



ACCESS. INNOVATION. EXCELLENCE.

**PeopleSoft Access Request for HRMS**

**CACO User Guide**

NDUS-CORE Technology Services

Human Resources

As of: December 21, 2017

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## Introduction

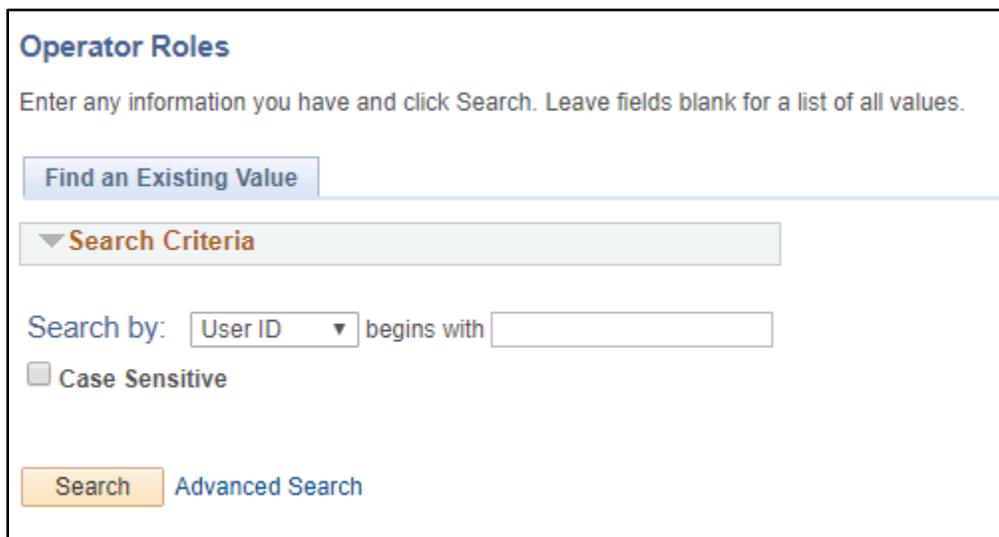
A custom process has been developed in HRMS for Campus Access Control Officers (CACO's) to electronically request additions, changes and deletions for HRMS user security roles. The following is a user guide to assist CACO's in utilizing the functionality.

## Operator Roles

The Operator Roles page is used to add or delete roles by user id. The navigation is:

***NavBar > Navigator > ND HE Applications > Security > CACO > Operator Roles***

The process starts by searching for a User ID:



The screenshot shows the 'Operator Roles' search interface. At the top, the title 'Operator Roles' is displayed in blue. Below the title is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A blue button labeled 'Find an Existing Value' is positioned above a horizontal line. Below the line is a grey dropdown menu labeled 'Search Criteria'. Underneath, the 'Search by:' section includes a dropdown menu set to 'User ID', followed by the text 'begins with' and an empty text input field. A checkbox labeled 'Case Sensitive' is located below the input field. At the bottom, there is an orange 'Search' button and a blue link for 'Advanced Search'.

The following page displays:

### Operator Roles

User ID test.user      Empl ID 0123456      Name Test User

Primary

Row Security   Data Privacy:

Roles assigned		Personalize   Find   <input type="button" value="🔍"/>   <input type="button" value="📄"/>	First	1-11 of 11	Last
#	Role Name	Dynamic			
1	NDU_C_Admin	<input type="checkbox"/>			
2	NDU_C_Ben	<input type="checkbox"/>			
3	NDU_C_CA	<input type="checkbox"/>			
4	NDU_C_Pay	<input type="checkbox"/>			
5	NDU_C_TLAB	<input type="checkbox"/>			
6	NDU_ESS_TLAB	<input checked="" type="checkbox"/>			
7	NDU_ESS_Timesheet	<input checked="" type="checkbox"/>			
8	NDU_MSS_HR	<input type="checkbox"/>			
9	NDU_Process_Monitor	<input type="checkbox"/>			
10	NDU_Report_Manager	<input type="checkbox"/>			
11	NDU_SS_NDS	<input checked="" type="checkbox"/>			

CACO roles to add		Personalize   Find   <input type="button" value="🔍"/>   <input type="button" value="📄"/>	First	1 of 1	Last
#	Role Name	Sensitive			
1	<input type="text"/> <input type="button" value="🔍"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>		

