

PeopleSoft Security 101


SESSION
A

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conference 2018 *building bridges*

PEOPLESOFT

San Diego County Office of
EDUCATION
FUTURE WITHOUT BOUNDARIES

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Session Topics

- Welcome & Introductions (5 min)
- Warm Up: How involved are you with PeopleSoft Security? (5 min)
- How users are created in the system (20 min)
- Understanding roles and workflow (10 min)
- Why audit?...and how? (10 min)
- Security Level 2 is in the works – What it means for your district (5 min)
- Wrap up & Closing (5 min)

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Warm Up: How involved are you with PeopleSoft Security?



Password Resets:

I do password resets (M_SECURITY_LEVEL1).



HEAT Tickets for Access:

I am responsible for submitting HEAT tickets to request that access is assigned or removed from an employee.



Authorizations:

I determine and/or authorize which roles an employee should have.



I would be responsible for performing a "Security Audit" if we did one.

How Users Are Created

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Employee" vs "User"

Key Concept: An employee has an employee record and a user record in PeopleSoft.

EMPLOYEE RECORD	USER RECORD
Personal Data / Personal Information screens Managed by district's HR Department <small>*Exception: Some districts allow employees to update their own Personal Information values in ESS</small>	User Profiles screen Managed by the CRC
612345, Keith Sweat, ksweat@district.net	USER SHOULD MATCH EMPLOYEE 612345, Keith Sweat, ksweat@district.net
<ul style="list-style-type: none"> Employee ID 612345 Employee's legal name Keith Sweat 	<ul style="list-style-type: none"> User ID (same value as Empl ID) 612345 Description (the employee's name) Keith Sweat – maintained by the CRC only <p>The Description (name) appears:</p> <ul style="list-style-type: none"> ESS and Portal: My Profile and Change Password" screens HCM: My Profile, Change Password screens; HCM Worklist Finance: My Personalizations screen; Finance Worklist; Originator and Approver in workflow for all transactions
<ul style="list-style-type: none"> Email address ("Employee") ksweat@district.net Emails are sent to the "Employee" email address: <ul style="list-style-type: none"> TB test email notifications Credentials email notifications For organizations that use Absence Requests: Absence Request email notifications are sent to the employee (requester) 	<ul style="list-style-type: none"> Email address ("User") ksweat@district.net Emails are sent to the "User" email address: <ul style="list-style-type: none"> Workflow email notifications for approvals Password reset email with temporary password For organizations that use Absence Requests: Absence Request approval email notifications are sent to the manager (approver) <p><small>NOTE: All employees can edit their User Email Address in Portal or ESS > Main Menu > My Profile. Anyone who resets passwords for your organization can also edit this using the Distributed User Profiles screen.</small></p>

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PeopleSoft Users

How Users Are Created

KEY

- = District
- = CRC

Enter job data in HCM.

1:00 AM: A scheduled job (M_HR_CRT_ID) runs nightly at 1 am and creates a basic user profile.
+User ID (pulls from Personal Data)
 +Description (pulls from Personal Data)
 +Email address (pulls from Personal Data)
 +Primary permission list
 +Assigns the default temporary password (First 4 of LAST NAME IN CAPS + Last 4 of SSN)

1:15 AM: Another process (DYNROLE_PUBL) runs at 1:15 am and looks for all active employees.
+This process assigns "basic roles" to any new user with an active employee record so the employee can log into PeopleSoft ESS (to view paycheck, for example) and Portal.

If the user will need to use Finance or HCM, you (your organization's PeopleSoft contact) submit a HEAT Ticket with the requested role assignments.

Key Concepts: (1) The system creates user profiles. Humans do not. (2) Districts need to tell the CRC which roles to assign/remove.

Existing Users:

- 1:00 AM process ignores them;
- 1:10 AM MASSUPD process finds users with invalid Primary Permission (doesn't match any of the districts they are active in) and updates to match one of districts they are active in;
- 1:15 AM process updates "basic roles" – removes those that no longer apply, adds new ones based on districts EE is active in.

