Job Aid PC5
Annual Recertification for Works® Access

How To: Process the annual recertification form through KSU Connect.

Purpose: All Users of the Bank of America WORKS® Payment Management System (supporting P-Card transactions) are required to recertify access on an annual basis.

1. Log into KSU Connect at: http://kennesaw.edu/ksuconnect
2. Select the ‘General’ tab from the Menu Bar.
3. Click the ‘Purchasing Card Program’ link.

   ![KSU Connect Menu Bar]

   - **General Applications**
     - ADP Employee ID Lookup
     - Datacard
     - P-card Prior Approval Program
     - Purchasing Card Program

   ![Purchasing Card Program]

   - **Requesters**
     - Submit P-Card Request and Change Form
     - Use this form to submit P-Card requests and changes
     - View All My P-Card Requests
     - Use this link to view all P-Card requests you have submitted
     - View My Submitted P-Card Requests
     - Use this link to view all of the P-Card requests you have in “Submitted” status

4. Select the ‘Requesters’ tab from the Menu Bar. (All Users will need to select the ‘Requesters’ tab regardless of role.)
5. Click the ‘Submit P-Card Request and Change Form’ link.
6. Some of the fields in the **Employee Information** section of the form will pre-populate based on the KSU Connect log-in information. Data will need to be entered into any fields that are marked with an asterisk (*).

7. Enter the default **Chart String** assigned to the issued card in the WORKS system. (This information can be found on the Fiscal Services – Office of Budget and Planning’s website using the Speed Keys report: [https://fiscalservices.kennesaw.edu/budget/speed-keys.php](https://fiscalservices.kennesaw.edu/budget/speed-keys.php)

8. The data in the **Supervisor Information** section will pre-populate based on the KSU Connect log-in information. Data will need to be entered into any fields that are not populated.

9. In the **Access** section, select the appropriate option depending upon your role:
   - **Type of Request:**
     - Recertification Cardholder and Works Access
     - Recertification Works Access Only
       - Once ‘Works Access Only’ option is chosen, select the type of access:
         - Business Manager (*now known as Fiscal Approver*)
         - Internal Auditor
         - Supervisor (*now known as Approving Official*)

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

11. Confirm that the pre-populated Supervisor, Department Head, and Business Manager are correct.

12. Click ‘**Sign & Submit**’. Submission of the form will trigger the required workflow.