



# **Locality Security Handbook**

**July 2022**

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## Document Change Log

| Date          | Version Number | Author        | Change Description  |
|---------------|----------------|---------------|---|
| February 2022 | 1.0            | Security Team | Created from Role Mapping Workshop Materials  |
| May 2, 2022   | 2.0            | Security Team | Added Document Change Log<br>Updated verbiage under the following headings: (change the word agency to locality; added DHRM to Cardinal Security Officers etc.):<br>-Cardinal Security Handbook<br>-Cardinal Security Officers<br>-Cardinal Security Form<br>-Cardinal User Roles<br>Updated verbiage under Benefits Administration User Roles<br>Updated verbiage under Human Resources User Roles<br>Removed Cardinal Finance User (V_PEOPLESOFT_USER_FIN) role |
| July 7, 2022  | 3.0            | Security Team | Removed the restriction from the HBO Benefits Support (V_BN_HBO_SUPPORT) role and added the suggestion of who would need the access in the description.   |

## **Cardinal Security Handbook**

The Cardinal Security Handbook should be used in conjunction with the Cardinal Security Access Form and instructions to request the appropriate Core user access to the Cardinal Human Capital Management (HCM) system application. Core user access is access that is required beyond Employee Self-Service (ESS) access.

A single business unit of LOCAL has been established for The Local Choice (TLC) localities. Each TLC Group and Subgroup have an assigned Cardinal Department ID. For localities, a combination of security roles and Department IDs are used to grant access to the Cardinal HCM system.

Roles provide access to pages (functions) within Cardinal. Department IDs provide access to the data associated with the TLC Group. Users need to be assigned the Department ID and the appropriate roles in the Cardinal System to have access to do their jobs. This Cardinal Security Handbook is designed to help localities determine the correct roles for Cardinal users.

**The following sections of this handbook are applicable for Locality use of the Cardinal HCM application.**

## **Cardinal Security Officers (CSO)**

The Virginia Department of Human Resource Management's (DHRM) Cardinal Security Officers, as listed on the Department of Account (DOA) Authorized Signatories Form (DA-04-121), have been granted authority to authorize the Cardinal Security Team to add, update and delete locality users in Cardinal that are both preparers and approvers of transactions in Cardinal. By approving a transaction in Cardinal, the locality, and its employees and agents, agree to the certifications contained in the Commonwealth Accounting Policy and Procedure Manual for the applicable transaction.

## **Cardinal Security Form**

The completed Cardinal Security Form must be reviewed and approved by the DHRM Cardinal Security Officer (CSO). The form should include required signatures prior to submitting to the Cardinal Security Team, in order for access to be granted in Cardinal.

The Cardinal Security Form (SE-LOCALITY-001) can be found on the Cardinal website at [www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov).

Use this form to:

- Assign users to roles within Cardinal
- Update existing Cardinal user information
- Lock out users no longer requiring access to Cardinal

The DHRM Cardinal Security Officer will submit the completed form to the Cardinal Security mailbox at: [cardinal.security@doa.virginia.gov](mailto:cardinal.security@doa.virginia.gov)

## **Cardinal User Roles**

Use this Cardinal Security Handbook as a reference when completing the Cardinal Security Locality Access form, as it defines Cardinal roles by functional area.

You will find the following information in the handbook regarding Cardinal roles:

- Descriptive Role Names
- Role Descriptions & Other Role Considerations
- Segregation of Duties (SOD)/Restricted Roles (RR)
- Additional Approvals Required

## **Restricted Roles**

As noted in the tables that follow, certain roles are designated as Restricted Roles (RR). It is the responsibility of the DHRM Cardinal Security Officer to ensure Restricted Role criteria is met before assigning these roles to agency users.

## **Buddy Roles**

In some cases, two roles in Cardinal must be assigned together for the user to have the appropriate access to perform system tasks (e.g., in HCM the HBO Benefits Support role needs the HR Read Only role). If you select a role on the security form that has a buddy role associated with it and it is not checked on the form, the form will be rejected until all roles are selected properly.

## Benefits Administration User Roles

Benefits Administration (BN) is the functional area containing the processes required for maintaining health and other benefits for the employees of the organization and their dependents. Benefits includes the following processes:

- TLC Plan Selection/Details (Datasheet)
- Administer Event Maintenance
- Affordable Care Act (ACA) Reporting