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Keith Sweat Example

- **NEW HIRE, BRAND NEW TO PEOPLESOFT (CARLSBAD)**

- Keith Sweat is a new hire, brand new to PeopleSoft.
- **Fri 10/19:** Carlsbad enters job data for Keith Sweat with a start date effective Mon, 10/22.
- **Mon 10/22 at 1 am:** Nightly process runs at 1 am on 10/22, finds brand new employee Keith Sweat, and creates the User: ID, Description, Email Address, Primary Permission List, Temporary Password.
- **Mon 10/22 at 1:15 am:** Second nightly process runs at 1:15 am, looks for **all active employees**, assigns "basic roles" to allow employee to log into ESS/Portal.
- **Mon 10/22 at 7:30 am, for example:** On 10/22 when Keith shows up for work, he can log into ESS/Portal. Carlsbad must enter a HEAT ticket to request that roles are added. On 10/22 (but not earlier) the CRC can assign HCM or FIN roles, enter user preferences, and modify workflow (as directed by a HEAT ticket).

- **MOVEMENT FROM ONE DISTRICT TO ANOTHER (CARLSBAD TO OCEANSIDE)**

- Keith Sweat now moves from Carlsbad to Oceanside.
- **Wed 10/31:** Carlsbad terminates effective 10/31/18. Oceanside enters job data on 10/31, effective 11/1.
- **Thu 11/1 at 1 am:** Nightly process runs at 1 am – this employee is excluded.
- **Thu 11/1 at 1:10 am:** A security process updates Keith's Primary Permission to Oceanside.
- **Thu 11/1 at 1:15 am:** The second nightly process runs, assigns the new "basic role" for Oceanside; removes Carlsbad's "basic role". Other roles stay the same unless 1st district had removed them. Upon termination, Carlsbad should enter a ticket to remove the roles. Upon hire, Oceanside should enter a ticket to add the necessary roles.

- **EMPLOYEE LEAVES DISTRICT (OCEANSIDE)**

- Keith Sweat leaves Oceanside.
- Oceanside should enter a ticket to request that all access is removed except the ability to view paycheck and W2s (district decision).

Understanding Roles and Workflow

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Roles That Everyone Gets

Everyone gets 2 basic roles.

Basic Roles:

- **M_EMPLOYEE:** Gives to access to view paycheck
- **M_EE_XXX:** The permissions in this role are district-specific. XXX = District #
 - 099 has it configured so employees use ESS for Absence Requests, Personal Information, Benefits Information Viewing, and Travel & Expenses
 - 033 has Benefits Information Viewing only
 - 022 has Personal Information and Absence Requests

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Common Roles

Finance INQUIRY Roles = Read only	HCM RDO Roles = Read only (Each role has an RDO version)
<ul style="list-style-type: none"> • M_SEC_CF_NOCASH: Provides ChartField security to enter transactions (if you don't have this role you can navigate to a page to which you have access but you can't save an entered ChartField) • M_KK_INQUIRY: To view budget screens and reports • M_PO_REQUESTER: To create requisitions • M_PO_INQUIRY: To view POs • M_GL_CREATE_JOURNALS: To create GL journal entries • M_QUERY VIEW: To run queries based on your role assignment 	<ul style="list-style-type: none"> • M_HR_SPECIALIST: To enter personal data and job data (and more) • M_HR_SPECIALIST_RDO: To view personal data and job data (and more) • M_HR_PERSONAL_DATA: To enter personal data but not job data • M_PAYROLL_ADMINISTRATOR: All access that Payroll Specialist has, but includes access to the Payroll Query Tree, DBT, and Combo Code Table. • M_TL_TIMEKEEPER: Data entry for Timekeepers. • M_QUERY VIEW: To run queries based on your role assignment

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What is Workflow?

Workflow is a sequence of approval steps a transaction goes through before it is finalized in the system.

- Configured separately for each transaction type (PO, Requisition, Budget Journal, Personnel Action Form, Absence Request, etc.).
- District-specific (with the exception of Absence Request workflow, which is shared by all districts); can be as simple as one-level, or contain many levels and sub-levels with complex criteria.
- Driven by approval roles (start with M_WF_) and route controls (except for Absence Requests, which are based on Position "Reports To" field value).
- Route controls differentiate among many approvers with the same M_WF_role and allow routing by Site, Resource, Fund, etc.

