# CONNECTND HRMS SECURITY ACCESS REQUEST

OFFICE OF MANAGEMENT AND BUDGET

SFN 54176 (05-2020)

| Name of Person Requiring Access | Business Unit | Employee ID | Action |
|---|---|---|---|
| | | | ☐ Add New Employee |
| Email Address | Active Directory (ND Gov account) | Date | ☐ Change Existing<br>☐ Delete Employee |

To be completed by Agency Authorized Personnel. Remit to OMB Central Payroll Office when completed.

## Peoplesoft HRMS System

| Add | Remove | Role | Description |
|---|---|---|---|
| ☐ | ☐ | NDS_HR-PR_USER_8.9 | HR/PR Role - Access to all HR and Payroll screens - Workforce Administration, Position Data, Payroll for North America, Commitment Accounting, Reports, and Query Viewer |
| ☐ | ☐ | NDS_HR_USER_8.9 | HR Role - Access to Workforce Administration, Position Data, Reports and Query Viewer |
| ☐ | ☐ | NDS_PR_USER_8.9 | PR Role - Access to Payroll for North America, Commitment Accounting, Reports, and Query Viewer |
| ☐ | ☐ | NDS_HR-PR_INQUIRY_8.9 | HR/PR Inquiry Role - Inquiry access to all screens the HR/PR User has with the exception of pages that include a Social Security Number or bank information |
| ☐ | ☐ | NDS_HR_INQUIRY_8.9 | HR Inquiry Role - Inquiry access to the Workforce Administration and Position Data screens with the exception of pages that include a Social Security Number or bank information |
| ☐ | ☐ | NDS_PR_INQUIRY_8.9 | PR Inquiry Role - Inquiry access to the Payroll for North America and Commitment Accounting screens with the exception of pages that include a Social Security Number or bank information |
| ☐ | ☐ | NDS_Benefits_Administration | Benefits Administration Role - Access to enter and view all benefits screens |
| ☐ | ☐ | NDS_Time | State Time Entry Role - Access to the State Time Entry, Query Viewer, and inquiry to paycheck data for verification |
| ☐ | ☐ | NDS_TIME_DISTRIBUTION_USER | Time Distribution Role - Access to the custom State Time Redistribution piece |
| ☐ | ☐ | NDS_TL_Agency_Admin | Time & Labor Agency Administrator Role - Administrative access to Time & Labor payable time and employee timesheets. |
| ☐ | ☐ | NDS_REPORTS | Report Role - Access to run all reports that are available for State Users |
| ☐ | ☐ | NDS_QUERY_UPDATE | Query Update Role - Access to change and write queries |
| ☐ | ☐ | NDS_QUERY_RUN_ONLY | Query Run Only Role - Access to run existing queries |
| ☐ | ☐ | NDS_EPROFILE_MGR | eProfile Manager Role - Access to Manager Self Service including subordinate Job and Personal Information with the exception of pages that include Social Security Number or bank information |
| ☐ | ☐ | NDS_EPROFILE_AGENCY_ADM | eProfile Agency Administrator Role - Access to agency Job and Personal Information with the exception of pages that include Social Security Number or bank information |
| ☐ | ☐ | NDS_AGENCY_RECRUITER | Primarily responsible for various recruiting functions within that agency. Access to applicant data for their agency. |
| ☐ | ☐ | NDS_I9_ADMINISTRATOR | Primary responsibility is completion of Section 2 of the I-9 form and I-9 attachments. |

**\* Effective August 1, 2007, a background check is required prior to the assignment of any of the above payroll roles. See OMB Fiscal Policy 112.**

| Add | Remove | Role | Description |
|---|---|---|---|
| ☐ | ☐ | NDS_HIRING_MANAGER_PROXY | An employee that interfaces with the recruitment system on behalf of a hiring manager. These employees have the same access as hiring managers. |
| ☐ | ☐ | NDS_CSSB_HIRING_MGR | A county social services board (CSSB) hiring manager is a person that has been entered into HCM as a person of interest in order to grant access to the Recruiting Solution modules. The Person of interest type assigned to these users is '00012 = CSSB Hiring Manager' |
| ☐ | ☐ | NDS_TALENT_MGMT_AGENCY_ADM | Talent Management Agency Administrator Role - Administrative access to ePerformance, Profile Management, Career and Succession planning |
| ☐ | ☐ | NDS_ABSENCE_MGMT_AGENCY_ADM | Absence Management Agency Administrator Role - Administrative access to Absence Events and Review Absence Balances |
| ☐ | ☐ | NDS_ABSENCE_MGMT_MGR_SELF_SVC | Absence Management Manager Self Service - Approve absences, manage schedules, view and approve leave requests; based on "Reports To" |

**NOTE: Employees who have access to personal information and download or extract this information from PeopleSoft are responsible for the information and who it is distributed to.**

| Authorized Agent Name (please print) | Telephone Number |
|---|---|
| Signature | Date |