



# Agency Security Contact Training 2020

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# Agency Security Contact Responsibilities

# Agency Security Contact Responsibilities

**Agency Security Contact (ASC)** - Liaison between Agency and Personnel Cabinet for System Access whose primary responsibilities are to:

- Request access, and any changes to access, to Personnel Cabinet Systems
- Ensure requested access is authorized and appropriate – HRG access is allowed for Contract Employees with DHRA approval
- Ensure iSTEP and any other required training has been completed prior to requesting access (see page 7)
- Ensure Personnel Cabinet Access Requests & revokes are submitted correctly
- Notify employees when access has been granted
- Do a quarterly review/clean up of Access for all systems (see PPSS instructions)
- Notify Personnel Cabinet of changes to Agency Head/Designee or ASC
- Report security breaches to the Personnel Cabinet's Access Control Branch
- Reinforce position-based security in KHRIS with other HR Staff

# Agency Security Contact Process

## Website for Agency Security Contact

<https://hr.personnel.ky.gov/Pages/AccessControl.aspx>

(Once you are a ASC, you can access the link above to review/submit Access Requests)

Content includes:

- Security procedures for access to Personnel Cabinet Systems
- Memorandum of Agreement
  - Agreement between Personnel Cabinet and Agency concerning use of Personnel Cabinet Systems
- Agency Security Contact(s) Designation/Removal Form
- Exception Letter Template
- Agency Roles Document. To further assist ASCs with knowing exactly which training is required for each role, we have updated the *Agency HR Roles* document.
- Instructions on how to view users training transcript in MyPurpose. It is imperative that ASCs are confirming that any training required for a particular security role have been completed by the user before requesting access. The ASC will verify training in MyPurpose.
- Agency Security Contact Agreement
  - Acknowledge understanding of ASC's responsibilities

# Security Concepts

## KHRIS Security Terms

**Employee ID** Found on IT 0105 Subtype 0001

**User ID** Stores inherited access from Positions

**Position** Stores Role and Organizational Unit assignments

**Role** Grouping of activities required for a business function. Roles consist of transaction codes and permissions.

**Single Role** An independent role

**Composite Role** A grouping of two or more single roles

**Transaction Code** Shortcut command to access SAP initial screens e.g., PA20, PPOSE, SU53

**Infotype** Logical grouping of HR data

**Structural Authorization** Access to information associated with OM objects (such as organizational unit, position, person)

## PA Actions drive gaining or losing KHRIS access

- Hire/Rehire (Appointment, Rehire, BN Begin Participation, BN Rehire, State Active Duty Hire)
- Separation/Retire/BN End Participation (**Training-required roles are delimited on vacant positions**)
- Position Change (including reclassifications)

**Note:** Re-using or re-purposing a position could result in unintentional access for the new position holder. This is why it is important to check the position to verify the access assigned to the position is appropriate

## KHRIS Security Design (USERS)

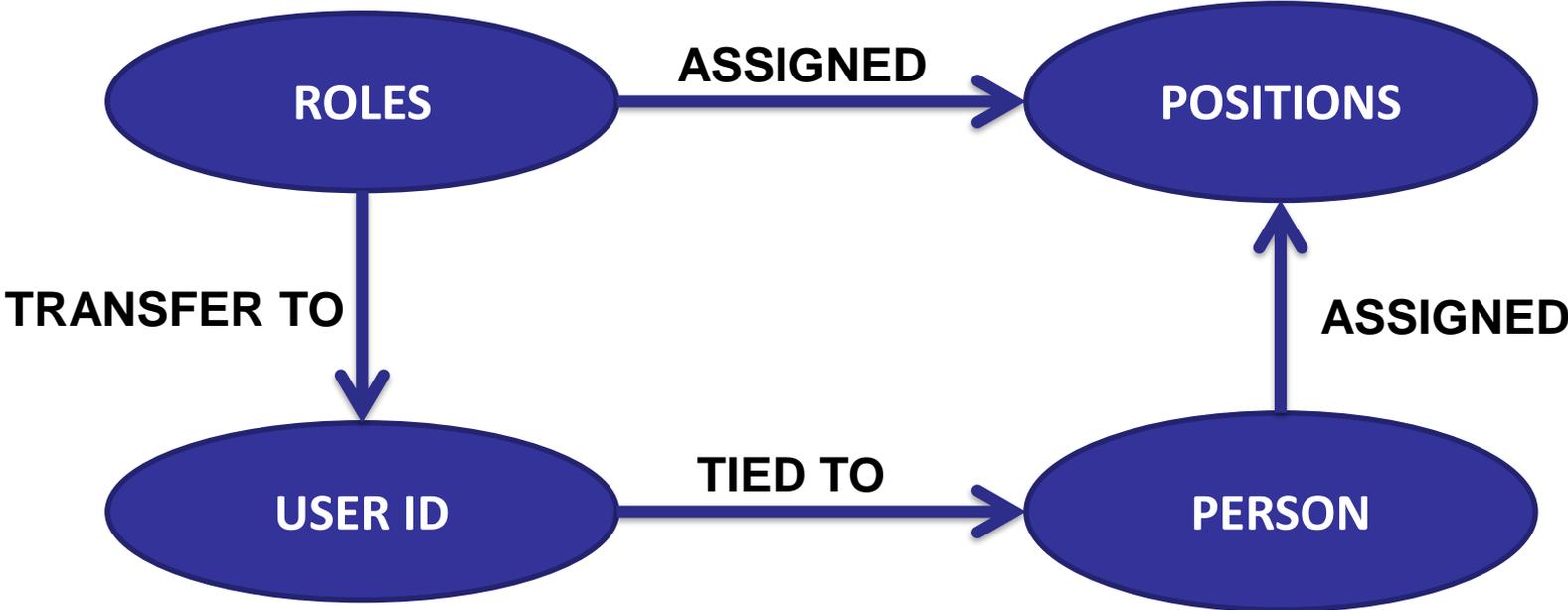
- Creation/Renewal of User ID with Current Employee ID