Auditing Workflow

- Changes in personnel, reporting or internal practices may need to be reflected in transaction routing. To keep approval routing current, it's recommended to perform occasional workflow audits.

To review all approvers for your district in Finance, you can run M_WF_ALL_ROUTING query.

M_WF_ALL_ROUTING - Approvers and Routing by Distr

Download results in: Excel Spreadsheet CSV Text File XML File (4273 kb)


View All	User	Description	Role Name	Event	Routing
1	M_WF_EA_TRIAL_SITE	Expense For Site Approval	BU00000
2	M_WF_TA_TRIAL_SITE	HR Travel Site	BU00000
3	M_WF_AP_RESOURCE	Payables Resource Approval	BU00000
4	M_WF_AP_RESOURCE	Payables Resource Approval	Resource_088448
5	M_WF_AP_RESOURCE	Payables Resource Approval	Resource_0884479
6	M_WF_AP_RESOURCE	Payables Resource Approval	Resource_0884487
7	M_WF_AP_RESOURCE	Payables Resource Approval	Resource_331010
8	M_WF_AP_RESOURCE	Payables Resource Approval	Resource_331010
9	M_WF_AP_RESOURCE	Payables Resource Approval	Resource_332010

M_WF_PAF_ROLES_AND_ROUTING - PAF Roles & Approval Routing

Download results in: Excel Spreadsheet CSV Text File XML File (12 kb)

View All	User	Description	Event ID	Role Name	Event	Routing	From Site	To Site
1	M_WF_PAF	PAF Page Access	HR Manager
2	M_WF_PAF_APPROVAL	PAF Approval	HR Manager
3	M_WF_PAF_APPROVAL	PAF Approval	HR Manager
4	M_WF_PAF_APPROVAL	PAF Approval	HR Manager
5	M_WF_PAF_APPROVAL	PAF Approval	HR Manager
6	M_WF_PAF_APPROVAL	PAF Approval	HR Manager
7	M_WF_PAF_APPROVAL	PAF Approval	HR Manager
8	M_WF_PAF_APPROVAL	PAF Approval	HR Manager
9	M_WF_PAF_APPROVAL	PAF Approval	HR Manager

To review PAF approvers for your district in HCM, you can run M_WF_PAF_ROLES_AND_ROUTING query.

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Role Descriptions


To see a list of roles:

- Go to the Security page at <http://crc.sdcoe.net/resources/security>
- Two spreadsheets are available in the Resources list.

Resources

- **Finance Roles v5.0.xlsx (08/17/16)** ←
- **HCM Roles v5.0.xlsx (08/17/16)**
- Users and Roles in PeopleSoft v1.0.pdf (08/17/16)

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Identifying Users' Roles

Query: M_USER_ROLES

In both PeopleSoft HCM and Finance you can run the query called M_USER_ROLES. Look in the "Role Name" column to see the roles that each employee has. If the employee is set up in both HCM and Finance, you will need to run the query in both environments to view those roles.

Company	User	Descriptor	Empl Recor	Prim Perm List	Row Sec Prm List	Email ID	Role Name	HR Status	User Locked Out?
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_TL_TIMEKEEPER	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_TL_ADMINISTRATOR	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_HR_SALARY_ADMIN	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_HR_POSN_MGMT	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_HR_POSN_BUDD	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_HR_ADCTO	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_EMPLOYEE	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_CRED_DISTRICT	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_BEN_DISTRICT_ADMIN_RDO	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_ABSENCE_ADMIN	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_TL_APPROVER	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_SECURITY_LEVEL1	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_QUERY_VIEW	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_PAYROLL_SBO	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_PAYROLL_ADMINISTRATOR	Active	No
011	123456	Han Solo	0	M_SEC_BU_01100	M_TL_011_ALL	han.solo@district.net	M_HR_SPECIALIST_RDO	Active	No

To access the M_USER_ROLES query in Finance you must have the M_KK_ENTER_BUDGETS or M_KK_INQUIRY roles; in HCM you must have the M_HR_SPECIALIST or M_HR_SPECIALIST_RDO roles.

