Requesting HRMS Department Security

While **Roles** provide access to systems or pages, **Setups** specify what data you can access through those systems or pages.
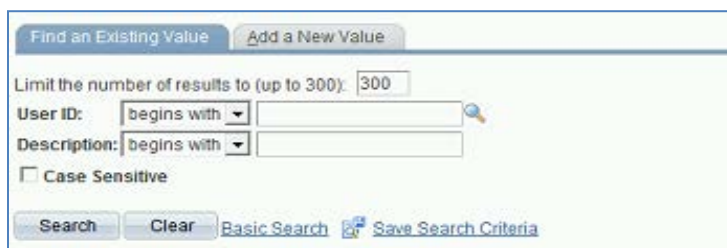
Various setups specify what data you can access in the HR/Payroll modules. HRMS Department Security setups are used to authorize which departments and employees a user can access in <u>most</u> HRMS modules, including Benefits, Commitment Accounting, EPAF, LOA, and Payroll.

> 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.
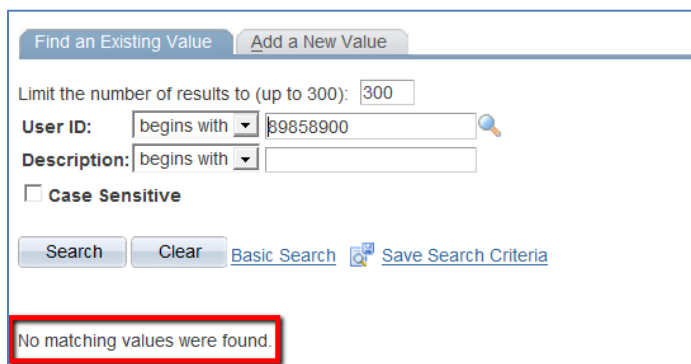
This setup is required for <u>all</u> HR/Payroll roles.

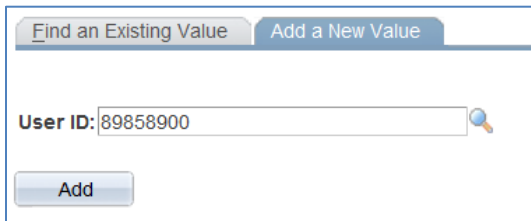To set up access to departments in HRMS, follow these instructions.

1. Navigate to **Nav Bar** > **Main Menu** > **UF SailPoint IdentityNow** > **Security Setups** > **HRMS Department Security**
2. Enter the individual's UFID in the **User ID** field.

3. Click the **Search** button.

4. If "No matching values were found" is displayed, continue to step #5; otherwise, skip to step #6.

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

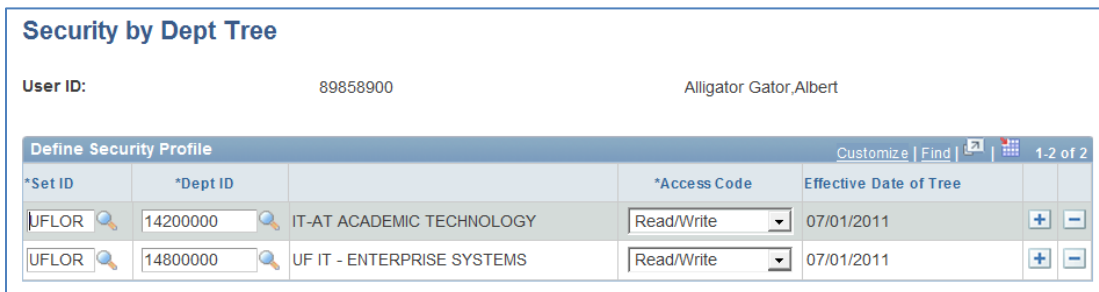6. Enter or select the Set ID.

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

7. 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.

8. 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.

9. Continue to add other departments using the ⊞ button.

10. Click the 🔲 Save 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 with supporting justification. You'll need to remove the row for "ALL" in order to save the setup.