



Department Row Level and Time & Labor (TL) Group Security Training for Agencies –

Addendum to the CO1092 Training for Liaisons

Section 1: Department Row Level Security

Background: Department Row Level Security in Core-CT determines the employees a User will have access to in the various HRMS modules or EPM. This is further defined by the Row Security field on the General Tab on the User Profile page. Each User will have a unique Permission List value in this field that is generated by the system. The Row Level Security Permission List will comprise of the User’s Employee ID preceded by ‘DP’.

In the example below, ‘DP025037’ is the Row Level Security Permission List for Employee ID 025037 (User ID ‘CTSECLIAISON’):

Navigation: Core-CT HRMS > Peopletools > Security > User Profiles > User Profiles

The screenshot shows the 'General' tab of a user profile in Core-CT HRMS. The user ID is CTSECLIAISON and the description is BOR-AGY SECURITY LIAISON. The 'Logon Information' section includes Symbolic ID (SYSADM1), Password, and Confirm Password fields. The 'General Attributes' section includes Language (English), Currency, and Default Mobile Page. The 'Permission Lists' section includes Navigator Homepage, Process Profile (CTPRPRU), Primary (PPHRAGYU), and Row Security (DP025037). There are 'Save' and 'Return to Search' buttons at the bottom.

Effective November 8, 2016, User's Row Level Security will be maintained through the following Navigation:

Core-CT HRMS > Peopletools > Security > CO1092 Security > Modify Row Security

Maintenance of Row Security has been removed from the on-line CO1092 form and no review/approval by DAS or Core-CT is required.

A new role (CT AGY ROW TLGRP SEC) has been created. It is the responsibility of the agency Row/TL Group Security Liaisons to ensure Row Level Security is appropriate for all Users in their agencies. As a safeguard, Row/TL Group Security Liaisons will be limited to select only department IDs to which they have access.

NOTE: Central agencies requesting statewide access or agencies requesting access to multiple (external) departments will continue to use the CO1092 form to modify Row Level Security; these types of requests cannot be accommodated under the new process and will require review and approval by DAS or OSC.

Agency CO1092 Security Liaisons will continue to use the on-line CO1092 form to request roles for Users and Segregation of Duties approval.

Row Level Security Setup - Instructions

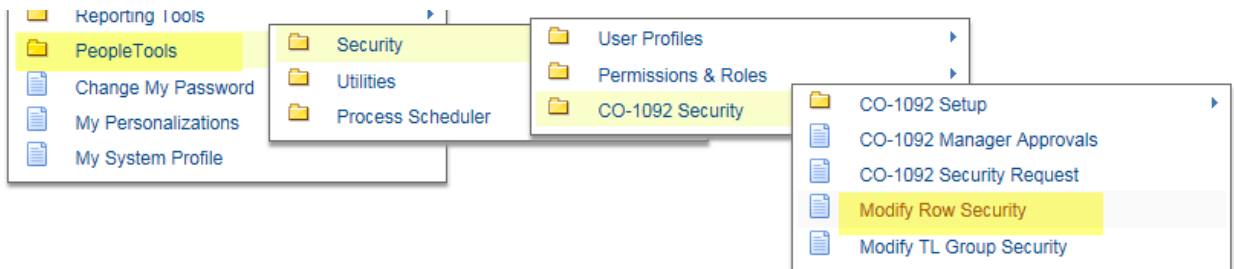
1) Add Department Row Level Security to a new user:

NOTE: Row Security Permission Lists for all new Core-CT users will be 'DPTLR' OR the Row Security Field may be 'blank'. In the case below, User ID 168658 (also Employee ID), the Row Security Permission List in their User Profile is 'DPTLR'

The screenshot shows the 'General' tab of a user profile in Core-CT HRMS. The 'User ID' field is highlighted in yellow and contains the value '168658'. Below this, there are sections for 'Logon Information' (Symbolic ID: SYSADM1, Password, Confirm Password, User ID Alias, Edit Email Addresses, Instant Messaging Information), 'General Attributes' (Language: English, Currency, Default Mobile Page, Enable Expert Entry), and 'Permission Lists' (Navigator Homepage, Process Profile: CTPRPRU, Primary: PPHRUNVU, Row Security: DPTLR). The 'Row Security' field is highlighted in yellow. At the bottom, there are 'Save' and 'Return to Search' buttons, and a navigation bar with 'General | ID | Roles | Workflow | Audit'.

a. To add Department Row Security to a new User, Log in to Core-CT:

Core-CT HRMS > Peopletools > Security > CO-1092 Security > Modify Row Security

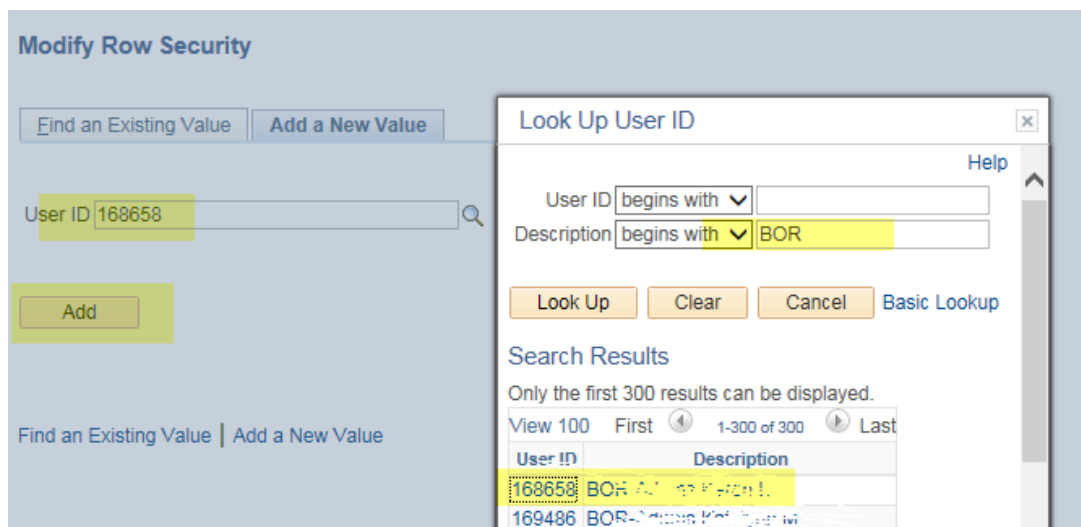


b. Click on the 'Add a New Value' Tab.

c. Enter a User ID in the Search field or Click on the Search Icon to look up User ID or Department description and select User from list.

d. User ID will be populated on the Modify Row Security Page; Click 'Add'.

NOTE: Row/TL Group Security Liaisons will only be allowed to select department IDs defined in their User Profile Row Level Security.



e. The Page will display with a New Transaction Number, Transaction Date and Department Access Group Box.

Transaction Nbr: 35 Transaction Date: 08/19/2016

User ID: 168658 BOR-Admin, R...@...

| Department Access | | | | | Find | First | 1 of 1 | Last |
|-------------------|--------------------------|----------------------|----------------------|-------------|------|-------|--------|---|
| | Add | *Set ID | *Department | Description | | | | |
| 1 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | | | | | <input type="button" value="+"/> <input type="button" value="-"/> |

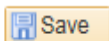
- f. Enter a value in the Department field OR select from a list by clicking the 'Search' Icon; Use the 'Plus' Icon to add additional Department IDs
 - g. Click the 'Plus' Icon to add more than one Department ID
- NOTE: the 'Add' Checkbox will become 'checked' as Liaisons add departments.
- h. Once complete, click 'Save' to save the transaction and update the User Profile and Row Level Security.

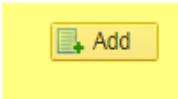
Transaction Nbr: 35 Transaction Date: 08/19/2016

User ID: 168658 BOR-Admin, R...@...

| Department Access | | | | | Find | First | 1-2 of 2 | Last |
|-------------------|-------------------------------------|----------------------|----------------------|-------------|------|-------|----------|---|
| | Add | *Set ID | *Department | Description | | | | |
| 1 | <input checked="" type="checkbox"/> | UNIVS | BOR84000 | Central CSU | | | | <input type="button" value="+"/> <input type="button" value="-"/> |
| 2 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | | | | | <input type="button" value="+"/> <input type="button" value="-"/> |

- i. To Add another Transaction for another User ID, click the 'Add' button and repeat steps above.

 Save

 Add

- j. Navigate to the User Profile: Core-CT HRMS > Peopletools > Security > User Profiles > User Profiles
- k. Note the Permission List name in the Row Security field for this user; the Permission List is no longer 'DPTLR' and has been updated to the User's Employee ID preceded by 'DP'

General | ID | Roles | Workflow | Audit

User ID: 168658 Account Locked Out?

Description: BOR-Adams, Karen L.

Logon Information

Symbolic ID SYSADM1

Password ***** Password Expired?

Confirm Password *****

User ID Alias

Edit Email Addresses Instant Messaging Information

General Attributes

Language English Enable Expert Entry

Currency


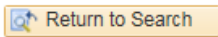
Default Mobile Page

Permission Lists

Navigator Homepage Primary PPHRUNVU ?

Process Profile CTPRPRU

Row Security DP168658

 Save  Return to Search

[General](#) | [ID](#) | [Roles](#) | [Workflow](#) | [Audit](#)

- l. Navigate to Setup HCM > Security > Core Row Level Security > Security by Dept Tree
- m. Enter the Permission List Name 'DP168658' in the Row Security Search field
- n. Click 'Search'

- o. Click on 'DP168658' Permission List in Search results

Setup Dept Security Tree Acc.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Row Security Permission List

Permission List Description

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First Last

| Row Security Permission List | Permission List Description |
|------------------------------|-----------------------------|
| DP168658 | Data Sec by Tree (168658) |

- p. The DP168568 Row Security Permission List name for this User has been updated