CACO roles to remove		Personalize   Find   <input type="button" value="🔍"/>   <input type="button" value="📄"/>	First	1 of 1	Last
#	Role Name				
1	<input type="text"/> <input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>			

- A user's current **Primary** and **Row Security** permission lists are populated at the top. A CACO can update these if desired. Note: Both fields are filtered by the CACO's Business Unit so there's no risk of selecting a permission list for a different Business Unit.
- The **Data Privacy** flag should always be selected. If it's not, the CACO must verify that the user has taken the Data Privacy quiz and select the box.
- The **Roles Assigned** section displays the roles the user is currently assigned to. The column titled Dynamic indicates a check box for any roles that are assigned dynamically.
- The **CACO roles to Add** section is where new roles can be added. Use the lookup to search for the role.
  - The column titled **Sensitive** indicates if the role requires approval from the CTS HR Team before it can be assigned to the user. If a sensitive role is being requested, an email notification will be sent to the CTS HR Team. They will review the request and either approve or deny it. If approved, the user will be granted the role. If denied, the CTS HR Team will follow up with the CACO.

- If more than one role needs to be added, select the plus sign to add another row.
- The **CACO roles to Remove** section is where roles can be deleted. Use the lookup to search for the role. Only the roles that the user is currently assigned to will be in the lookup. Roles that are assigned dynamically will not be in the lookup and cannot be deleted. If more than one role needs to be deleted, select the plus sign to add another row.
- When finished, select the **Save** button to save the data.
- CACO's can enter and save roles to add or delete for themselves however the CTS HR Team will need to approve it before it gets processed. When a CACO saves the change, the CTS HR Team will receive an email notification.

## Adding Sensitive Roles

There are a number of roles that require permission from the CTS HR Team prior to assigning the role. This is due to the sensitive nature of the data that can be accessed or due to the correction access that might be available in the role. When assigning these roles to users, the system will send a notification to the CTS HR Team who will then review the request and approve or deny it. Once the CTS HR Team has approved the request, the role will be assigned to the user.

- CACO's should check the roles in the Operator Roles page to verify that the sensitive role has been approved and assigned to the user. This normally occurs within 24 hours from when the request was submitted.

The illustration below shows a sensitive role that has been requested for a user.

**Operator Roles**

User ID test.user      Empl ID 0123456      Name Test User

Primary

Row Security   Data Privacy:

**Roles assigned**      Personalize | Find |  |       First  1-11 of 11  Last

	Role Name	Dynamic
1	NDU_C_Admin	<input type="checkbox"/>
2	NDU_C_Ben	<input type="checkbox"/>
3	NDU_C_CA	<input type="checkbox"/>
4	NDU_C_Pay	<input type="checkbox"/>
5	NDU_C_TLAB	<input type="checkbox"/>
6	NDU_ESS_TLAB	<input checked="" type="checkbox"/>
7	NDU_ESS_Timesheet	<input checked="" type="checkbox"/>
8	NDU_MSS_HR	<input type="checkbox"/>
9	NDU_Process_Monitor	<input type="checkbox"/>
10	NDU_Report_Manager	<input type="checkbox"/>
11	NDU_SS_NDS	<input checked="" type="checkbox"/>

**CACO roles to add**      Personalize | Find |  |       First  1 of 1  Last

	Role Name	Sensitive	Approve	Deny		
1	<input type="text" value="NDU_C_AddPay"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**CACO roles to remove**      Personalize | Find |  |       First  1 of 1  Last

	Role Name		
1	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

After it's approved, the role moves into the Roles Assigned section as illustrated below.

