EHRP Security Roles

Type	Role	Description	Comparison	Online Security	Permission Lists
Core Roles *(Select only one per user)*	Agency Super User	Most powerful user role; responsible for expunging data; use of correction mode capabilities on a limited basis	N/A	All implemented pages of EHRP and correction mode.	AW Inquire; AW Superuser; Auto Actions; Employee Appraisal Superuser; BB Processing Superuser; BB Inquire; Payroll Processing Superuser; Worklist; End-user Security; Agency SW Admin; POI Table Maintenance Superuser; PM Processing Superuser; Organizational Position Title Table Maintenance Superuser; PM Inquire; Education Maintenance; Recruit Inquire;SF5250; SPWEBLIB; Department Tree View Only; CPPT1040; CPPT1050; CPPT1400; Recruit Requester; Recruit 1st Authorizer; Recruit 2nd Authorizer; Recruit Approver; Recruit Reviewer; Recruit Processor; HE_MASK: Health Benefit , Employee Awards & Realignment

Type	Role	Description	Comparison	Online Security	Permission Lists
Core Roles *(Select only one per user)*	Agncy SU No S/W PM VO	Powerful user role; responsible for expunging data; use of correction mode capabilities on a limited basis	Same as Agency Super User except, No S/W Administration, no organizational Position Title Maintenance and position management is view only	All implemented pages of EHRP and correction mode.	AW Inquire; AW Superuser; Auto Actions; Employee Appraisal Superuser; BB Processing Superuser; BB Inquire; Payroll Processing Superuser; Worklist; End-user Security; POI Table Maintenance Superuser; PM View Only; PM Inquire; Education Maintenance; Recruit Inquire;SF5250; SPWEBLIB; Department Tree View Only; CPPT1040; CPPT1050; CPPT1400; Recruit Requester; Recruit 1st Authorizer; Recruit 2nd Authorizer; Recruit Approver; Recruit Reviewer; Recruit Processor, HE_MASK: Health Benefit , Employee Awards & Realignment

Core Roles *(Select only one per user)*	Agency SU No S/W	Clone of Agency Super User without S/W Administration	N/A	All implemented pages of EHRP and correction mode.	AW Inquire; AW Superuser; Auto Actions; Employee Appraisal Superuser; BB Processing Superuser; BB Inquire; Payroll Processing Superuser; Worklist; End-user Security; POI Table Maintenance Superuser; PM Processing Superuser; Organizational Position Title Table Maintenance Superuser; PM Inquire; Education Maintenance; Recruit Inquire;SF5250; SPWEBLIB; Department Tree View Only; CPPT1040; CPPT1050; CPPT1400; Recruit Requester; Recruit 1st Authorizer; Recruit 2nd Authorizer; Recruit Approver; Recruit Reviewer; Recruit Processor, HE_MASK: Health Benefit , Employee Awards & Realignment

Type	Role	Description	Comparison	Online Security	Permission Lists
Core Roles (Cont'd)	Agency Power User	Second most powerful user role after Agency Super User	Same as Agency Super User except no correction mode	All implemented pages of EHRP but no correction mode	AW Inquire; AW Processing; PAR Requestor; PAR 1st Authorizer; PAR 2nd Authorizer; PAR Approver; PAR Reviewer; PAR Processor; Auto Actions; Employee Appraisal; BB Processing; BB Inquire; Payroll Processing; Worklist; End-user Security; Agency SW Admin; POI Table Maintenance; PM Processing; Organizational Position Title Table Maintenance; PM Inquire; SF5250; Recruit Reports; Education Maintenance; Recruit Requester; Recruit 1st Authorizer; Recruit 2nd Authorizer; Recruit Reviewer; Recruit Processor; Recruit Inquire; SPWEBLIB; Department Tree View Only; CPPT1040; CPPT1050; CPPT1400; Recruit Reports, HE_MASK: Health Benefit , Employee Awards & Realignment

Core Roles (Cont'd)	Agncy PU No S/W PM VO	Second most powerful user role after Agency Super User	Same as Agency Super User except no correction mode, No S/W Administration, no Organization Position Title Table Maintenance, Position Management View Only, Replaced BB Processing with BB Processing Superuser	All implemented pages of EHRP but correction mode	AW Inquire; AW Processing; PAR Requestor; PAR 1st Authorizer; PAR 2nd Authorizer; PAR Approver; PAR Reviewer; PAR Processor; Auto Actions; Employee Appraisal; BB Processing Super User; BB Inquire; Payroll Processing; Worklist; POI Table Maintenance; End-user Security PM Inquire; PM View Only; SF5250; Recruit Reports; Education Maintenance; Recruit Requester; Recruit 1st Authorizer; Recruit 2nd Authorizer; Recruit Reviewer; Recruit Processor; Recruit Inquire; SPWEBLIB; Department Tree View Only; CPPT1040; CPPT1050; CPPT1400; Recruit Reports, HE_MASK: Health Benefit , Employee Awards & Realignment