- Revoke of User ID



## KHRIS Security Design (ROLES)



**User ID inherits roles assigned to position when changing positions (except training required roles)**

# Access Review

## Review Role and Organizational Unit Assignments on Position

**Prior** to submitting request for KHRIS access

### Transaction PO13D – *Display Position, IT1001 - Relationships*

The screenshot displays the SAP PO13D transaction interface. At the top, a toolbar contains icons for editing, deleting, and a person icon, which is highlighted with a red box. Below the toolbar, the 'Plan version' is set to 'Current plan'. The 'Position' field shows '30043739' and 'Personnel Program Analyst I'. The 'Abbr.' field shows '93400V000101'. A tabbed interface shows 'Active' as the selected tab. A table lists various relationship types with their status indicators. The 'Relationships - IT 1001' row is highlighted with a red box. To the right, the 'Time period' section has 'All' selected, also highlighted with a red box. The 'From' date is '11/21/2012' and the 'to' date is '12/31/9999'. A 'Select.' button is located at the bottom right of the table area.

Infotype Name	S.	Time period
Object - IT 1000	✓	<input type="radio"/> Period
Relationships - IT 1001	✓	From 11/21/2012 to 12/31/9999
Description - IT 1002	✓	<input type="radio"/> Today
Planned Comp - IT 1005	✓	<input checked="" type="radio"/> All
Vacancy - IT 1007	✓	<input type="radio"/> Current week
Acct. Assignment - IT 1008	✓	<input type="radio"/> Current month
Emp Grp/SubGrp - IT 1013	✓	<input type="radio"/> Last week
Cost Distribution - IT 1018	✓	<input type="radio"/> Last month
Adl Position Info - IT 9101	✓	<input type="radio"/> Current Year
KY Position Des - IT 9102	✓	

# Access Review- KHRIS

## List Display Relationships - IT 1001

Position: 96160V000101 Executive Staff Advisor

Working Status: Active

Relationships - IT 1001 01 S 31011835 1

Start	End	R.	R...	Relat.text	R.	Rel'd obje...	Abbr.	% R...
05/29/2012	12/31/9999	A	002	Reports (l	S	30043617	01390V000101	0.00
05/29/2012	12/31/9999	A	003	Belongs to	O	10105871	55790	0.00
06/03/2012	12/31/9999	A	008	Holder	P	00186287	Gash	100.00
05/29/2012	12/31/9999	A	011	Cost cente	K	557900000...	Pers Cabinet	0.00
06/07/2012	12/31/9999	A	Z03	CY PY Offi	O	10105869	55	0.00
06/04/2012	06/06/2012	A	Z03	CY PY Offi	O	10100005	29	0.00
06/07/2012	12/31/9999	A	Z05	CY Time A	O	10105869	55	0.00
06/04/2012	06/06/2012	A	Z05	CY Time A	O	10100005	29	0.00
06/07/2012	12/31/9999	A	Z06	CY Ins Coo	O	10105869	55	0.00
06/04/2012	06/06/2012	A	Z06	CY Ins Coo	O	10100005	29	0.00
06/04/2012	12/31/9999	A	Z07	CY Personn	O	10100005	29	0.00
06/07/2012	12/31/9999	A	Z11	CY FMLA Ad	O	10105869	55	0.00
06/04/2012	06/06/2012	A	Z11	CY FMLA Ad	O	10100005	29	0.00
06/07/2012	12/31/9999	B	007	Is describ	AG ZS:PA_AGE...	ZS:PA_AGENCY		0.00
06/04/2012	12/31/9999	B	007	Is describ	AG ZC:HR_GE...	ZC:HR_GENE...		0.00
06/04/2012	12/31/9999	B	007	Is describ	AG ZS:BC_SEC...	ZS:BC_SECURI		0.00
06/04/2012	12/31/9999	B	007	Is describ	AG ZS:PY_OFF...	ZS:PY_OFFICE		0.00
06/04/2012	12/31/9999	B	007	Is describ	AG ZS:TM_FML	ZS:TM_FMLA_P		0.00
05/29/2012	12/31/9999	B	007	Is describ	C	20001830	96160V000101	0.00

