SECURITY ROLE ASSIGNMENTS

JOB AID GN-7

GN

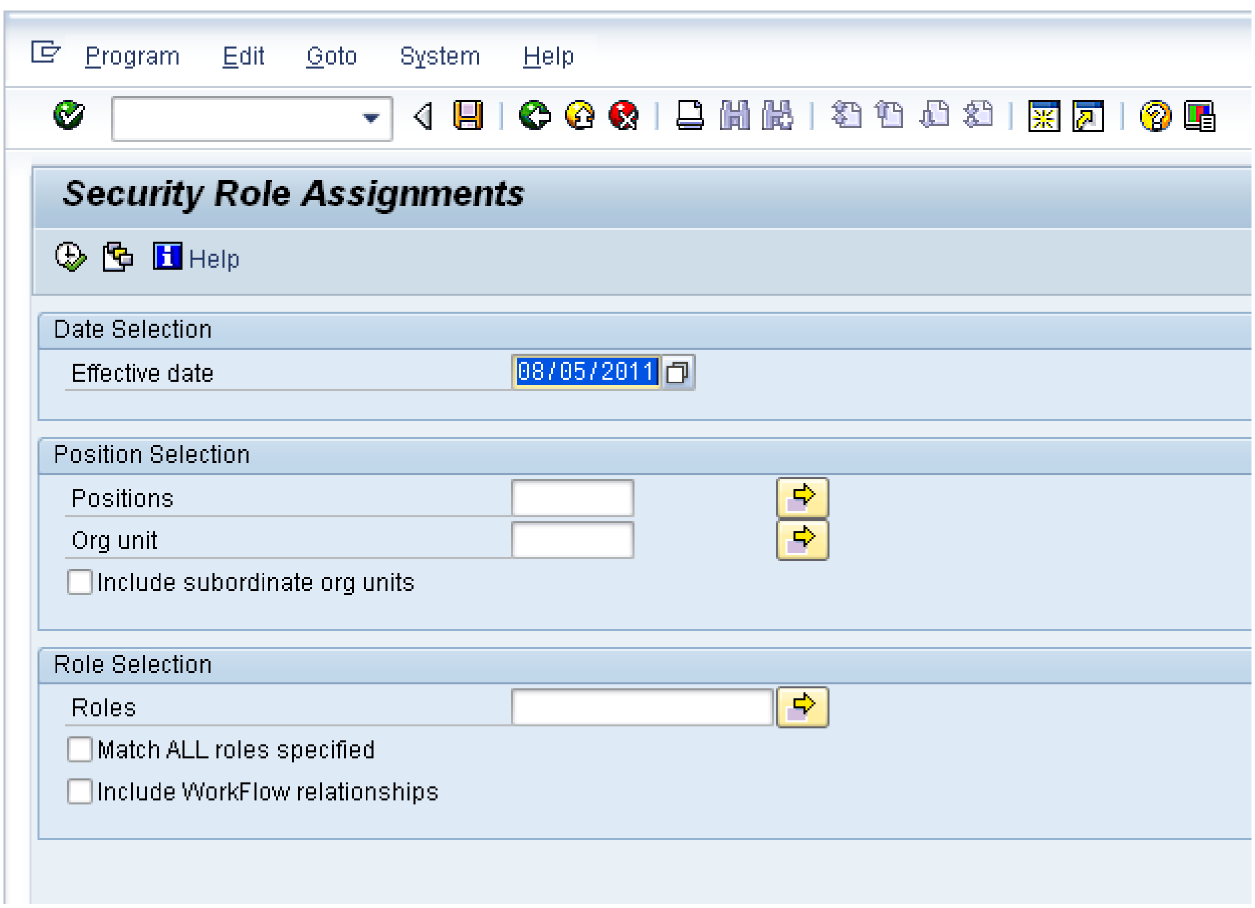
The purpose of this job aid is to explain how to review the security roles and Workflow relationships related to Positions in the Integrated HR-Payroll System.

This report can be used to review the security roles and Workflow relationships related to Positions. The report will also indicate what person(s) hold the position or if it is vacant, what Personnel Area the person(s) are in, and the top org unit that a role provides access to. The report also provides a more user-friendly description for each role.