Core Roles (Cont'd)	Agency PU No S/W	Clone of Agency Power User with No S/W Administration and BB Processing Super User instead of BB Processing	Same as Agency Super User except correction mode only in BB Processing	All implemented pages of EHRP, correction mode only in BB Processing	AW Inquire; AW Processing; PAR Requestor; PAR 1st Authorizer; PAR 2nd Authorizer; PAR Approver; PAR Reviewer; PAR Processor; Auto Actions; Employee Appraisal; BB Processing Super User; BB Inquire; Payroll Processing; Worklist; End-user Security; POI Table Maintenance; PM Processing; Organizational Position Title Table Maintenance; PM Inquire; SF5250; Recruit Reports; Education Maintenance; Recruit Requester; Recruit 1st Authorizer; Recruit 2nd Authorizer; Recruit Reviewer; Recruit Processor; Recruit Inquire; SPWEBLIB; Department Tree View Only; CPPT1040; CPPT1050; CPPT1400; Recruit Reports, Health Benefit and Employee Awards MASK HE_MASK

Type	Role	Description	Comparison	Online Security	Permission Lists
Core Roles (Cont'd)	HR *(Must additionally select PAR Processor role if HR Processing is necessary)*	HR staff whose responsibilities include maintaining both job codes and positions	N/A	All applicable HR reports, views, and processing capabilities; access to Ethnic Group and Disability data only when hiring; access to both job codes and positions	AW Inquire; AW Processing; Auto Actions; Employee Appraisal; BB Processing; BB Inquire Payroll Processing; End-user Security; PM Processing; SF5250; Recruit Reports; PM Inquire; Education Maintenance; Worklist; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400
	HR No Job Codes *(Must additionally select PAR Processor role if HR Processing is necessary)*	HR staff whose responsibilities include maintaining positions but not maintaining job codes	HR role without job codes; positions however are included	All applicable HR reports, views, and processing capabilities; access to Ethnic Group and Disability data only when hiring; access to positions; no access to job codes	AW Inquire; SF5250; Recruit Reports; AW Processing; Auto Actions; Employee Appraisal; BB Processing; BB Inquire Payroll Processing; End-user Security; PM Positions; PM Inquire; Education Maintenance; Worklist; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400

Type	Role	Description	Comparison	Online Security	Permission Lists
Core Roles (Cont'd)	HR No Position Management *(Must additionally select PAR Processor role if HR Processing is necessary)*	HR staff responsible for all but classification and position management	HR role without both job codes and positions	All applicable HR reports, views, and processing capabilities except position management; no access to job codes or positions	SF5250; Recruit Reports; AW Inquire; AW Processing; Auto Actions; Employee Appraisal; BB Processing; BB Inquire; Payroll Processing; End-user Security; Worklist; Education Maintenance; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400
	HR & PosMgtViewOnly *(Must additionally select PAR Processor role if HR Processing is necessary)*	HR staff responsible for all but classification and position management	HR role with view only to both job codes and positions	All applicable HR reports, views, and processing capabilities except position management; view only access to job codes or positions	SF5250; Recruit Reports; AW Inquire; AW Processing; Auto Actions; Employee Appraisal; BB Processing; BB Inquire; Payroll Processing; End-user Security; Worklist; Education Maintenance; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400; PMVIEW

Core Roles (Cont'd)	Position Management Processor	HR staff responsible for only classification and position management	Position Management only; HR No Position Management and Position Management Processor together would make the HR role	Job Code table; Position Data table, all applicable position management reports and views	PM Processing; PM Inquire; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400; End-user Security
	HR (View Only)	HR staff who will need display-only access to HR employee data	Like HR role except cannot enter or view employee performance appraisals and do not have any processing capabilities	Display-only access to all applicable HR reports, views, and pages; no access to RNO data	AW Inquire; Recruit Reports; SF5250; AW Processing View-only; BB Inquire; Auto Actions; BB Processing VO; Payroll Processing VO; End-user Security; PM Processing VO; PM Inquire; Education View-only; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400
	HR (VO) No Comp Emp or HHS	HR staff who will need display-only access to HR employee data but not to the Compensate Employees or HHS menu paths	Like HR (View Only) except no access to Compensate Employees or HHS menu paths	Display-only access to all applicable HR reports, views, and pages; no access to RNO data; no access to Compensate Employees or HHS menu paths	AW Inquire; SF5250; Recruit Reports; AW Processing View-only 2; Auto Actions; End-user Security; PM Processing VO; PM Inquire; Education View-only; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400