IT1001 - Relationships

'AZ' entries  
show Org  
Units  
Assigned

'AG' entries  
show Roles  
Assigned

# Access Review- KHRIS Reporting

## Transaction **PPSS** – *Display Structure*

- Report to see Mass Access per Organizational Unit
- Executed quarterly by Agency Security Contact

[-] O 10105882	Is line supervisor of	55790	Training & Employee Development Br
[-] S 30043669	Incorporates	93310V000101	Consulting Services Manager
-----AG ZP:MSS_MANAGER	Is described by	ZP:MSS_MANAG	Role for Manager Self Service
-----C 20001737	Is described by	93310V000101	Consulting Services Manager
[-] P 00187119	Holder	Olivas	Olivas , Normajean
[-] US NZJ0092	Is identical to	Olivas	Normajean Olivas

## Transaction **S\_BCE\_68002041** – Executable Transactions

- Report to see all transactions available for execution in a Role

Executable Transactions ( All Selection Options )

Program Edit Goto System Help

Transaction executable

User

User

With Role

Role

Profile

Profile name

Authorization

Authorization

Executable Transactions ( All Selection Options )

List Edit Goto Settings System Help

Number of transactions selected: 153

System ECP Client

Selection Criteria:  
Role ZC:HR\_GENERALIST Composite role for Agency

Transaction Code	Transaction Text
CAT2	Time Sheet: Maintain Times
CAT3	Time Sheet: Display Times
CATS_APPR_LITE	Approve Working Times
CATS_DA	Display Working Times
FK03	Display Vendor (Accounting)
HRBEN0001	Enrollment
HRBEN0003	Participation Monitor
HRBEN0006	Benefits Participation Overview
HRBEN0014	Termination of Participation
HRBEN0015	Confirmation Form
HRBEN0073	Health Plan Costs
HRBEN0074	Insurance Plan Costs
HRBEN0078	FSA Contributions
P000_M10_EER	Exemption expiration report
P000_M10_TAUTH	Display tax authorities
P000_M10_TAUTN	Tax authorities incl. tax area
P000_M10_TMODEL	Taxability models/tax types by auth.
P000_M10_TSUM	Tax infotype summary
P000_M10_W4	W-4 withholding allowance report
PA10	Personnel File
PA20	Display HR Master Data
PA30	Maintain HR Master Data
PA61	Maintain Time Data
PA71	Fast Entry of Time Data
PC00_M10_CEDT	Payroll Remuneration Statement - 10
PC00_M10_CLJN	Payroll Journal
PC00_M10_REC	Payroll reconciliation report
PC00_M10_REMU	Remuneration statements

ASCs will need to quarterly review their user's who have Document Direct and MyPurpose access

- For **Document Direct** please contact Shane Riddle, COT @ [Shane.Riddle@ky.gov](mailto:Shane.Riddle@ky.gov) and you will need to provide him with the mainframe ID of your employees
- For **MyPurpose & KHRIS** please contact ACB (Access Control Branch), Personnel Cabinet @ [pers.acb@ky.gov](mailto:pers.acb@ky.gov)

# Access Request Process

# Access Request Process - HR Portal

## KENTUCKY HR

Personnel Cabinet's human resource administrator portal

 Search

Services ▾ Resources ▾ HR Systems ▾ Benefit Members and Employees Portal

- Advertising
- Employment Verifications
- Payroll Deduction Program
- Recruiting
- System Support**
- Training
- W2 Reprints

Cabinet's human resource website! Specifically designed for agency HR staff, this website is intended to help you in fulfilling your HR responsibilities. Below you will find charm blocks offering quick links to a number of documents, forms, etc. These correspond with the options available above under Resources. If you find a missing item, please feel free to contact us by submitting a [business request](#), and we will be more than happy to address your comments and suggestions in that same manner.

**Careers**

- COS Updates/Tips
- Internal Mobility Form
- Position Spotlight
- Recruitment

[View more](#)

**Class & Comp**

- FLSA
- Non-Merit Info
- Org charts
- Reorganization
- Salary Schedule

[View more](#)

**Forms**

- Exit Interview Questions
- Leave Sharing forms
- Merit Hiring Request
- PD worksheet
- Signature Auth forms

[View more](#)

**Insurance**

**Legal Information**

**Org Management**

**Payroll**

<https://hr.personnel.ky.gov/Pages/default.aspx>

# Access Request Process – System Support

**KENTUCKY**HR

Personnel Cabinet's human resource administrator portal

Services ▾ Resources ▾ HR Systems ▾

Benefit Members and Employees Portal

[Home](#) > [System Support](#)

## System Support

### KHRIS

For a list of upcoming system outages please check our [Operations Calendar](#). Dates outlined in **RED** indicate a scheduled outage occurring during that day.