Security by Dept Tree

Row Security Permission List

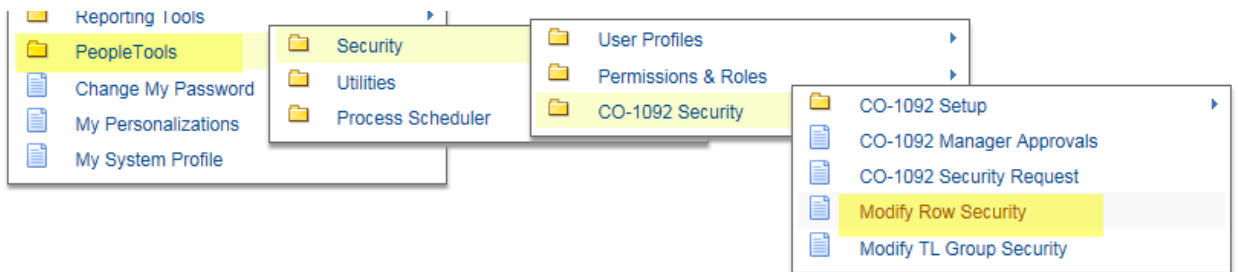
Refresh Tree Effdts by 08/19/2016

Define Security Profile [Personalize](#) | [Find](#) | | 1 of 1

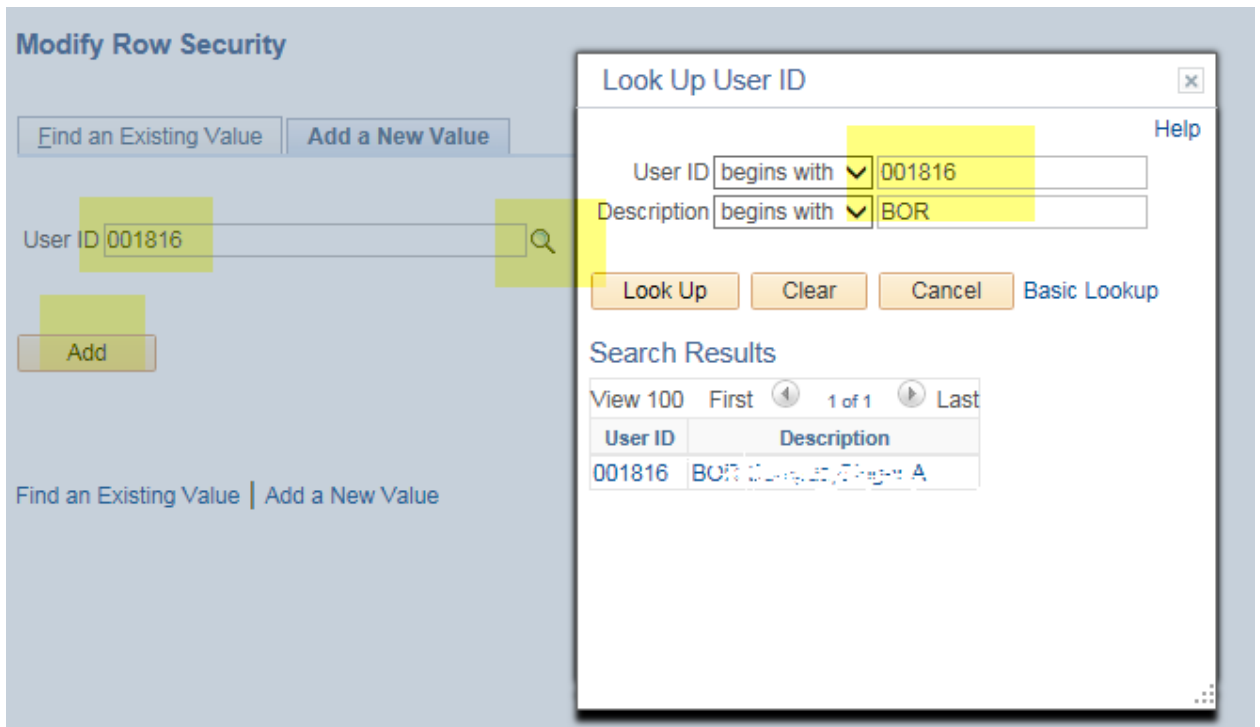
| Set ID | Dept ID | | Access Code | Effective Date of Tree |
|--------|----------|-------------|-------------------|------------------------|
| UNIVS | BOR84000 | Central CSU | Read/Write Access | 04/29/2016 |

2) Modify Department Row Level Security for a User

- a. Log in to Core-CT > Core-CT HRMS > PeopleTools > Security > CO-1092 Security > Modify Row Security



- b. Enter a User ID you wish to modify or Click on the Search Icon to look up User ID or Department description and select User from list.



- c. Take note of the new Transaction Number and Date. Also notice this User currently has access to three (3) BOR Department IDs.

Transaction Nbr: 5 Transaction Date: 08/25/2016

User ID: WhitingG BOR/ECSU-WhitingG@univ.R

| Department Access | | | | | Find [?] [grid] | First [left arrow] 1-3 of 3 [right arrow] Last |
|-------------------|--------------------------|--------|------------|-------------------|---------------------|--|
| | Delete | Set ID | Department | Description | | |
| 1 | <input type="checkbox"/> | UNIVS | BOR85500 | Eastern CSU | | [+] |
| 2 | <input type="checkbox"/> | UNIVS | BOR83500 | System Office CSU | | [+] |
| 3 | <input type="checkbox"/> | UNIVS | BOR78900 | Housatonic CC | | [+] |

[Save] [Add]

- d. Click the corresponding 'Checkbox' under the Delete column to delete Department IDs
- e. Click the 'Plus' Icon to Add Department IDs to this User

NOTE: the 'Add' and 'Delete' checkboxes track what the Liaison is currently updating; if a checkbox is 'not' checked, no change is being applied.