Type	Role	Description	Comparison	Online Security	Permission Lists
Core Roles (Cont'd)	Management	Managers and their administrative staff. These individuals can enter performance ratings for their employees.	N/A	Applicable reports and views; access to view Ethnic Group and Disability data fields will be blocked. These individuals will also be prevented from creating reports containing the Ethnic Group and Disability data fields.	AW Inquire; SF5250; Recruit Reports; Auto Actions; Employee Appraisal; End-user Security; PM Inquire; Education View-only; SPWEBLIB; BB Inquire; CPPT1040; CPPT1050; CPPT1400
	Management No Comp Emps	Managers and their administrative staff. These individuals can enter performance ratings for their employees.	Like Management except no access to Compensate Employees menu path	Applicable reports and views; access to view Ethnic Group and Disability data fields will be blocked. These individuals will also be prevented from creating reports containing the Ethnic Group and Disability data fields. No access to Compensate Employees menu path.	AW Inquire; SF5250; Recruit Reports; Auto Actions; Employee Appraisal; End-user Security; PM Inquire; Education View-only; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400

Type	Role	Description	Comparison	Online Security	Permission Lists
Core Roles (Cont'd)	Management (View Only)	Managers and/or their administrative staff	Like management role except can not enter performance ratings	Applicable reports and views; access to view Ethnic Group and Disability data fields will be blocked. These individuals will also be prevented from creating reports containing the Ethnic Group and Disability data fields.	AW Inquire; SF5250; Recruit Reports; Auto Actions; End-user Security; PM Inquire; Education View-only; SPWEBLIB; BB Inquire; CPPT1040; CPPT1050; CPPT1400
	Management (VO) No Comp Emp	Managers and/or their administrative staff	Like Management (View Only) except no access to Compensate Employees menu path	Applicable reports and views; access to view Ethnic Group and Disability data fields will be blocked. These individuals will also be prevented from creating reports containing the Ethnic Group and Disability data fields; no access to Compensate Employees menu path.	AW Inquire; SF5250; Auto Actions; End-user Security; PM Inquire; Education View-only; SPWEBLIB; Recruit Reports; CPPT1040; CPPT1050; CPPT1400

Type	Role	Description	Comparison	Online Security	Permission Lists
Core Roles (Cont'd)	Auto Actions Only	Managers and/or their administrative staff who need to access the system only for the purposes of checking for auto action notifications	Access to worklist only and auto action notification views	Worklist and auto action notification views only	CPPT1040; CPPT1050; CPPT1400; SPWEBLIB; Worklist; Auto Actions

Type	Role	Description	Online Security	Permission Lists
PAR Workflow Roles	PAR Requester	Individual who begins (initiates) PAR workflow process	Requester PAR pages and worklist	PAR Requester; Worklist
	PAR 1st Authorizer	First step in PAR workflow approval process; individual either authorizes the action and sends it into workflow or routes it back to the requester	1st Authorizer PAR pages and worklist	PAR 1st Authorizer; Worklist
	PAR 2nd Authorizer	Second step in PAR workflow approval process; individual either authorizes the action and continues it within workflow or routes it back to the requester	2nd Authorizer PAR pages and worklist	PAR 2nd Authorizer; Worklist
	PAR Approver	Final stop in a PAR action's approval process; upon approval by this individual, the action is routed to HR for final processing; individual also has options of returning action to requester and disapproving action	Approver PAR pages and worklist	PAR Approver; Worklist
	Reviewer (PAR)	1st HR stop in PAR workflow process. This role can initiate actions as well	Reviewer PAR pages and worklist	PAR Reviewer; Worklist
	PAR Processor	Final stop in HR; action becomes a SF-50 when processed by this role	HR Processor PAR pages and worklist	PAR Processor; Worklist; ; HE_MASK: Health Benefit , Employee Awards & Realignment

NOTE: The above determine who appears on the "Routes To" list for the routing of PAR workflow actions. Select as many as necessary. If an employee is an Agency Super User or Agency Power User, they will have access to view all PAR actions via the menu path, but will not be a part of the workflow process unless they are assigned at least one of the above roles.

