

Information

For delivered baseline PeopleSoft systems, SJSU can only modify or create reports. SJSU also has the ability to create or enhance self-service functionality within the system, and may also create custom processes/pages to collect or move data through the system. Delivered internal functionality cannot be changed without going through full CMS system-wide review and modification governance. This form should be used to request enhancements to PeopleSoft HCM (HR/Student), the Common Finance System, SJSU Financial Transaction Services or the Cognos Financial Reporting System.

Directions

Submit this form to the [IT Help Desk](mailto:ithelpdesk@sjsu.edu) via email (ithelpdesk@sjsu.edu). It will be logged as a help desk ticket and forwarded to the appropriate Project Manager who will review the request with the appropriate Subject Matter Experts, as necessary. The project manager or SME will be the liaison with the technical development team.

High Level Description

Enhancement Number:		Enhancement Name:	
Database /System (check all that apply):	Common Finance System	HR	SA
	Financial Transaction Services	HR Self Service	SA Self Service
	Cognos		
Module/Functionality:			
Department Contact:			
Desired Production Date:			

Revision Control

File Reference:	Psshr//:Cms/Training, Doc & Support/~Administrative Documentation/Forms/FR_Request_for_Enhancement.docx
Document Creation Date:	

Revision/Approval History

Date:	Name:
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Detailed Requirements

Provide a detailed description of the functional requirements of the enhancement. Include modified or mocked-up page shots, definitions of data to be handled and record and field information (if known). For requests to develop reports, a sample report must be included in Excel format and submitted with this form. This should include column headings and sample data. You should also include information on how you wish to run the report (criteria that might be entered on a run control, for example).

Processing Alternatives

Provide alternatives for consideration that may satisfy the business requirements. If we are not able to make this enhancement, what are your alternatives?

Security Requirements

Provide information about permission lists and roles that this functionality will be added to. If a new permission list or role is needed, please describe it.