### MyPurpose

Launching July 2018

### Personnel Cabinet websites

There are no known issues at this time.

### Legacy Systems

There are no known issues at this time.



## NEED ASSISTANCE?

For assistance with any of the systems that the Personnel Cabinet supports, please select from the request types offered at the bottom of this page.

To watch tutorials or view instructions for these request types (support tools) offered below, see the following:

- [Request Help or Report an Issue Tutorial](#) / [QRG](#) [For All Employees]
- [Business Request](#) / [Submission Instructions](#) [For HR Staff Only]
- [Request a Change \(replaced KCR\)](#) / [QRG](#) [For HR Staff Only]

Click [HERE](#) to learn how to capture a screen shot, which can be very helpful when submitting a request.

# Access Request Process – Request User Access

## NEED ASSISTANCE?

For assistance with any of the systems that the Personnel Cabinet supports, please select from the request types offered at the bottom of this page.

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### Report an Issue

Users can report an issue or defect they experience in KHRIS, Career Opportunities, Pathlore or any of the Personnel Cabinet websites.

[Send Report](#)



### Business Request

HR Professionals can request business support from the Division of Employee Management here.

[Request Support](#)



### Request a Change

HR Executives can request a system change here. [Replaces KCR]

[Request System Change](#)



### Request User Access

Agency Security Contacts (ASCs) can request access for your users here.

[Request Access](#)

# Access Request Process – Login Page

**TEAM KENTUCKY HR**

---

KHRIS - Username

Password

---

[Sign In](#)



## System Access

### KHRIS / MyPURPOSE / CICS (Legacy Personnel) / Document Direct (Legacy Time & Payroll Reports)

Please note that Personnel Cabinet policy and the need to ensure awareness of the Personal Information Security and Breach Investigation procedures and Practices Act ([KRS 61.931](#)), requires that training be completed through the **Information, Security, Training, Education, Policies/Procedures (iSTEP) Portal** before any access request is submitted. Additionally, the same training is required annually in order to maintain access.

Click [PDF HERE](#) to learn more about the procedures that are in place for requesting and obtaining access to Personnel Cabinet Systems.

### How to Submit a Request for User Access

Before submitting any access request, the Agency Security Contact (ASC) shall verify through the training liaison, that iSTEP has been successfully completed.

Once verified, click [HERE](#) to open an Access Request ticket and complete the necessary fields.

Click [PDF HERE](#) for instructions on completing the Access Request ticket.

### Supporting Documentation

[PDF Memorandum of Agreement \(MOA\)](#) - An agreement between the Personnel Cabinet and Commonwealth of Kentucky agencies relating to use of Personnel Cabinet systems.

[PDF Agency Security Contact\(s\) Designation/Removal Form](#) - The Agency Head/Designee uses this form to designate one Primary and Alternate(s) to be the Agency Security Contacts for their agency. It is also used to remove contact designation.

[PDF Exception Letter Template](#) [Primarily used for Boards and Commissions] - Use this letter template (printed on agency's letterhead) to request an exception to the access procedure when the Agency Head/Designee would also serve as the Agency Security Contact.

[PDF Agency Security Contact Agreement](#) - Each Agency Security Contact must sign this agreement stating they understand their responsibilities as the Agency Security Contact.

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## Additional Resources

Click [HERE](#) to access training information (available at the bottom of Training page)

Report Instructions:

-  [How to run a report for Executable Roles](#)
-  [How to run a report on PPSS Display Structure](#)

 [KHRIS Agency Roles](#)

# Access Request Process

Allows for the request of KHRIS, Workflow, OM Leave Sharing Coordinator, Document Direct, EBI, My Purpose

- Select request type from the drop-down list (Add, Change or Revoke)
- Type or select the requested action date
- Enter Employee ID and hit Enter or Tab key and data will be populated



## Personnel Cabinet Systems Request Form

Fields marked with an \* are required.

Request Type:\*  Requested Action Date:\*

**Employee Information**

Employee ID:\*

First Name:\*  Last Name:\*  Email:\*

KHRIS Position #:\*  KHRIS ORG#:\*  Non-Paid Contractor?  Yes

**KHRIS**

*\*One of the following choices is required when request type is revoke.\**

Revoke Emergency    Revoke Selected Role(s) from Position    Revoke All Roles from Position

- **Revoke Emergency**
  - KHRIS - User ID will be locked and expired (before PA action removes all access from person occupying position)
  - MyPurpose, Document Direct and Workflow can also be revoked for emergency purposes
- **Revoke Selected Role(s) from Position** - to delimit role on position. This removes selected role(s) from person occupying position – KHRIS
- **Revoke All Roles from Position** - to delimit roles on position. This removes selected roles from person occupying position – KHRIS

# Access Request Process

This is an example of an Emergency Revoke of KHRIS access. For Emergency Revoke the User ID will be locked and expired (before PA action removes all access from person occupying position)

### Systems

KHRIS     OM Leave Sharing Coordinator     Doc Dir     MyPurpose  
 Workflow     CICS     EBI Pathlore

