



Agency Audit

The Agency Audit module of the Employer Web site allows users to see the Web site related events that have been processed by Agency users.

The audit logging is available for three main categories 'Smart Forms', 'Reports' and 'Agency Information'. Within each category, a set of activities is logged by the system. The table on the right outlines the activities on the agency audit page.

Agency Information

| Logging Category | Activity | Audit Log Detail |
|--------------------|-------------------------------------|-------------------|
| Smart Forms | ■ Employee Indicative Data Update | ■ Date |
| | ■ New Hire Set Up | ■ Agency |
| | ■ Termination Notice | ■ User Name |
| | ■ Retirement Notice | ■ Activity |
| | ■ Leave Commencement | ■ Activity Detail |
| | ■ Leave Completion | ■ Employee SSN |
| | ■ Annual Benefits Salary Correction | |
| Reporting | ■ Down Load Report | ■ Date |
| | ■ Upload Report | ■ Agency |
| | | ■ User Name |
| | | ■ Activity |
| Files | ■ Update Information | ■ Activity Detail |
| | ■ Add Contact | ■ Date |
| | ■ Delete Contact | ■ Agency |
| | | ■ User Name |
| | | ■ Activity |
| Agency Information | ■ Modify Contact | ■ Activity Detail |
| | | ■ Date |
| | | ■ Agency |
| | | ■ User Name |
| | ■ Activity | |
| | ■ Activity Detail | |



Choose an Agency

Agency Secure Environment

Related Information
[Change Password](#)

Step 1: Choose an Agency

Select Agency/Group ID

12701 ▾

Step 2: Choose a Section/Task

- Employee Inquiry**--See employee HR indicative data.
- Smart Forms**--Process employee HR indicative data updates.
- Your Reports**--Download or upload reports.
- File Sharing**--Share files with SPA or other agencies.
- Agency Profile**--View and update agency information, contacts and security.
- Audit Log**--View and track actions taken on the site by agency users.

The default 'Audit Log' page will display the ten most recent activities performed. The total number of activities will all be shown. By default this list will be sorted in the descending order of 'Date' on which the activities are performed. Each of the following column headers will be a link which will allow the user to sort the list on the basis of selected column header:

- Date Posted
- Activity
- Agency

Agency Log

| Home | Employee Inquiry | Smart Forms | Your Reports | File Sharing | Agency Profile | Audit Log |
|---|--|--------------------------------|--------------|--------------|----------------|-----------|
| Print Page | | | | | | |
| <h3>Audit Log</h3> | | | | | | |
| Current as of 03-02-2009 | | | | | | |
| Date▼ | Activity | Agency | | | | |
| 07-15-2008 | Smart Forms--Termination Notice | State Personnel Administration | | | | |
| 04-19-2008 | Your Reports--New Hire Set Up | State Personnel Administration | | | | |
| 04-19-2008 | Smart Forms--New Hire Set Up | State Personnel Administration | | | | |
| 03-21-2008 | Smart Forms--Leave Commencement | State Personnel Administration | | | | |
| 03-21-2008 | Smart Forms--Leave Commencement | State Personnel Administration | | | | |
| 03-21-2008 | Smart Forms--Leave Completion | State Personnel Administration | | | | |
| 03-21-2008 | Smart Forms--Leave Completion | State Personnel Administration | | | | |
| 03-21-2008 | Smart Forms--Retirement Notice | State Personnel Administration | | | | |
| 03-21-2008 | Smart Forms--Retirement Notice | State Personnel Administration | | | | |
| 02-13-2008 | Smart Forms--Frozen Annual Benefit Salary Correction | State Personnel Administration | | | | |
| Export Audits to Excel | | | | | | |
| Total Audits: 30 << 1 2 3 4 5 >> | | | | | | |

Each activity is a hyperlink. By clicking on the hyperlink, a pop up will appear with detail description of activity performed. By clicking on a specific activity, the Audit Log Detail will be displayed.

Audit Log Detail

Audit Log

Current as of 03-02-2009

| Date▼ | Activity |
|------------|--|
| 07-15-2008 | Smart Forms--Termination Notice |
| 04-19-2008 | Your Reports--New Hire Set Up |
| 04-19-2008 | Smart Forms--New Hire Set Up |
| 03-21-2008 | Smart Forms--Leave Commenceme |
| 03-21-2008 | Smart Forms--Leave Commenceme |
| 03-21-2008 | Smart Forms--Leave Completion |
| 03-21-2008 | Smart Forms--Leave Completion |
| 03-21-2008 | Smart Forms--Retirement Notice |
| 03-21-2008 | Smart Forms--Retirement Notice |
| 02-13-2008 | Smart Forms--Frozen Annual Benefit Salary Correction |

[Export Audits to Excel](#)

Total Audits: 30 << 1 | 2 | 3 | 4 | 5 >>

Audit Log Detail [Print Page](#)

| | |
|----------|--------------------------------|
| Date | 07-15-2008 |
| Agency | State Personnel Administration |
| Username | StateofGeorgiausername |
| Activity | Smart Forms--Enroll Employee |
| SSN | xxx-xx-9999 |
| Name | Jack Sample |

[Close Window](#)

Depending on agency process and access, users can search the audit log based on a given criterion. The following fields are available for searching:

- Date Range (From—To)
- Agency ID
- Activities performed

If multiple search criteria are provided (e.g., date range, agency ID and activities performed) then audit log activities will be searched by applying 'AND' between all fields. This is also true if only two search criteria are provided.

If the only field specified is the 'From' date, then the search will be done between user given 'From' date and system (today's) date. Correspondingly, if the only field specified is the 'To' date then the search is conducted among all the activities performed before or on the 'To' date.

Searching the Audit Log

02-13-2008 [Smart Forms--Frozen Annual Benefit Salary Correction](#) State Personnel Administration

[Export Audits to Excel](#)

Total Audits: 30 << 1 | 2 | 3 | 4 | 5 >>

Search Audit Log

Agency -- Choose One --

Activities

| Smart Forms | Reports | Agency Information |
|--|---|--|
| <input type="checkbox"/> Employee Indicative Data Update | <input type="checkbox"/> Download Reports | <input type="checkbox"/> Update Agency Information |
| <input type="checkbox"/> New Hire Set Up | <input type="checkbox"/> Upload Reports | <input type="checkbox"/> Add Contact |
| <input type="checkbox"/> Termination Notice | <input type="checkbox"/> File Sharing | <input type="checkbox"/> Modify Contact |
| <input type="checkbox"/> Leave Commencement | <input type="checkbox"/> Download File | <input type="checkbox"/> Delete Contact |
| <input type="checkbox"/> Leave Completion | <input type="checkbox"/> Upload File | <input type="checkbox"/> Change User Access Group |
| <input type="checkbox"/> Retirement Notice | | |
| <input type="checkbox"/> Frozen Annual Benefit Salary Correction | | |

When a user searches the audit log, they will have the option of saving the results to an Excel spreadsheet. This will allow for cumulative reporting to be done.

Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the DOAS Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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www.hra.doas.ga.gov

200 Piedmont Avenue, West Tower
Atlanta, GA 30334-5100