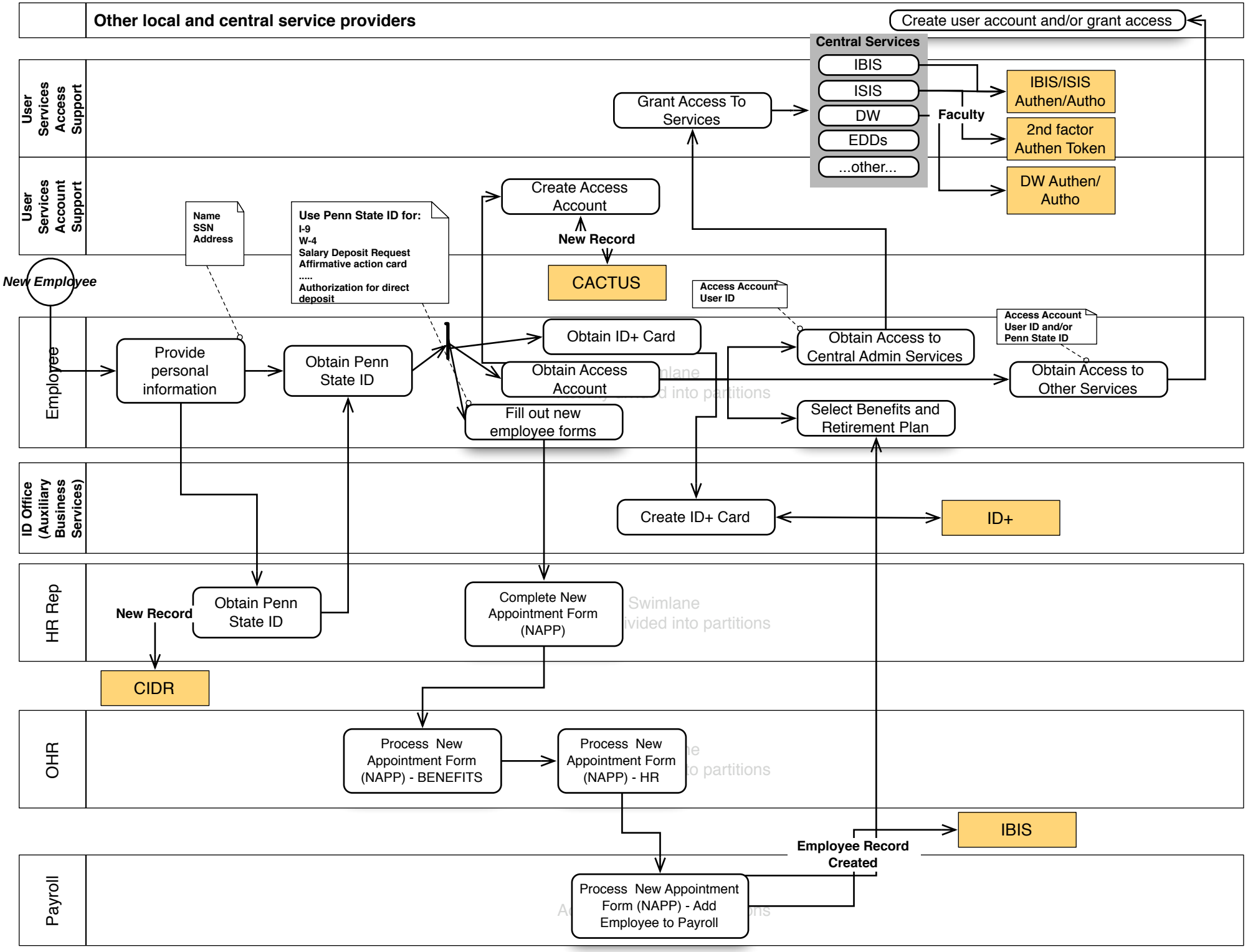
Other local and central service providers
Create user account and/or grant access
Central Services
IBIS
ISIS
DW
EDDs
...other...
Faculty
IBIS/ISIS Authen/Autho
2nd factor Authen Token
DW Authen/ Autho
User Services Access Support
Grant Access To Services
User Services Account Support
Create Access Account
New Record
CACTUS
Name
SSN
Address
Use Penn State ID for:
I-9
W-4
Salary Deposit Request
Affirmative action card
.....
Authorization for direct deposit
New Employee
Access Account User ID
Access Account User ID and/or Penn State ID
Employee
Provide personal information
Obtain Penn State ID
Obtain ID+ Card
Obtain Access Account
Fill out new employee forms
Obtain Access to Central Admin Services
Obtain Access to Other Services
Select Benefits and Retirement Plan
ID Office (Auxiliary Business Services)
Create ID+ Card
ID+
HR Rep
New Record
Obtain Penn State ID
Complete New Appointment Form (NAPP)
CIDR
OHR
Process New Appointment Form (NAPP) - BENEFITS
Process New Appointment Form (NAPP) - HR
IBIS
Employee Record Created
Payroll
Process New Appointment Form (NAPP) - Add Employee to Payroll