- f. Click 'Save' when the Transaction is complete
- g. Click the 'Add' button to add a transaction to update another user

Favorites ▾ Main Menu ▾ > PeopleTools ▾ > Security ▾ > CO-1092 Security ▾ > Modify Row Security

ORACLE

Transaction Nbr: 5 Transaction Date: 08/25/2016

User ID: WhitingG BOR/ECSU-WhitingG@univ.R

| Department Access | | | | | | Find [?] [grid] | First [left arrow] 1-4 of 4 [right arrow] Last |
|-------------------|-------------------------------------|-------------------------------------|--------|------------|-------------------|---------------------|--|
| | Add | Delete | Set ID | Department | Description | | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | UNIVS | BOR85500 | Eastern CSU | | [+] |
| 2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | UNIVS | BOR83500 | System Office CSU | | [+] |
| 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | UNIVS | BOR78900 | Housatonic CC | | [+] |
| 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | UNIVS | BOR85000 x | Southern CSU | | [+] |

[Save] [Add]

- h. Navigate to the User Profile: Core-CT HRMS > Peopletools > Security > User Profiles > User Profiles
- i. Note the Permission List name in the Row Security field; the Permission List will be the User's Employee ID preceded by 'DP'

[General](#) | [ID](#) | [Roles](#) | [Workflow](#) | [Audit](#)

User ID:
 Account Locked Out?

Description:

Logon Information

Symbolic ID

Password
 Password Expired?

Confirm Password

User ID Alias

[Edit Email Addresses](#) [Instant Messaging Information](#)

General Attributes

Language
 Enable Expert Entry

Currency

Default Mobile Page

Permission Lists

| | |
|--|--|
| Navigator Homepage <input type="text"/> | Primary <input type="text" value="PPHRUNVU"/> |
| Process Profile <input type="text" value="CTPRPRU"/> | Row Security <input type="text" value="DP025037"/> |

[General](#) | [ID](#) | [Roles](#) | [Workflow](#) | [Audit](#)

- j. Navigate to Setup HCM > Security > Core Row Level Security > Security by Dept Tree
- k. Enter the Permission List 'DP025037' in the Row Security field
- l. Click 'Search'

m. Click on 'DP025037' in Search results

Setup Dept Security Tree Acc.

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

Search Criteria

Row Security Permission List begins with

Permission List Description begins with

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

| Row Security Permission List | Permission List Description |
|------------------------------|-----------------------------|
| DP025037 | Data Sec by Tree (WritingC) |

n. Note the Row Level Security Permission List 'DP025037' has been updated Department IDs

Security by Dept Tree

Row Security Permission List Data Sec List

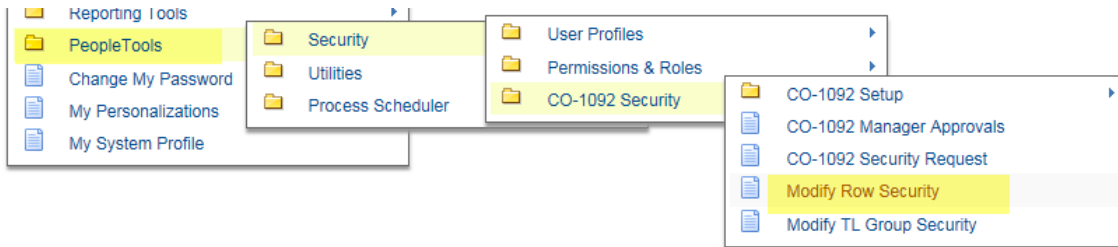
Refresh Tree Effdts by

Define Security Profile Personalize | Find | | 1-2 of 2

| Set ID | Dept ID | | Access Code | Effective Date of Tree |
|--------|----------|--------------|-------------------|------------------------|
| UNIVS | BOR85000 | Southern CSU | Read/Write Access | 06/13/2014 |
| UNIVS | BOR85500 | Eastern CSU | Read/Write Access | 06/13/2014 |

3) Tracking historical changes to Users' Row Level Security

- a. Log in to Core-CT > Core-CT HRMS > Peopletools > Security > CO-1092 Security > Modify Row Security



- b. Click on the 'Find Existing Value' Tab
- c. Click 'Search' to return all Transactions or enter a Transaction Number, Date and/or User ID to limit results
- d. Click on a Transaction Number to Open/View the Transaction

Modify Row Security

Enter any information you have and click Search. Leave fields blank for a list of all values:

Find an Existing Value | Add a New Value

Search Criteria

Transaction Number =

Transaction Date =

User ID begins with

Case Sensitive

Limit the number of results to (up to 300):

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-16 of 16 | Last

| Transaction Number | Transaction Date | User ID |
|--------------------|------------------|------------|
| 1 | 08/24/2016 | AnnettaDia |
| 2 | 08/24/2016 | AnnettaDia |
| 3 | 08/24/2016 | 000486 |
| 4 | 08/25/2016 | WhitingG |
| 5 | 08/25/2016 | WhitingG |
| 6 | 08/25/2016 | 551088 |
| 7 | 08/25/2016 | 008954 |
| 8 | 08/25/2016 | 860939 |
| 9 | 08/26/2016 | 002205 |
| 10 | 08/26/2016 | 002205 |
| 11 | 08/26/2016 | 450431 |
| 12 | 08/26/2016 | 008548 |
| 13 | 08/26/2016 | 133134 |
| 14 | 08/26/2016 | GiansantiS |
| 15 | 08/26/2016 | 175154 |

Find an Existing Value | Add a New Value

Section 2: Time and Labor (TL) Group Security

Background: TL Group Security in Core-CT determines the employees a User will have access to in the Time and Labor Module, relative to TL reported time. Time Approvers, Timekeepers and Leave Plan Specialists are some examples of TL reported time Users.

Like the Department Security data permissions, TL Group Security is further defined by the Row Security field on the General Tab on the User Profile page; the TL Group Security is simply another layer. The steps for setting up TL Group Security in a User Profile is similar to that of setting up the Department Row Security Permission List, but are done so on separate pages in Core-CT.

Since a User cannot have TL Group Security without Department Row Security, setting up TL Group Security is a two-step process. Once the Department Row Level Security is established for a User, only then can the TL Groups be added to that User.