AS OF 12/22/04, 10:07 AM

Type	Role	Description	Online Security	Permission Lists
Recruit Workflow Roles	Recruit Requester	Individual who begins (initiates) Recruit workflow process	Requester Recruit pages and worklist	Recruit Requester; Worklist
	Recruit 1st Authorizer	First step in Recruit workflow approval process; individual either authorizes the requisition and sends it into workflow or routes it back to the requester	1st Authorizer Recruit pages and worklist	Recruit 1st Authorizer; Worklist
	Recruit 2nd Authorizer	Second step in Recruit workflow approval process; individual either authorizes the requisition and continues it within workflow or routes it back to the requester	2nd Authorizer Recruit pages and worklist	Recruit 2nd Authorizer; Worklist
	Recruit Approver	Final stop in a Recruit requisition's approval process; upon approval by this individual, the requisition is routed to HR for final processing; individual also has options of returning requisition to requester and disapproving requisition	Approver Recruit pages and worklist	Recruit Approver; Worklist
	Recruit Reviewer	1st HR stop in Recruit workflow process. This role can initiate requisitions as well	Reviewer Recruit pages and worklist	Recruit Reviewer; Worklist
	Recruit Processor	2nd HR stop in Recruit workflow process. This role can initiate actions as well.	Processor Recruit pages and worklist	Recruit Processor; Worklist

NOTE: The above determine who appears on the "Routes To" list for the routing of Recruit workflow actions. Select as many as necessary. If an employee is an Agency Super User or Agency Power User, they will have access to view all requisitions via the menu path, but will not be a part of the workflow process unless they are assigned at least one of the above roles.

Type	Role	Description	Comparison	Online Security	Permission Lists
System Support Roles	Agency Table Maintenance	Individual responsible for maintenance of tables that are administered at the Agency level.	N/A	Page 1 of on-line Help tracking tool	End-user Security; POI Table Maintenance; Organizational Position Title Table Maintenance; SPWEBLIB; CPPT1040; CPPT1050; CPPT1400
	HELP_POC_USER	Anyone using the Help tool to enter issues and/or obtain status on entered issues	N/A	Pages needed to assign users to user profiles	HE_POC_U; CPPT1040; CPPT1050; CPPT1400; SPWEBLIB
	APP_MSG_ADMINISTRATOR	For CDC and NIH only	N/A	PeopleSoft delivered role	PeopleSoft delivered role
	Agency SW Administrator	Individual responsible for Agency-level security administration (i.e., creation and maintenance of user profiles) and workflow administration	N/A	All tables to be maintained at Agency level	Agency SW Admin; End-user Security; SPWEBLIB; Recruit Inquire; SW Administration 2; Department Tree View Only; CPPT1040; CPPT1050; CPPT1400
	Department Tree/Table VO	Individual responsible for Agency-level department tree codes	N/A	Pages needed to assign department codes	DEPTTAVO Department Table View only; DTTREEVO Department Tree View Only End User Security

	Pay Processing Super User	Correction Mode to Payroll Processing	N/A	Correction mode for Direct Deposit, Employee Tax Data, General Deduction Data, and US Savings Bond Data, Benefit Program Participation, Dependent/Beneficiary, Health Benefits, Life and AD/D Benefits, Savings Plans, Leave Plans, and Pension Plans	PAYPROSU, BBPROSU
	TSP Hardship Processor	Allows TSP Hardship processing,		Update/Display, Update/Display All to Data control page of HR Processing, Administer Base Benefits, Update/Display, Update/Display All Savings Plans, Update, Update Display All & Correction to General Deductions	TSPPRO TSPPAR1 TSPPAR2
	HE_BOND_CLEAN	Allows cleanup of Savings Bond Data		Update/Display, Update/Display All/Correction to Dependent/Beneficiary pages and Savings Bond Data, also allows processing of the Move Bond Portfolio	HE_BOND
	Department Table Maintenance	Allows additions/updates to the department table	This role is only for Paula Hart and Erika Thomas	Add/Update/Display Update/Display All to the Department Table	HE_DEPT

	HE_AUDIT	Allows access to EHRP audit report		Update/Display to pay034 EHRP edit report	HE_AUDIT

NOTE: Select as many as necessary of the above. It is recommended that employees who are assigned the role of Agency SW Administrators also be assigned all 12 workflow roles. The above roles may be assigned in conjunction with a core role if necessary, but this is not essential.

The following roles ***must* be added to ***all*** user profiles:
- ReportDistAdmin
- Worklist User
- Standard Non-Page Permissions
- Query View-Only (EEO)

Supplemental Roles:

EEO (View Only) role now no longer has any permission lists associated with it. It is merely intended to serve as a supplemental role that would give users access to view RNO data that is normally hidden. In and of itself, it does not provide a user with any pages or processing capabilities.