### KHRIS

**\*One of the following choices is required when request type is revoke.\***

Revoke Emergency     Revoke Selected Role(s) from Position     Revoke All Roles from Position

	Role	KHRIS ORG #	External ORG#
1.	ZC:HR_GENERALIST - AZ03,AZ05,AZ06,AZ07,AZ12	102001234	<input type="checkbox"/>
2.	Please Select...		<input type="checkbox"/>
3.	Please Select...		<input type="checkbox"/>
4.	Please Select...		<input type="checkbox"/>
5.	Please Select...		<input type="checkbox"/>
6.	Please Select...		<input type="checkbox"/>
7.	Please Select...		<input type="checkbox"/>
8.	Please Select...		<input type="checkbox"/>
9.	Please Select...		<input type="checkbox"/>

Do you want to upload an attachment for this system?  Yes

This is an example of “Revoke Selected Role(s) from Position”

**Systems**

KHRIS     OM Leave Sharing Coordinator     Doc Dir     MyPurpose  
 Workflow     CICS     EBI Pathlore

**KHRIS**

*\*One of the following choices is required when request type is revoke.\**

Revoke Emergency     Revoke Selected Role(s) from Position     Revoke All Roles from Position

	Role	KHRIS ORG #	External ORG#
1.	ZC:HR_GENERALIST - AZ03,AZ05,AZ06,AZ07,AZ12	102001234	<input type="checkbox"/>
2.	Please Select...		<input type="checkbox"/>
3.	Please Select...		<input type="checkbox"/>
4.	Please Select...		<input type="checkbox"/>
5.	Please Select...		<input type="checkbox"/>
6.	Please Select...		<input type="checkbox"/>
7.	Please Select...		<input type="checkbox"/>
8.	Please Select...		<input type="checkbox"/>
9.	Please Select...		<input type="checkbox"/>

Do you want to upload an attachment for this system?  Yes

Optional Attachments    Cancel    Submit

This is an example of “Revoke All Roles from Position”

**Systems**

<input checked="" type="checkbox"/> KHRIS	<input type="checkbox"/> OM Leave Sharing Coordinator	<input type="checkbox"/> Doc Dir	<input type="checkbox"/> MyPurpose
<input type="checkbox"/> Workflow	<input type="checkbox"/> CICS	<input type="checkbox"/> EBI Pathlore	

**KHRIS**

*\*One of the following choices is required when request type is revoke.\**

Revoke Emergency    Revoke Selected Role(s) from Position    Revoke All Roles from Position

Do you want to upload an attachment for this system?  Yes

[Optional Attachments](#)   [Cancel](#)   [Submit](#)

# Access Request Process

This is an example of revoking MyPurpose ATS-Recruitment access and transferring requisition ownership.

**Systems**

<input type="checkbox"/> KHRIS	<input type="checkbox"/> OM Leave Sharing Coordinator	<input type="checkbox"/> Doc Dir	<input checked="" type="checkbox"/> MyPurpose
<input type="checkbox"/> Workflow	<input type="checkbox"/> CICS	<input type="checkbox"/> EBI Pathlore	

**MyPurpose**

ATS-RECRUITMENT:

Agency HR       Gov Authority (Non-Merit)

**Transfer Requisition Ownership**

(when deactivating a user that has associated open reqs, please list the employee that should be given ownership of those reqs. i.e. on Req Team)

Employee ID:  First Name:  Last Name:

LMS-LEARNING:

Do you want to upload an attachment for this system?  Yes

[Optional Attachments](#)      [Cancel](#)      [Submit](#)

This is an example of what “Change” means when selected and training verification

Benefits ▾ Resources ▾ Services ▾ Find a Job News HR Administrators KHRIS Login

## Personnel Cabinet Systems Request Form

Fields marked with an \* are required.

Request Type: \*  ▾

Requested Action Date: \*  

"Change" means all existing system access will be removed, then replaced with below selections for requested systems.

\* I have verified the user has completed iSTEP and any other required training: \*  Yes

# Access Request Process- KHRIS

This is an example of Add or Change for KHRIS access

**Systems**

KHRIS       OM Leave Sharing Coordinator       Doc Dir       MyPurpose  
 Workflow       CICS       EBI Pathlore