Scenarios that this report would be useful for include:

- Reviewing the roles and/or Workflow relationships assigned to a specific position(s).
- Reviewing the roles and/or Workflow relationships assigned to any position in an org unit(s).
- Identifying the positions in an org unit(s) who have a specific role(s).
- Identifying the positions in an org unit(s) who have a specific combination of roles.

ZSECROLE: Initial Screen



ZSECROLE: Selection screen input options

Effective Date: The program will return only records which have a validity date range that includes the Effective Date specified. This field defaults to the current date.

Positions: One or more Positions can be specified. If a Position is specified, you cannot specify an Org Unit. At least one Position or one Org Unit must be specified to run the report.

Org Unit: One or more Org Units can be specified. If an Org Unit is specified, you cannot specify a Position. Roles assigned to the Positions in these Org Units on the Effective Date will be included in the report results. You must specify at least one Position or one Org Unit to run the report.

Checkbox "**Include subordinate org units**": If this box is checked the program will include all Positions in the Org Units that report to the Org Units specified.

Roles: If one or more Role names are specified, the program will display results for those Roles only.

Checkbox "**Match ALL roles specified**": If this box is checked, the program will display results for those Positions which have ALL of the Roles that have been specified.

Checkbox "**Include WorkFlow relationships**": If this box is checked, any WorkFlow relationship records on the Positions specified will be included in the results.

There is a selection variant button on the initial screen.  Combinations of selection criteria can be saved and easily reused by defining selection variants.

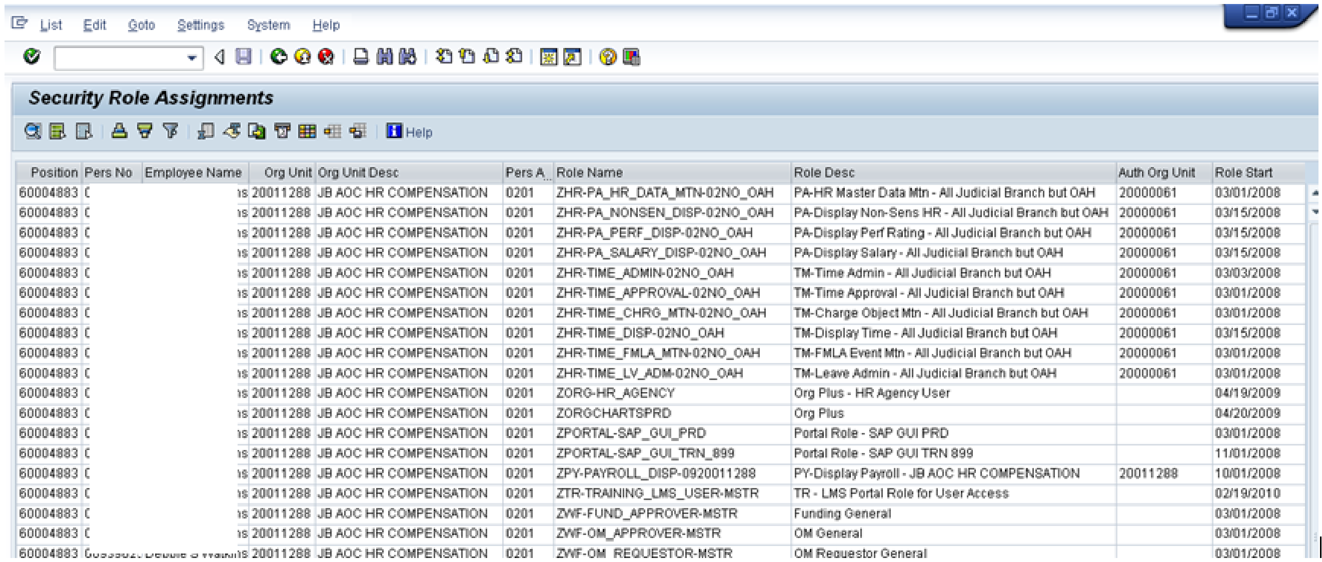
There is an Information Help button on the initial screen. 

Clicking this button will bring up a pop-up window containing a brief description of each of the input fields.

ZSECROLE: Executing the report

1) Enter the appropriate selection criteria values.
2) Click the Execute button. 
3) Review the results.