### Operator Roles

User ID test.user      Empl ID 0123456      Name Test User

Primary

Row Security  Data Privacy:

**Roles assigned**      Personalize | Find | |      First 1-12 of 12 Last

	Role Name	Dynamic
1	NDU_C_AddPay	<input type="checkbox"/>
2	NDU_C_Admin	<input type="checkbox"/>
3	NDU_C_Ben	<input type="checkbox"/>
4	NDU_C_CA	<input type="checkbox"/>
5	NDU_C_Pay	<input type="checkbox"/>
6	NDU_C_TLAB	<input type="checkbox"/>
7	NDU_ESS_TLAB	<input checked="" type="checkbox"/>
8	NDU_ESS_Timesheet	<input checked="" type="checkbox"/>
9	NDU_MSS_HR	<input type="checkbox"/>
10	NDU_Process_Monitor	<input type="checkbox"/>
11	NDU_Report_Manager	<input type="checkbox"/>
12	NDU_SS_NDS	<input checked="" type="checkbox"/>

**CACO roles to add**      Personalize | Find | |      First 1 of 1 Last

	Role Name	Sensitive		
1	<input type="text"/>	<input type="checkbox"/>		

**CACO roles to remove**      Personalize | Find | |      First 1 of 1 Last

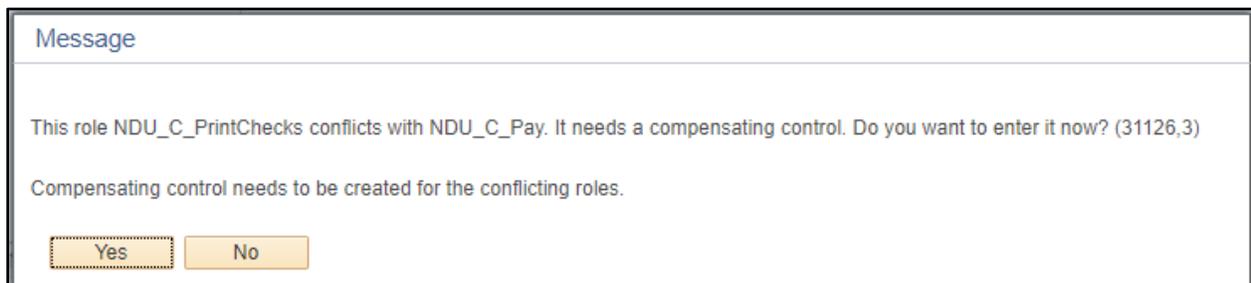
	Role Name		
1	<input type="text"/>		

## Adding Conflicting Roles for Users

NDUS CTS advises against assigning users the following role combinations to avoid potential segregation of duties conflicts:

- NDU\_C\_Admin, NDU\_C\_PAY, NDU\_C\_PrintChecks
- NDU\_C\_Pay and NDU\_C\_PrintChecks
- NDU\_C\_Pay in the HR system and NDU\_C\_GL in the Financial System

When adding any of these roles in the Operator Roles page, there will be a message that pops up prompting the CACO to enter a compensating control:



The screenshot shows a message dialog box with a title bar labeled "Message". The main text reads: "This role NDU\_C\_PrintChecks conflicts with NDU\_C\_Pay. It needs a compensating control. Do you want to enter it now? (31126,3)". Below this text, it says "Compensating control needs to be created for the conflicting roles." At the bottom of the dialog, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a dashed border, indicating it is the selected option.

If yes is selected, the system will open to the Compensating Controls page. The instructions follow this section. If no is selected, the change will not be allowed to be saved.

## Compensating Controls

Campuses who are not able to divide roles between staff because of staff size must have a compensating control documented with the Director of Financial Reporting in the Chancellor's Office. The conflicting roles are set up in PeopleSoft and a page is provided for the campuses to document their compensating controls.

Compensating controls are documented by Business Unit. Once a Compensating Control has been set up for two conflicting roles, the Operator Roles process will not prompt the user to set up another compensating control.

The navigation is:

***NavBar > Navigator > ND HE Applications > Security > CACO > Compensation Control***

Business Unit NDSU1

Find | View All First 1 of 1 Last

Role 1	<input type="text" value="NDU_C_Pay"/>	Description	NDU_C_Pay
Role 2	NDU_C_PrintChecks	Description	NDU_C_PrintChecks
Compensating Control	karin.stinar		12/07/17 9:59:47AM

NDSU has compensating controls on file.

Reviewed:

After the Compensating Control is saved, a notification will be sent to the Director of Financial Reporting in the Chancellor's Office. That person will select the Reviewed checkbox in the Compensating Controls page. The CTS HR Team will receive a notification that a sensitive role has been requested and will approve (or deny) it.