### BN User Roles & Descriptions

| Descriptive Role Name                                      | Role Description & Other Role Considerations   | Segregation of Duties (SOD) / Restricted Roles (RR)   | Additional Approvals Required |
|--|--|---|-------------------------------|
| <b>Benefits Administrator</b><br><b>V_BN_ADMINISTRATOR</b> | This role has access to: <ul style="list-style-type: none"> <li>• View/update/process benefits enrollments</li> <li>• Run BN, HR reports and queries</li> <li>• View HR Data</li> <li>• Input and reconcile ACA data</li> <li>• View and update employee dependent data</li> <li>• Update agency BN administrator contacts</li> </ul>                                    | <b>RR:</b> This role may only be assigned to users at state agencies and decentralized localities | N/A                           |
| <b>HBO Benefits Support</b><br><b>V_BN_HBO_Support</b>     | This role has access to: <ul style="list-style-type: none"> <li>• Input and reconcile ACA data</li> <li>• View only access to benefits data including COBRA</li> <li>• Run BN reports and queries</li> </ul> <p>Recommend assigning this role to users in Centrally managed Health Benefits Only(HBO) agencies, or Localities</p> <p><b>Buddy Role:</b> HR Read Only</p> | N/A   | N/A                           |

| Descriptive Role Name   | Role Description & Other Role Considerations   | Segregation of Duties (SOD) / Restricted Roles (RR)   | Additional Approvals Required |
|---|--|---|-------------------------------|
| <b>TLC Datasheet Benefits Admin</b><br><b>V_BN_TLC_DATASHEET_ADMIN</b>        | This role has access to: <ul style="list-style-type: none"> <li>• View/Update renewal elections (datasheet)</li> <li>• Run select Benefits reports</li> <li>• Run datasheet queries</li> </ul> | <b>RR:</b> This role may only be assigned to employees of the following agency/division(s):<br><b>Select Locality users (LOCAL Business Unit)</b> | N/A                           |
| <b>TLC Datasheet Benefits Read Only</b><br><b>V_BN_TLC_DATASHEET_ADMIN_RO</b> | This role has access to: <ul style="list-style-type: none"> <li>• View renewal elections (datasheet)</li> </ul>  | <b>RR:</b> This role may only be assigned to employees of the following agency/division(s):<br><b>Select Locality users (LOCAL Business Unit)</b> | N/A                           |

## Human Resources User Roles

Human Resources (HR) is the functional area containing all employee human resource data related to the employee lifecycle. HR includes the following processes:

- Set Up and Maintain Employee HR Data

## HR User Roles & Descriptions

| Descriptive Role Name                                | Role Description & Other Role Considerations   | Segregation of Duties (SOD) / Restricted Roles (RR)   | Additional Approvals Required   |
|--|--|---|---|
| <b>HR Administrator</b><br><b>V_HR_ADMINISTRATOR</b> | <p>This role has access to:</p> <ul style="list-style-type: none"> <li>• Enter/update job data</li> <li>• Enter/update additional pay data</li> <li>• Update position data</li> <li>• Enter/update personal data</li> <li>• View results of position data upload and employee data upload</li> <li>• Enter/update performance ratings</li> <li>• Enter/update rewards &amp; recognition</li> <li>• Enter/update disciplinary actions</li> <li>• Enter/update EPR tool</li> <li>• Employee match search</li> <li>• Run HR reports and queries, including those with Personally Identifiable Information (PII) and confidential data</li> </ul> <p>Users with the HR Administrator role will not have access to update their own HR records in Cardinal.</p> <p>Users with the HR Administrator role do not need to select the EPR Only role, as this capability is also included as part of the HR Administrator role</p> | <p><b>SOD:</b> This role should not be assigned to users with the <b>PY Administrator</b> role.</p> | <p>Segregation of Duties (SOD)/Restriction – send to DOA Approvers for approval at <a href="mailto:gacct@doa.virginia.gov">gacct@doa.virginia.gov</a>. (see SOD section of handbook for further instructions)</p> |



| Descriptive Role Name  | Role Description & Other Role Considerations  | Segregation of Duties (SOD) / Restricted Roles (RR)   | Additional Approvals Required |
|--|---|---|-------------------------------|
| <b>HBO HR Administrator</b><br><b>V_HR_HBO_ADMINISTRATOR</b> | This role has access to: <ul style="list-style-type: none"> <li>• Enter/Update position data</li> <li>• Enter/Update personal data</li> <li>• Enter/Update job data</li> <li>• Employee Match Search</li> <li>• Run HR reports and queries</li> </ul> | <b>RR:</b> This role may only be assigned to employees of the following agency/division(s): <b>Health Benefits Only agencies or Localities that are NOT centrally managed or OHB resources processing on behalf of centrally managed HBO agencies and localities.</b> | N/A                           |
| <b>HR Read Only</b><br><b>V_HR_RO</b>                        | This role has access to: <ul style="list-style-type: none"> <li>• View personal data</li> <li>• View job data</li> <li>• View position data</li> <li>• Run HR reports and queries</li> </ul>  | N/A   | N/A                           |

### Default User Roles

Default roles will be automatically assigned to Cardinal users as noted in the descriptions below. These roles are not listed on the security forms, but will be visible in the HCM security queries.

### Default Roles & Descriptions

| Descriptive Role Name                                    | Role Description & Other Role Considerations  | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|---|-------------------------------|
| <b>Cardinal HCM User</b><br><b>V_PEOPLESOFT_USER_HCM</b> | This role will provide access to Cardinal HCM application through Cardinal Portal.<br><br>All <b>Core</b> Cardinal users who will need access to Cardinal HCM application will receive this role. | N/A   | N/A                           |