Effective November 8, 2016, TL Group Security will be maintained through the following Navigation:

Core-CT HRMS > Peopletools > Security > CO1092 Security > Modify TL Group Security

Maintenance of TL Groups has been removed from the on-line CO1092 form and no review/approval by DAS or Core-CT is required.

The same role (CT AGY ROW TLGRP SEC) used for the Modify Row Level Page will be used for the Modify TL Group Security Page. It is the responsibility of the Agency Row/TL Group Security Liaisons to ensure TL Group Security is appropriate for all TL Users in their agencies.

NOTE: Central Agency Security Liaisons should contact the Core-CT Security Team for assistance in setting up TL Group Security for new employees with statewide access. The Security Team will need to determine if a CO1092 form is required to administer access and/or if a Secondary User ID is necessary.

Agency CO1092 Security Liaisons will continue to use the on-line CO1092 form to request roles for Users and Segregation of Duties approval.

TL Group Security Setup - Instructions

1) Add TL Groups to a new user

NOTE: Please ensure the Department Row Level Security is established prior to adding TL Groups to a User. As a reminder, Row Security Permission Lists for all new Core-CT users will be 'DPTLR' OR the Row Security Field may be 'blank'. In the case below, User ID 168829, Row Security Permission List in their User Profile is 'DPTLR'.

General | ID | Roles | Workflow | Audit

User ID: 168829

Description: BCLM Admin, Central J Account Locked Out?

Logon Information

Symbolic ID SYSADM1

Password ***** Password Expired?

Confirm Password *****

User ID Alias

Edit Email Addresses Instant Messaging Information

General Attributes

Language English Enable Expert Entry

Currency

Default Mobile Page

Permission Lists

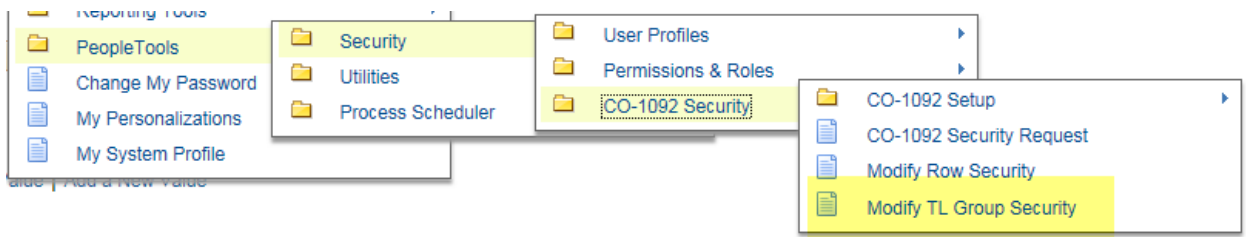
Navigator Homepage Primary PPHRUNVU

Process Profile CTPRPRU **Row Security DPTLR**

Save Return to Search

General | ID | Roles | Workflow | Audit

- a. To add TL Groups to a User, Log in to Core-CT > Core-CT HRMS > Peopletools > Security > CO-1092 Security > Modify TL Group Security



b. Click on the 'Add a New Value' Tab

Modify TL Group Security

User ID

[Find an Existing Value](#) | [Add a New Value](#)

c. Enter a User ID or Click on the Search Icon to look up User ID or Department description and select User from list.

NOTE: Enter Agency Acronym value in search fields to narrow down search results.

d. Click 'Add'

Modify TL Group Security

User ID

[Find an Existing Value](#) | [Add a New Value](#)

Look Up User ID

User ID

Description

[Basic Lookup](#)

Search Results

View 100 First 1-246 of 246 Last

| User ID | Description |
|---------|-------------|
| 168829 | BOR-All... |

- e. The Page will display with a New Transaction Number, Transaction Date and TL Group Access Box.

NOTE: This User currently has no TL Group IDs assigned to them

Transaction Nbr: 21 Transaction Date: 08/26/2016

User ID: 168829 BOR Address: [Redacted] Cancel

| Group Access | | Find View All [Grid Icon] | First | 1 of 1 | Last |
|--------------|----------------------|-------------------------------|-------|--------|------|
| Add | *Time Reporter Group | Description | | | |
| 1 | [Redacted] | | [+] | | [-] |

Save Add

- f. Enter a value in the TL Time Reporter Group field OR select from a list by clicking the 'Search' Icon; Use the 'Plus' Icon to add additional TL Groups

NOTE: Row/TL Group Security Liaisons should data enter or use agency filters when searching for TL Groups to facilitate proper TL Group selection.

Transaction Nbr: 21 Transaction Date: 08/26/2016

User ID: 168829 BOR Address: [Redacted] Cancel

| Group Access | | Find View All [Grid Icon] | First | 1 of 1 | Last |
|--------------|----------------------|-------------------------------|-------|--------|------|
| Add | *Time Reporter Group | Description | | | |
| 1 | 65 | | [+] | | [-] |

Look Up Time Reporter Group [Close]

Time Reporter Group begins with 65

Group Type Indicator =

Description begins with BOR

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results of a possible 1213 can be displayed.