**KHRIS**

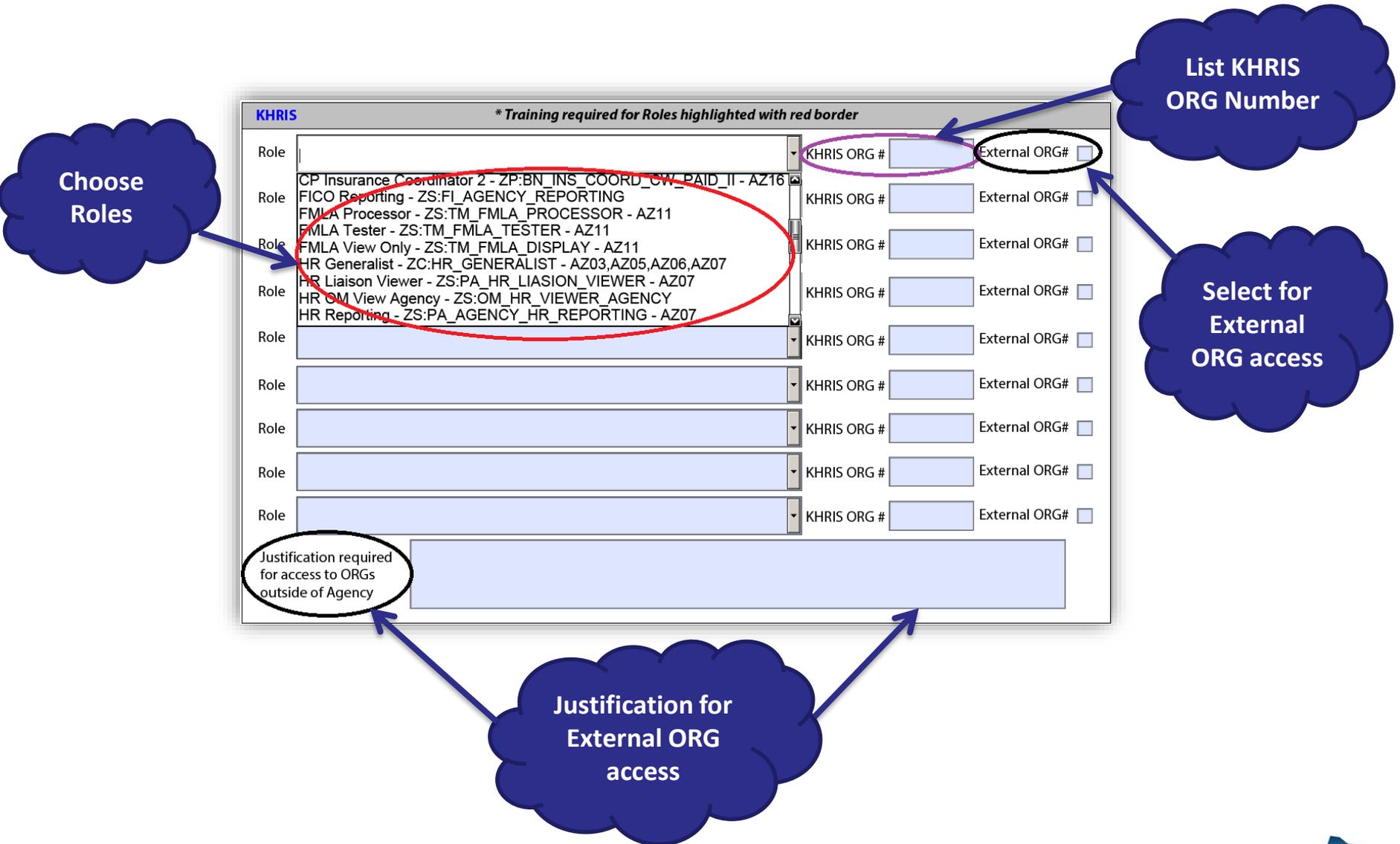
NOTE: Training required for Roles highlighted with red border.  
DHRA approval required for Roles/Org # highlighted in yellow border.

	Role	KHRIS ORG #	External ORG#
1.	ZC:HR_GENERALIST - AZ03,AZ05,AZ06,AZ07,AZ12	102005918	<input type="checkbox"/>
2.	Please Select...		<input type="checkbox"/>
3.	Please Select...		<input type="checkbox"/>
4.	Please Select...		<input type="checkbox"/>
5.	Please Select...		<input type="checkbox"/>
6.	Please Select...		<input type="checkbox"/>
7.	Please Select...		<input type="checkbox"/>
8.	Please Select...		<input type="checkbox"/>
9.	Please Select...		<input type="checkbox"/>

Do you want to upload an attachment for this system?  Yes

Optional Attachments      Cancel      Submit

# Access Request Process - KHRIS



# Access Request Process - Leave Sharing

This is an example of Add or Change for OM Leave Sharing Coordinator access

Access should be assigned to the *highest parent org* for which the user has Leave Sharing responsibility

### Systems

<input type="checkbox"/> KHRIS	<input checked="" type="checkbox"/> OM Leave Sharing Coordinator	<input type="checkbox"/> Doc Dir	<input type="checkbox"/> MyPurpose
<input type="checkbox"/> Workflow	<input type="checkbox"/> CICS	<input type="checkbox"/> EBI Pathlore	

### OM Leave Sharing Coordinator

Leave Sharing Coordinator (AZ10)

KHRIS ORG #	<input type="text" value="102005918"/>	KHRIS ORG #	<input type="text"/>	KHRIS ORG #	<input type="text"/>	KHRIS ORG #	<input type="text"/>
KHRIS ORG #	<input type="text"/>	KHRIS ORG #	<input type="text"/>	KHRIS ORG #	<input type="text"/>	KHRIS ORG #	<input type="text"/>

