Requesting ePAF Override Security

While **Roles** provide access to systems or pages, **Setups** specify what data you can access through those systems or pages.
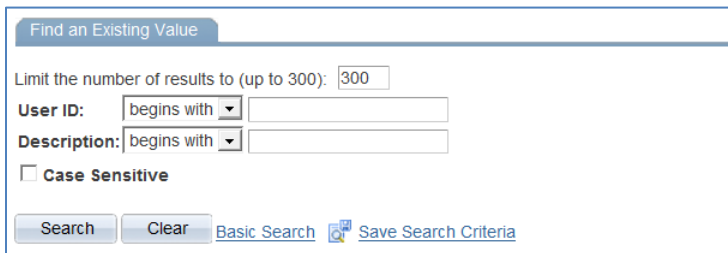
Various setups specify what data you can access in the HR/Payroll modules. By default, the ePAF module provides access to departments specified in the HRMS Department Security setups. The ePAF Override Security setup allows you to specify a subset of those departments for ePAF actions. This setup is primarily used to reduce the number ePAFs routed to a user who has high-level department security.

> For example, you may have access to all departments in your college, but you don't need to see ePAFs for them all. You can use ePAF Override Security so you only see ePAFs for a specific department.

This setup is not required and would only apply to roles that <u>begin</u> with UF_EPAF_.

To set up ePAF department overrides, follow these instructions.

1. Navigating the Nav Bar > Main Menu > Access Request System > Requests > Security Setups > ePAF Override Security
2. Enter the UFID in the User ID field.

3. Enter the Department ID in the Dept ID field. This should be the department to which you want the individual to have access.


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

4. Leave the Set ID set to "UFLOR" and 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.

5. Continue to add departments using the button.

Note: You can only specify a subset of departments that the user is authorized for in HRMS Department Security. The following message will be displayed of you try to add a department that does NOT fall within that scope.
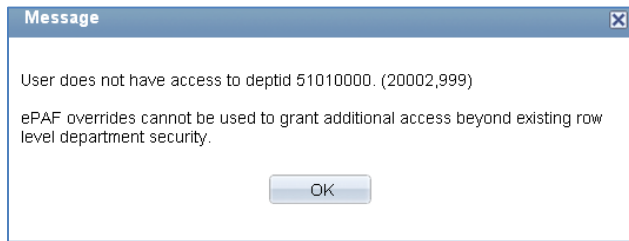
6. Click the button. This setup will be completed by an overnight batch process.