ZSECROLE: Result screen



Position	Pers No	Employee Name	Org Unit	Org Unit Desc	Pers A...	Role Name	Role Desc	Auth Org Unit	Role Start
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-PA_HR_DATA_MTN-02NO_OAH	PA-HR Master Data Mtn - All Judicial Branch but OAH	20000061	03/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-PA_NONSEN_DISP-02NO_OAH	PA-Display Non-Sens HR - All Judicial Branch but OAH	20000061	03/15/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-PA_PERF_DISP-02NO_OAH	PA-Display Perf Rating - All Judicial Branch but OAH	20000061	03/15/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-PA_SALARY_DISP-02NO_OAH	PA-Display Salary - All Judicial Branch but OAH	20000061	03/15/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-TIME_ADMIN-02NO_OAH	TM-Time Admin - All Judicial Branch but OAH	20000061	03/03/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-TIME_APPROVAL-02NO_OAH	TM-Time Approval - All Judicial Branch but OAH	20000061	03/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-TIME_CHRG_MTN-02NO_OAH	TM-Charge Object Mtn - All Judicial Branch but OAH	20000061	03/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-TIME_DISP-02NO_OAH	TM-Display Time - All Judicial Branch but OAH	20000061	03/15/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-TIME_FMLA_MTN-02NO_OAH	TM-FMLA Event Mtn - All Judicial Branch but OAH	20000061	03/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZHR-TIME_LV_ADM-02NO_OAH	TM-Leave Admin - All Judicial Branch but OAH	20000061	03/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZORG-HR_AGENCY	Org Plus - HR Agency User		04/19/2009
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZORGCHARTSPRD	Org Plus		04/20/2009
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZPORTAL-SAP_GUI_PRD	Portal Role - SAP GUI PRD		03/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZPORTAL-SAP_GUI_TRN_899	Portal Role - SAP GUI TRN 899		11/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZPY-PAYROLL_DISP-0920011288	PY-Display Payroll - JB AOC HR COMPENSATION	20011288	10/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZTR-TRAINING_LMS_USER-MSTR	TR - LMS Portal Role for User Access		02/19/2010
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZWF-FUND_APPROVER-MSTR	Funding General		03/01/2008
60004883	C	ns	20011288	JB AOC HR COMPENSATION	0201	ZWF-OM_APPROVER-MSTR	OM General		03/01/2008
60004883	[illegible]	[illegible]	20011288	JB AOC HR COMPENSATION	0201	ZWF-OM_REQUESTOR-MSTR	OM Requestor General		03/01/2008

ZSECROLE: Report Result Details

Each Role assignment record or WorkFlow relationship record found will be represented with a separate row in the report results.

Positions with multiple Holders will be represented with a separate row in the results for each Role for each Holder.

Position: This column contains the Position number.

Pers No: This column contains the Personnel Number of the Holder of a Position. If no Holder exists, the word VACANT will be in the column.

Employee Name: This column contains the name of the Holder of a Position. If no Holder exists, the word VACANT will be in the column.

Org Unit: This column contains the Org Unit to which the Position belongs.

Org Unit Desc: This column contains the Description of the Org Unit to which the Position belongs.

Pers Area: This column contains the Pers Area to which the Holder of the Position belongs. If the Position is vacant, this column will be empty.

Role Name: This column contains the technical Role Name. This column will be empty for rows showing Workflow relationships.

Role Desc: This column contains the Description of the Role. This column will be empty for rows showing Workflow relationships.

Auth Org Unit: This column contains the highest org unit that the role has authorization for. The user will also have authorization for all org units under that one in the org unit hierarchy. This column will be empty for many roles, as they themselves do not contain the authorization setting. This column will be empty for rows showing Workflow relationships.

Role Start: This column contains the Start Date of the role assignment or Workflow relationship record.

Role End: This column contains the end Date of the role assignment or Workflow relationship record.

WorkFlow: This column contains the short text of the Workflow relationship record. This column will be empty for role assignment records.

WorkFlow Org Unit: This column contains the org unit associated with the WorkFlow relationship record. This column will be empty for role assignment records.

TIP: You can use the Filter button to hide common roles or certain types of roles in the results. For example, you can hide BI roles by excluding roles that begin with "ZBI*".

TIP: You can view the results in Excel within SAP using the button, or you can export the results to a file for import into Excel or other applications using the button.

TIP: Using the button, you can change the column layout and save it as a layout variant.

TIP: The help button Help will bring up a pop-up button containing help information about the fields on the report.