View 100 First 1-300 of 300 Last

| Time Reporter Group | Group Type Indicator | Description |
|---------------------|----------------------|----------------|
| 650001 | Dynamic | BOR Facilities |
| 650002 | Dynamic | BOR HR |

Save Add

- g. The TL Group IDs you've selected are now populated on the Transaction Page
- h. To view members of a TL Group, Click on the 'Members' Icon
- i. Click the 'Save' Button when the transaction is complete

Transaction Nbr: 21 Transaction Date: 08/26/2016

User ID: 168829 BOR-Adams,Sandra.J Cancel

| Group Access | | | Find View All | | First | 1-3 of 3 | Last |
|--------------|-------------------------------------|--------------------------|---------------------|----------------|---------|----------|------|
| | Add | Delete | Time Reporter Group | Description | Members | | |
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 650001 | BOR Facilities | | | |
| 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 650004 | BOR Support | | | |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 650005 | BOR/DHE | | | |

Save Add

- j. Click on the 'Add' button if you need to add a transaction to update another User

Save Add

- k. Navigate to the User Profile: Core-CT HRMS > Peopletools > Security > User Profiles > User Profiles
- l. Note the Permission List name in the Row Security field for this user; the Permission List is no longer 'DPTLR' and has been updated to the User's Employee ID preceded by 'DP'

General | ID | Roles | Workflow | Audit

User ID: 168829

Description: BOR-Admin (Default) Account Locked Out?

Logon Information

Symbolic ID SYSADM1

Password ***** Password Expired?

Confirm Password *****

User ID Alias

Edit Email Addresses Instant Messaging Information

General Attributes

Language English Enable Expert Entry

Currency

Default Mobile Page

Permission Lists

Navigator Homepage Primary PPHRUNVU

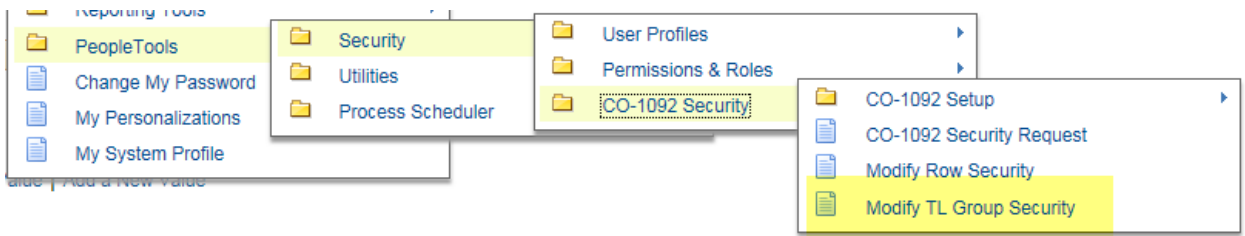
Process Profile CTPRPRU **Row Security DP168829**

Save Return to Search

General | ID | Roles | Workflow | Audit

2) Modify TL Groups for a User

- a. Log in to Core-CT > Core-CT HRMS > Peopletools > Security > CO-1092 Security > Modify TL Group Security



- b. Enter a User ID you wish to modify or Click on the Search Icon to look up User ID or Department description and select User from list.

The screenshot shows the 'Modify TL Group Security' interface. On the left, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'User ID' input field containing 'RiveraGlo' and a search icon. An 'Add' button is also visible. At the bottom left, there are links for 'Find an Existing Value' and 'Add a New Value'. On the right, a 'Look Up User ID' dialog box is open. It has a 'Help' link and two input fields: 'User ID' with a dropdown set to 'begins with' and the value 'RiveraGlo', and 'Description' with a dropdown set to 'begins with'. Below these are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The 'Search Results' section shows 'View 100', 'First', '1 of 1', and 'Last'. A table displays the results:























































| User ID | Description |
|-----------|--------------------------|
| RiveraGlo | BOR(E)-Rivera - Cloude M |



- c. The Page will display with a New Transaction Number, Transaction Date and Department TL Group Access Box; notice this user has access to several TL Groups

d. To view members in each TL Groups, click on the corresponding 'Members' Icon

Transaction Nbr: 8 Transaction Date: 08/25/2016

User ID: XXXXXXXXXX BOR(E) XXXXXXXXXX

| Group Access | | | Find View All   | First  1-25 of 32  Last | |
|--------------|--------------------------|--------------------------|---|---|---|
| | Add | Delete | Time Reporter Group | Description | Members |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | 65E999 | ECSU Remployed Retiree |   |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | 65E717 | ECSU AAUP - 10 Mo PSYC |   |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | 65E716 | ECSU AAUP - 10 Mo PHY |   |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | 65E715 | ECSU AAUP - 10 Mo MIS |   |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | 65E714 | ECSU AAUP - 10 Mo MCL |   |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | 65E713 | ECSU AAUP - 10 Mo LIB |   |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | 65E712 | ECSU AAUP - 10 Mo HIST |   |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | 65E711 | ECSU AAUP - 10 Mo HPE |   |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | 65E710 | ECSU AAUP - 10 Mo VART |   |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | 65E709 | ECSU AAUP - 10 Mo PFA |   |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | 65E708 | ECSU AAUP - 10 Mo EES |   |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | 65E707 | ECSU AAUP - 10 Mo ENG |   |
| 13 | <input type="checkbox"/> | <input type="checkbox"/> | 65E706 | ECSU AAUP - 10 Mo EDU |   |
| 14 | <input type="checkbox"/> | <input type="checkbox"/> | 65E705 | ECSU AAUP - 10 Mo ECO |   |
| 15 | <input type="checkbox"/> | <input type="checkbox"/> | 65E704 | ECSU AAUP - 10 Mo COM |   |
| 16 | <input type="checkbox"/> | <input type="checkbox"/> | 65E703 | ECSU AAUP - 10 Mo BA |   |
| 17 | <input type="checkbox"/> | <input type="checkbox"/> | 65E702 | ECSU AAUP - 10 Mo BIO |   |
| 18 | <input type="checkbox"/> | <input type="checkbox"/> | 65E701 | ECSU AAUP - 10 Mo ATHL |   |
| 19 | <input type="checkbox"/> | <input type="checkbox"/> | 65E098 | ECSU PSA ContractualExtTmRp |   |
| 20 | <input type="checkbox"/> | <input type="checkbox"/> | 65E089 | ECSU Student Workers |   |
| 21 | <input type="checkbox"/> | <input type="checkbox"/> | 65E081 | ECSU Univ AssistPosTmRpt |   |
| 22 | <input type="checkbox"/> | <input type="checkbox"/> | 65E080 | ECSU Univ AssistExcptTmRpt |   |
| 23 | <input type="checkbox"/> | <input type="checkbox"/> | 65E041 | ECSU Grad AssistExcptTmRpt |   |
| 24 | <input type="checkbox"/> | <input type="checkbox"/> | 65E040 | ECSU Grad AssistPosTmRpt |   |
| 25 | <input type="checkbox"/> | <input type="checkbox"/> | 65E023 | ECSU BU 23 |   |

