid, select the block to the right of the cost centre to remove the tick, and confirm the request.
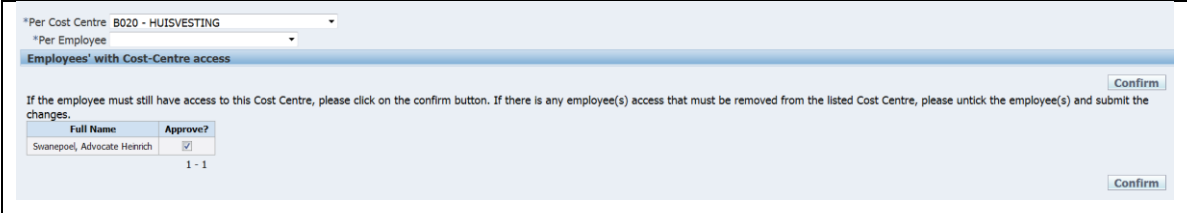

Figure 5

This action will automatically suspend access to the applicable cost centres. The employee will have to reapply in order to restore any access required.

Per cost centre

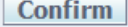Once a cost centre is selected, a list of employees linked to the cost centre will be displayed (fig. 6).

Review this list.

If they are valid still, click on the Confirm button to complete the review.
Continue by selecting the next cost centre on the list until all cost centre access has been reviewed.

If access for any employee is no longer valid, select the block to the right of the employee to remove the tick, and confirm the request.

This action will automatically remove access to the applicable cost centres. The employee will have to reapply in order to restore any access required.

Enquiries and contact details

For all enquiries, please contact the Human Resources Client Service Centre at 021 808 2753 or sun-e-HR@sun.ac.za.