Do you want to upload an attachment for this system?  Yes

Optional Attachments

Cancel Submit

# Access Request Process- Workflow

This is an example of Add or Change for Workflow access

### Systems

<input type="checkbox"/> KHRIS	<input type="checkbox"/> OM Leave Sharing Coordinator	<input type="checkbox"/> Doc Dir	<input type="checkbox"/> MyPurpose
<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> CICS	<input type="checkbox"/> EBI Pathlore	

### OM/PA Action Workflow Approver

Choose "ALL" if user should be approver for all action types. Provide the highest level KHRIS Org # for which the user should have authority to approve actions. Note: User will be the approver for requested Action Type for all KHRIS Orgs subordinate to the requested KHRIS Org.

**\*KHRIS ORG#, Action Type and Level MUST BE COMPLETED\***

KHRIS ORG #	<input type="text" value="102005918"/>	Action Type:	<input type="text" value="ALL"/>	Level:	<input type="text"/>
KHRIS ORG #	<input type="text"/>	Action Type:	<input type="text" value="Please Select..."/>	Level:	<input type="text"/>
KHRIS ORG #	<input type="text"/>	Action Type:	<input type="text" value="Please Select..."/>	Level:	<input type="text"/>
KHRIS ORG #	<input type="text"/>	Action Type:	<input type="text" value="Please Select..."/>	Level:	<input type="text"/>
KHRIS ORG #	<input type="text"/>	Action Type:	<input type="text" value="Please Select..."/>	Level:	<input type="text"/>
KHRIS ORG #	<input type="text"/>	Action Type:	<input type="text" value="Please Select..."/>	Level:	<input type="text"/>

Do you want to upload an attachment for this system?  Yes

- **OM/PA Workflow Actions**

- Are assigned at Agency (Cab/Dept) level orgs
  - Should be assigned to the *highest parent org* for which the user has responsibility
- Are assigned to Positions
- For Action Reasons (not currently Reason Types)
- Require at least 1 Agency level, can have up to 6 levels
- Workflow Substitutions
- There are 2 types of groups that handle Actions: Initiators and Approvers
- WF Access is only required for an HRG that needs to be an approver
- If you only want the HRG to initiate actions then, NO WF Access is required (this only requires the appropriate security role)
- Your organization can have a maximum of 6 levels of approval
- There must be at minimum 1 Non-Vacant position at every approval level defined for your organization or the Workflow for that Action will fail. Example: if you have 3 levels of approval required for an action and the only Level 2 approvers position was vacated before obtaining the Level 2 approval, the WF will fail

- **Examples:**

1. An HRG is an initiator only and another HRG or Manager is a Level 1 approver
2. An HRG is an initiator, another HRG is the Level 1 approver, and a Manager is a Level 2 approver
3. An HRG is an initiator, does their own Level 1 approval, and no other approval is required
4. An HRG is an initiator, does their own Level 1 approval, and a Manager is a level 2 approver

# Access Request Process-Document Direct

→ **Legacy ID** = Mainframe ID (created by COT)

→ 13 digit Organization Number (i.e. 55-999-99-99-99-99) Cabinet - Unit

→ **Report Names** = “All Personnel & Payroll” or “All PERPAY” reports

→ Justification required for outside Organization Number

### Systems

KHRIS       OM Leave Sharing Coordinator       Doc Dir       MyPurpose  
 Workflow       CICS       EBI Pathlore

### Doc Dir - Legacy Only

Legacy ID: \*       Contact Commonwealth Service Desk for assistance at (502)564-7576.

CAB *	DEP *	DIV *	BRC *	SEC *	UNT *	Report Names *
XX	XXX	XX	XX	XX	XX	
55	999	99	99	99	99	All Payroll Reports

Do you want to upload an attachment for this system?  Yes

*\*Justification required for access to ORGs outside of Agency.\**

# Access Request Process- MyPurpose

This is an example of Add or Change for MyPurpose ATS-Recruitment access. **Note: When requesting Agency HR Access, if access needed is different than KHRIS ORG # populated at the beginning, please add additional access needed in the comments field.**

KHRIS Position #:  KHRIS ORG#:  Non-Paid Contractor?  Yes

**Comments**

**Systems**

KHRIS  OM Leave Sharing Coordinator  Doc Dir  MyPurpose  
 Workflow  CICS  EBI Pathlore

**MyPurpose**

ATS-RECRUITMENT:   
 Agency HR  Gov Authority (Non-Merit)  
LMS-LEARNING:

Do you want to upload an attachment for this system?  Yes

# Access Request Process- MyPurpose

This is an example of Add or Change for MyPurpose LMS-Learning access

### Systems

<input type="checkbox"/> KHRIS	<input type="checkbox"/> OM Leave Sharing Coordinator	<input type="checkbox"/> Doc Dir	<input checked="" type="checkbox"/> MyPurpose
<input type="checkbox"/> Workflow	<input type="checkbox"/> CICS	<input type="checkbox"/> EBI Pathlore	