 Save  Add

- e. To Add new TL Groups, click the corresponding 'Plus' Icon
- f. To delete TL Groups, click the corresponding 'Checkbox'

NOTE: the 'Add' and 'Delete' checkboxes track what the Liaison is currently updating; if a checkbox is 'not' checked, no change is being applied.

- g. Click 'Save' when Transaction is complete
- h. Click on the 'Add' button if you need to add another transaction to update another User

Transaction Nbr: 0 Transaction Date: 06/25/2016
 User ID: RiveraGo BOR/Exec

| Group Access | Time Reporter Group | Description | Members |
|-------------------------------------|---------------------|-----------------------------|---------|
| <input type="checkbox"/> | 65E716 | ECSU AAUP - 10 Mo PHY | add to |
| <input type="checkbox"/> | 65E715 | ECSU AAUP - 10 Mo MIS | add to |
| <input type="checkbox"/> | 65E714 | ECSU AAUP - 10 Mo MCL | add to |
| <input type="checkbox"/> | 65E713 | ECSU AAUP - 10 Mo LIB | add to |
| <input type="checkbox"/> | 65E712 | ECSU AAUP - 10 Mo HIST | add to |
| <input type="checkbox"/> | 65E711 | ECSU AAUP - 10 Mo HPE | add to |
| <input checked="" type="checkbox"/> | 65E710 | ECSU AAUP - 10 Mo VAHT | add to |
| <input type="checkbox"/> | 65E709 | ECSU AAUP - 10 Mo PFA | add to |
| <input type="checkbox"/> | 65E708 | ECSU AAUP - 10 Mo EEE | add to |
| <input checked="" type="checkbox"/> | 65E707 | ECSU AAUP - 10 Mo ENG | add to |
| <input checked="" type="checkbox"/> | 65E706 | ECSU AAUP - 10 Mo EDU | add to |
| <input type="checkbox"/> | 65E705 | ECSU AAUP - 10 Mo ECO | add to |
| <input type="checkbox"/> | 65E704 | ECSU AAUP - 10 Mo COM | add to |
| <input type="checkbox"/> | 65E703 | ECSU AAUP - 10 Mo BA | add to |
| <input type="checkbox"/> | 65E702 | ECSU AAUP - 10 Mo BKO | add to |
| <input checked="" type="checkbox"/> | 65E701 | ECSU AAUP - 10 Mo ATHL | add to |
| <input type="checkbox"/> | 65E098 | ECSU PSA ContracturExtTmRpt | add to |
| <input type="checkbox"/> | 65E089 | ECSU Student Workers | add to |
| <input type="checkbox"/> | 65E081 | ECSU Univ AssstPosTmRpt | add to |
| <input type="checkbox"/> | 65E080 | ECSU Univ AssstExcpTmRpt | add to |
| <input type="checkbox"/> | 65E041 | ECSU Grad AssstExcpTmRpt | add to |
| <input type="checkbox"/> | 65E040 | ECSU Grad AssstPosTmRpt | add to |
| <input type="checkbox"/> | 65E023 | ECSU BU 23 | add to |
| <input checked="" type="checkbox"/> | 650853 | BOR/COSC Marketing | add to |

Look Up Time Reporter Group

Time Reporter Group begins with 65
 Group Type Indicator =
 Description contains BOR

Look Up Clear Cancel Basic Lookup

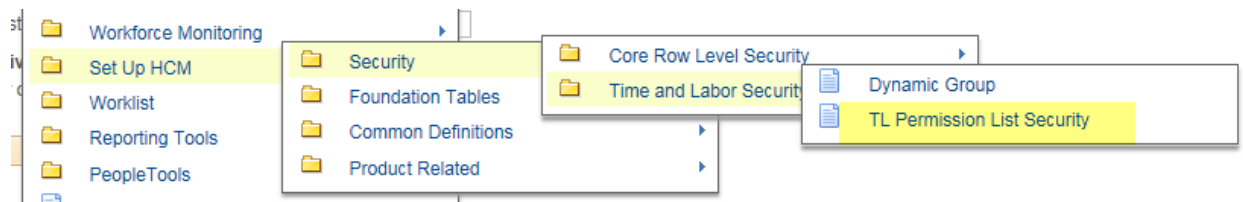
Search Results

| Time Reporter Group | Group Type Indicator | Description |
|---------------------|----------------------|---------------|
| 650003 | Dynamic | BOR Executive |
| 65003 | Dynamic | BOR Executive |

