KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

# Job Aid PC5

## Annual Recertification for P-Card and/or Works® Access

***All P-Card cardholders and their supervisors and business managers*** *are required by State auditors to recertify their P-Card and/or Works® Access on an annual basis. The Office of Procurement and Contracting (OPC) Purchasing Card Administrators will send an email notification alerting these employees when the annual recertification is due. If the employee's online recertification is not completed by the required deadline, then the employee's P-Card and/or Works® access is subject to deactivation until recertification is completed.*

1. Log into **KSU Connect** at: http://kennesaw.edu/ksuconnect.

2. Select the **General tab** from the **Menu Ba**r at the top of the page.

3. Select **Purchasing Card Program**.

   Note: If you do not have **KSU Connect** and **Purchasing Card Program** access on the **General tab** see Job Aid PC1.

4. Select **Requesters Tab**.

5. Select **P-Card Request and Change Form.**

6. In **Employee Information** area at the top of the form enter data in any fields that are not already populated. The system automatically populates some of your **Employee Information**.
   Fields with an asterisk (*) indicate data that is required to complete this process.

7. In the **Access** section, select the appropriate option depending upon your type of access:
   - Recertification Card Holder and Works Access
     (This option is for P-Card Cardholders)
   - Recertification Works Access Only
     (This option is for Supervisors or Business Managers who have Works Access)

8. In the **Required Approvals and Dates** section, enter your **Employee Initials** in the required field.

9. Select the hyperlink in the form to review the related policies and procedures (link provided in the online form).

10. Select **Sign & Submit.** This will trigger workflow for your department head and supervisor, and business manager's approvals as required.