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Understanding What's In a Role

Query: M_SEC_ROLE_NAVIGATION

In both PeopleSoft HCM and Finance you can run the query called M_SEC_ROLE_NAVIGATION. This query will tell you which navigations are in the role.


M_SEC_ROLE_NAVIGATION - Accessible Navigation by Role

Role Name %: <input type="text" value="M_HR_PERSONAL_DATA"/>
Component %: <input data-bbox="316 640 446 661" type="text" value="%"/>
<input type="button" value="View Results"/>

How to search:

- **Role Name %.** Look up the role name. Search for the ones that begin with "M_" only.
- **Component %.** Enter a % in Component to return all values. A component is a collection of related pages or tabs. (Advanced users – go to Ctrl + Shift + J on a page to see the Component).

Why Audit?...and How?

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Why Audit...and How?

Key Concept: Your organization is responsible for its PeopleSoft users.

Why Audit?

Conduct an audit of security for the following reasons:


- To know which employees (users) have access to which information.
- To identify if any changes need to be made to users' roles (addition/removal).
- To ensure that terminated employees do not have roles assigned.
- To verify that workflow/routing is set up as desired.

How?

The CRC has resources available to you.

- Guide:** The Security Audit Guide created by the CRC provides a recommended process.
 - <http://crc.sdcoe.net/resources/peoplesoft/guides> (Security section)
- Webinar:** There is a webinar from March 2018 you can watch.
 - <http://crc.sdcoe.net/announcements/peoplesoftnews/march2018peoplesoftsecurityauditthirdthursdaydemo/availableforplayback>
- Request guidance:** Submit a HEAT ticket and we will follow up with you. "We would like to take the first steps to perform a security audit. Could you please guide us through the process?"

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Suggested Guiding Questions

Application	Questions	Query To Use
BOTH FINANCE & HCM	Q1. Which employees (users) have access to which information? Examples: • Who's assigned to each role? Investigate by role. • Which roles does each employee have? Do any changes need to be made? Are there any terminated employees who still have roles assigned? Investigate by employee. • Are all users' Primary Permission Lists correct? • Is the HCM user's Row Security correct? • Who can see SSNs? • Who can perform password resets? • Who can access FAR queries in HCM? • Are staff assigned the correct Payroll roles? • Who has SecureAuth (VPN) access? Q2: Are any users locked out? Should they be? Q3: Are the employee and user email addresses up-to-date?	M_USER_ROLES in Finance (M_KK_INQUIRY role is required to run this) M_USER_ROLES in HCM (M_HR_SPECIALIST role is required to run this)
	Q4. Is Finance workflow/routing set up as desired?	M_WF_ALL_ROUTING in Finance
	Q5. Are Requesters and Buyers set up correctly? Q6. Are users' Finance User Preferences set up as desired? (Must request an export from CRC)	M_PO_BUYERS in Finance M_PO_REQUESTERS in Finance Submit a HEAT ticket.
HCM ONLY	Q7. Are the "Reports To" set up correctly? • Do any "Reports To" need to be fixed? • Is HCM routing of TB and AM set up as desired?	M_POSITION_REPORTS_TO in HCM
	Q8. Is PAF approval routing set up as desired? For PAF Districts only.	M_WF_PAF_ROLES_AND_ROUTING in HCM Includes employees with access to PAF

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Example from Escondido Elementary


These tips were provided by
Michelle Hurlstone,
Personnel Operations Supervisor,
Certificated Personnel
Escondido Union School District

- Create a list of all roles and their functions/responsibilities/what they see.
- Add job titles next to each of the roles:

