

Process Id#: 3701
Process Name: Manual employee creation
Date Last Updated: 22/03/2022

Description: Describes business process to manually create an employee account on Oracle

Article 30 Process as carried out by the NSSO as a processor on the instruction of the PSB:

As required under Article 30 (2) of the GDPR:

Data Stage	Process		Owner	Storage Location	Personal / Sensitive Data	Data Items
Usage	1	PSB identify need for a non-employee Oracle user (e.g. contingent worker, external consultant)	Local Human Resources- PSB	Off-System	N/a – PSB activity	
Usage	2	PSB raises an employee account creation request as a ticket via the Case Management System	Local Human Resources- PSB & L1.5 Support User - FSS	Jitbit	Personal	Employee name, employee email, PSB's employee supervisor name, PSB's employee supervisor email
Usage	3	FSS creates the employee record on Oracle based on the information in the ticket. They then proceed to create the user account using the Delegated User Access Request Process. This process is governed with a standard template that needs to be signed off by an approver. When a set of responsibilities or roles are assigned or requested by the user those roles and responsibilities assigned will require a system approval from a designated party.	L1.5 Support User - FSS	Oracle	Personal	Employee name, employee email, employee bank details, employee PPS number, new user's supervisor's name, new user's supervisor's email

Usage	4	FSS updates the JitBit ticket to confirm that the employee has been created. Closure of the ticket completes the process.	L1.5 Support User - FSS	Jitbit	Personal	PSB local HR user name, PSB local HR user email
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