

---

## Requesting HRMS Department Security

While **Roles** provide access to systems or pages, **Setups** specify what data you can access through those systems or pages.

Various setups specify what data you can access in the HR/Payroll modules. HRMS Department Security setups are used to authorize which departments and employees a user can access in most HRMS modules, including Benefits, Commitment Accounting, EPAF, LOA, and Payroll.


For example, you may have access to the job data page, but you won't be able to access data for anyone until the HRMS Department Security setup is complete.

This setup is required for all HR/Payroll roles.

To set up access to departments in HRMS, follow these instructions.

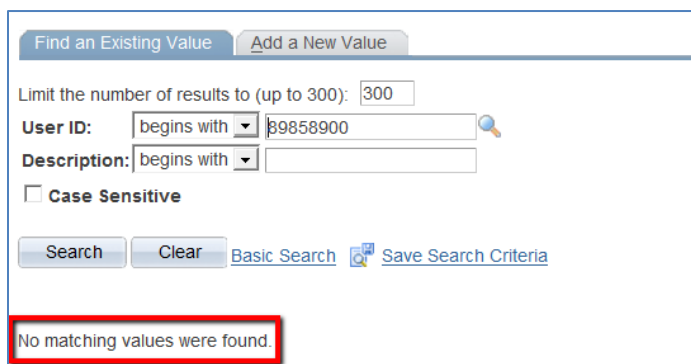
---

1. Navigate to **Nav Bar > Main Menu > Access Request System > Requests > Security Setups > HRMS Department Security**
2. Enter the individual's UFID in the **User ID** field.



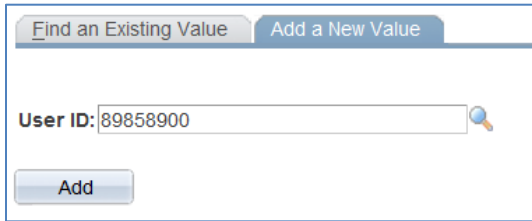
The screenshot shows a search interface with two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs, there is a text input for "Limit the number of results to (up to 300):" with the value "300". There are two search criteria fields: "User ID:" and "Description:", both with "begins with" dropdown menus and empty text boxes. A "Case Sensitive" checkbox is unchecked. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

3. Click the **Search** button.
4. If "No matching values were found" is displayed, continue to step #5; otherwise, skip to step #6.



This screenshot is identical to the previous one, but the "User ID" field now contains the value "39858900". The "Search" button has been clicked, and the message "No matching values were found." is displayed at the bottom of the search area, enclosed in a red rectangular box.

- Click the **Add a New Value** tab and then click the **Add** button.



- Enter or select the Set ID.

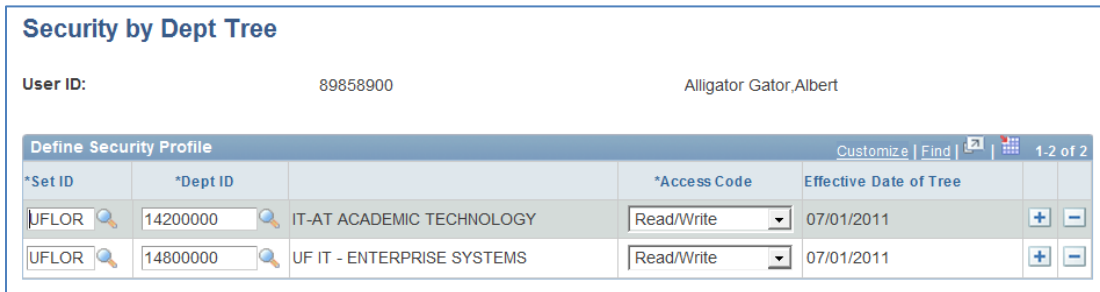
Note: Currently the only available Set ID for HR/Payroll modules is "UFLOR", but others will be added in the future.

- Enter or select the Dept ID for department(s) to which you want the individual to have access.

Note: This set up uses the department tree, so enter the highest level Dept IDs for authorized access. For example, Dept ID "25000000" includes access to 25000000, 25010000, 25020000, and 25050000.


- Leave the Access Code set to "Read/Write".

Note: The roles a user has will determine whether the user can update data or only view it.



*Set ID	*Dept ID	*Access Code	Effective Date of Tree
UFLOR	14200000	Read/Write	07/01/2011
UFLOR	14800000	Read/Write	07/01/2011

- Continue to add other departments using the  button.

- Click the  button. This setup will be completed by an overnight batch process.

Note: If you try to add access to "ALL" departments, you'll see the message below instructing you to send that request to [employment@ufl.edu](mailto:employment@ufl.edu) with supporting justification. You'll need to remove the row for "ALL" in order to save the setup.

