



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



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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