### MyPurpose

ATS-RECRUITMENT:

LMS-LEARNING:

Training Coordinator    Training Administrator    Learner

Do you want to upload an attachment for this system?  Yes

[Optional Attachments](#)   [Cancel](#)   [Submit](#)

# Access Request Process- MyPurpose

This is an example of Add or Change for MyPurpose EPM-Performance access

**Systems**

KHRIS       OM Leave Sharing Coordinator       Doc Dir       **MyPURPOSE**

Workflow       EBI Pathlore

**MyPURPOSE**

ATS-RECRUITMENT:

LMS-LEARNING:

EPM-Performance:

Do you want to upload an attachment for this system?  Yes

[Optional Attachments](#)

# Access Request Process- EBI Pathlore

This is an example of Add or Change for EBI access

### Systems

<input type="checkbox"/> KHRIS	<input type="checkbox"/> OM Leave Sharing Coordinator	<input type="checkbox"/> Doc Dir	<input type="checkbox"/> MyPurpose
<input type="checkbox"/> Workflow	<input type="checkbox"/> CICS	<input checked="" type="checkbox"/> EBI Pathlore	

### EBI Pathlore

New User       Already a User

Agency:\*

**\*All EBI requests require a filled out F181 to be attached using the "Optional Attachments" button.\***

**When you submit your request, any error messages will appear in the area directly above the “submit” button**

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**\*Requested Action Date is required!\***

**\*You must verify training requirement before submitting!\***

**\*Please make sure to include all necessary data in the CICS section!\***

**\*Please make sure to choose one at least one option in the MyPurpose section!\***

# Access Request Process- Submit

Once you have submitted your request, your ticket number will appear on your screen. You will also receive an email with your ticket number. Please retain this information in case you need to check on the status of your request.

You have successfully submitted your Access Request.

Access Request ticket# 34351 was submitted.

To return to the Support Portal [CLICK HERE](#), or simply close your browser.

Regards,

Your Personnel Cabinet Support Team

To submit another Access Request please,

[Click Here](#)

# Access Request Process- Submit

If multiple systems are selected, you will see a ticket number for each processing area. You will also receive a separate email for each ticket number. Please retain this information in case you need to check the status of your requests.

**You have successfully submitted your Access Request.**

**Access Request ticket# 34430 was submitted.**

**OM Leave Sharing Coordinator ticket# 34431 was submitted.**

**OM/PA Workflow Approver ticket# 34432 was submitted.**

To return to the Support Portal [CLICK HERE](#), or simply close your browser.

Regards,

Your Personnel Cabinet Support Team

To submit another Access Request please,

[Click Here](#)

# Access Request Process- Helpful Reminders

- Always review transaction PO13D Infotype 1001 - Relationships to ensure correct Position access
- Obtain “Employee Information” from transaction PA20 If employee is a **Non-Paid Contractor**, please mark on the form in the Employee Information section and also include the **Contractor End Date**.
- Assign **only** the Highest Organizational Unit needed. Access to lower organizational units inherently provided
- Do not assign any of the following roles to the position if the **ZC:HR\_GENERALIST** role is assigned to the position. These single roles are part of ZC:HR\_GENERALIST. If adding ZC:HR\_GENERALIST to the position, also submit a revoke to remove any of the above single role(s) if on the position.

ZP:FN\_COLD\_P1\_DOCS\_ALL

ZP:FN\_EMPLOYEE\_RECORDS\_ALL

ZS:OM\_HR\_RELATIONSHIPS\_AGENCY

ZS:PA\_AGENCY\_EVAL\_LIASION

ZS:PA\_AGENCY\_HR\_REPORTING

ZS:TM\_ADMINISTRATOR

ZS:TM\_REPORTING

ZP:BN\_INS\_COORD\_CW\_PAID\_I

ZP:FN\_REGISTER\_VERIF

ZP:FN\_W2\_ALL

ZS:OM\_HR\_PROCESSOR\_AGENCY

ZS:OM\_HR\_RECRUITMENT\_AGENCY

ZS:PA\_HR\_ADMINISTRATOR\_AGENCY

ZS:PY\_GARNISHMENT\_FICO\_OBJ

ZS:PY\_OFFICER\_SUPER\_USER\_AGCY

- Always remember to treat a request form with an employee’s name and employee id as in electronic or printed form
- Avoid submitting a Revoke request before PA action clears
- Do **not** request to assign an existing Role listed on PO13D unless associating to a new Organizational Unit
- If you need access revoked for My Purpose, Document Direct (contractor access only) you must submit a request
- Reinforce Position Based Security in KHRIS with all other HR Staff
- NIST 800-122 <http://csrc.nist.gov/publications/nistpubs/800-122/sp800-122.pdf> and HIPAA both require access be limited to the **minimum** necessary to perform job functions

If you have any questions or need assistance, please contact the Access Control Branch (ACB) at [pers.acb@ky.gov](mailto:pers.acb@ky.gov)