ESCONDIDO ELEM SAMPLE						
FINANCE			PAYROLL			
Director of Finance	Accountant	Accounting Supv	Budget Analyst	Payroll Clerk	Payroll Tech	Payroll Supervisor
M_ABSENCE_ADMIN_RDO	M_HR_ACCTG	M_BEN_DISTRICT_ADMIN_RDO	M_ABSENCE_ADMIN	M_ABSENCE_ADMIN	M_ABSENCE_ADMIN	M_ABSENCE_ADMIN
M_ABSENCE_TECH_RDO	M_HR_POSN_MGMT_RDO	M_HR_ACCTG	M_BEN_DISTRICT_ADMIN_RDO	M_ABSENCE_TECH	M_ABSENCE_TECH	M_ABSENCE_TECH
M_BEN_DISTRICT_ADMIN_RDO	M_HR_SALARY_ADMIN_RDO	M_HR_POSN_MGMT_RDO	M_HR_ACCTG	M_HR_POSN_MGMT_RDO	M_HR_POSN_MGMT_RDO	M_BEN_DISTRICT_ADMIN_RDO
M_HR_ACCTG	M_HR_PAYROLL_ADMINISTRATOR_RDO	M_HR_SALARY_ADMIN_RDO	M_HR_POSN_BUDG	M_HR_SPECIALIST_RDO	M_HR_SPECIALIST_RDO	M_HR_POSN_BUDG
M_HR_POSN_BUDG_RDO	M_HR_PAYROLL_CBO_RDO	M_HR_PAYROLL_ADMINISTRATOR_RDO	M_HR_POSN_MGMT_RDO	M_HR_PAYROLL_ADMINISTRATOR	M_HR_PAYROLL_ADMINISTRATOR	M_HR_POSN_MGMT_RDO
M_HR_POSN_MGMT_RDO	M_HR_PAYROLL_SPECIALIST_RDO	M_HR_PAYROLL_CBO_RDO	M_HR_SALARY_ADMIN	M_HR_PAYROLL_CBO_RDO	M_HR_PAYROLL_CBO_RDO	M_HR_SALARY_ADMIN
M_HR_SALARY_ADMIN_RDO	M_TL_ADMINISTRATOR_RDO	M_HR_PAYROLL_SPECIALIST_RDO	M_HR_SPECIALIST_RDO	M_TL_ADMINISTRATOR	M_TL_APPROVER	M_HR_SPECIALIST_RDO
M_HR_SPECIALIST_RDO	M_TL_APPROVER_RDO	M_TL_ADMINISTRATOR_RDO	M_HR_PAYROLL_ADMINISTRATOR_RDO	M_TL_APPROVER	M_HR_PAYROLL_CBO_RDO	M_HR_PAYROLL_ADMINISTRATOR
M_HR_PAYROLL_ADMINISTRATOR_RDO		M_TL_APPROVER_RDO	M_HR_PAYROLL_CBO_RDO		M_HR_JOB_COMPENSATION	M_HR_PAYROLL_CBO
M_HR_PAYROLL_CBO			M_HR_PAYROLL_SPECIALIST_RDO			M_SECURITY_LEVEL1
M_HR_PAYROLL_SPECIALIST_RDO			M_TL_ADMINISTRATOR_RDO			M_TL_ADMINISTRATOR
M_TL_ADMINISTRATOR_RDO			M_TL_APPROVER_RDO			M_TL_APPROVER
M_TL_APPROVER_RDO						M_HR_JOB_COMPENSATION

- Use the M_USER_ROLES query to see who you have assigned in each role.
- Then you can go strategically through each role assigned and determine if that person needs access or not.
- We decided we would have one main person in HR that would create all HEAT tickets to give/remove access (Person #1). We also have a backup person if Person #1 is out. Person #1 will maintain the security audit spreadsheet and make changes as needed.
- We have added this step on our new hire checklist & separation checklist.
It says: _____ HEAT Ticket for PSoft access (HR/Payroll EE's)

Security Level 2: What It Means for Your District

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District functions – Security Level 2

Rollout date: TBD
 (Targeted 2019)

HCM	FIN
<ul style="list-style-type: none"> Add HCM “public facing” roles (+ sign) Remove HCM roles (- sign) Enter Row Security (Row Security) Change the user name (Description) Set a delegate (out of office setting) for a specific date range (Alternate User ID, From Date, To Date) View last changes made to the User Profile (Last Update User ID, Last Update Date/Time) 	<ul style="list-style-type: none"> Add FIN “public facing” roles (+ sign) Remove FIN roles (- sign) Define user preferences Perform Requester & Buyer setup

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Session Notes

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<http://crc.sdcoe.net/peoplesoftconference>

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