- i. Navigate to the User Profile: Core-CT HRMS > Peopletools > Security > User Profiles > User Profiles
- j. Note the Permission List name in the Row Security field; the values will be the User's Employee ID preceded by 'DP'

The screenshot shows the Oracle HRMS User Profile configuration page. At the top, there are tabs for 'General', 'ID', 'Roles', 'Workflow', and 'Audit'. The 'General' tab is selected. Below the tabs, there are fields for 'User ID' and 'Description'. A 'Logon Information' section contains fields for 'Symbolic ID', 'Password', 'Confirm Password', and 'User ID Alias'. A 'General Attributes' section contains fields for 'Language', 'Currency', and 'Default Mobile Page'. The 'Permission Lists' section is highlighted, showing 'Navigator Homepage', 'Process Profile', 'Primary', and 'Row Security'. The 'Row Security' field is set to 'DP070020'. At the bottom, there are 'Save' and 'Return to Search' buttons, and a navigation bar with 'General | ID | Roles | Workflow | Audit'.

- k. Navigate to Core-CT HRMS > Set Up HCM > Security > Time and Labor Security > TL Permission List Security



- I. Enter Permission List 'DP070020' in the Row Security Permission List search field and select 'DP070020'

TL Permission List Security

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


▼ **Search Criteria**

Row Security Permission List begins with x

Permission List Description begins with

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First  1 of 1  Last

| Row Security Permission List | Permission List Description |
|------------------------------|-----------------------------|
| DP070020 | Data Sec by Tree |

m. The DP070020 Row Security Permission List has been updated with TL Group IDs for this User

Row Security Permission List | Row Security Users

Row Security Permission List DP070020

Security by Permission List

Allow Prior Period Time Entry Days Grace Allowed 79

Allow Future Time Entry Future Days Grace Allowed

Restrict Prior Year Time Entry Prior Year Ends In

Use TL System Date

Group Access Personalize | Find | View 5 | First 1-30 of 30 Last

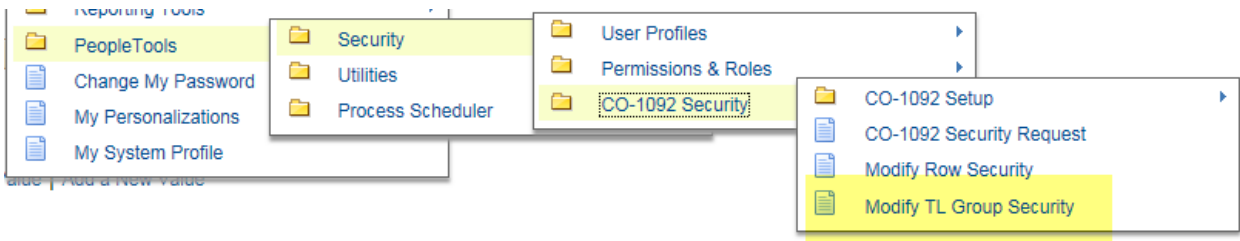
| Time Reporter Group | Description | Group Type |
|---------------------|----------------------------|------------|
| 650003 | BOR Executive | Dynamic |
| 650833 | BOR/COSC Marketing | Dynamic |
| 65E006 | ECSU BU 06 | Dynamic |
| 65E007 | ECSU BU 07 | Dynamic |
| 65E009 | ECSU BU 09 | Dynamic |
| 65E015 | ECSU BU 15 | Dynamic |
| 65E016 | ECSU BU 16 | Dynamic |
| 65E021 | ECSU AAUP | Dynamic |
| 65E022 | ECSU BU 22 | Dynamic |
| 65E023 | ECSU BU 23 | Dynamic |
| 65E040 | ECSU Grad AssistPosTmRpt | Dynamic |
| 65E041 | ECSU Grad AssistExcptTmRpt | Dynamic |
| 65E080 | ECSU Univ AssistExcptTmRpt | Dynamic |
| 65E081 | ECSU Univ AssistPosTmRpt | Dynamic |
| 65E089 | ECSU Student Workers | Dynamic |

Save | Return to Search | Notify

Row Security Permission List | Row Security Users

3) Tracking historical changes to Users' Row Level and TL Group Security

- a. Log in to Core-CT > Core-CT HRMS > Peopletools > Security > CO-1092 Security > Modify TL Group Security



- b. Click on the 'Find Existing Value' Tab
- c. Click 'Search' to return all Transactions or enter a Transaction Number, Date and/or User ID to limit results

Modify TL Group Security

Enter any information you have and click Search. Leave fields blank for a list of all values.

Transaction Number =

Transaction Date =

User ID begins with

Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All First 1-21 of 21 Last

| Transaction Number | Transaction Date | User ID |
|--------------------|------------------|------------|
| 1 | 08/24/2016 | AnnettaDia |
| 2 | 08/24/2016 | 000466 |
| 3 | 08/25/2016 | 005376 |
| 4 | 08/25/2016 | 000040 |
| 5 | 08/25/2016 | 551088 |
| 6 | 08/25/2016 | 551088 |
| 7 | 08/25/2016 | 551088 |
| 8 | 08/25/2016 | RiveraGlo |
| 9 | 08/25/2016 | 008954 |
| 10 | 08/25/2016 | 008954 |
| 11 | 08/25/2016 | 002205 |

This concludes the Row Level and Time and Labor (TL) Group Security Training