Security VDOT Access

Cardinal Form SE-50100-001 Instructions

VDOT Access Overview

Cardinal Core user access (access beyond Employee Self-Service) is granted based on specific work that an employee needs to perform in the system and the associated security roles set up by their agency.

Cardinal HCM Employee Self-Service (ESS) access is granted systematically and does NOT require a security form. However, the Cardinal Security VDOT Access Form is required for any and all Cardinal core user access. The form must be completed by the agency's Cardinal Security Officer (CSO) and should include required signatures prior to submitting to the Cardinal Security Team in order for access to be granted in Cardinal.

The Cardinal Security VDOT Access form **(Cardinal SE-50100-01)** must be submitted to the **Cardinal.Security@doa.virginia.gov** email mailbox.

- Forms will be returned to the Cardinal Security Officer if information required is not complete or correct.

- Cardinal Security has a three business day turn around for completing forms once received.

- Email notifications regarding the creation of new Cardinal user accounts, and/or updates to those accounts, will be sent directly to the user and the CSO

Requesting Access

- In order to establish a Cardinal account, please retrieve the current version of the Cardinal Security VDOT Access Form (Cardinal SE-50100-001) from the Cardinal Project website at http://www.cardinalproject.virginia.gov/security.

- The agency Cardinal Security Officer (CSO) submits the Cardinal Security VDOT Access Form (Cardinal Form SE-50100-001) to the Cardinal Security Team at the following email address (cardinal.security@doa.virginia.gov) to have the account created.

To Add or Update Core User Access

1. Under **Security Action Requested** select the Add/Update Core user Access for users who need to be granted core roles or an update to an existing core user access.

2. Complete the Cardinal Security Form, checking every role the user needs (i.e., roles should be selected for all Cardinal applications the user needs access to, even if you are only making changes to roles in one application).

3. If you are submitting a form to delete a role, you will need to check every role the user currently needs and simply do not check the role you want deleted. **The Cardinal Security team will remove all roles that are not checked on the form.**

4. When updating an existing core user's access, run the PT_SEC_USER_ROLES query (in HCM and/or FIN as applicable) to identify the user's current access using the following path:
Main Menu > Reporting Tools > Query > Query Viewer. Key in the user's Cardinal User ID.

5. To view all of your Agency users, run the V_PT_SEC_ROLE_USERS query (in HCM and/or FIN as applicable). This query will show users and the roles assigned. You can also put in criteria to confirm if an account has been locked

6. Provide all required signatures – user, user's supervisor, Cardinal Security Officer, VDOT Fiscal Officer for restricted roles and DOA Approver if Segregation of Duties roles are requested.

7. Email the completed form to the Cardinal.Security@doa.virginia.gov mailbox.

To Remove ALL Core User roles or Lock Out Core Users

1. Under **Security Action Requested** select the Remove/Lock Out Core user access for existing users whose core roles need to be removed. Actual account Lock Outs will only be completed for Contract Workers or HR Level 4 users, as they do not need ongoing system access to Employee Self-Service (ESS).

2. Complete the **User Information** section of the Cardinal Security Form.

3. Provide signatures from the user's supervisor and the Cardinal Security Officer.

4. Email the completed form to the Cardinal.Secuirty@doa.virginia.gov mailbox

5. In lieu of the Cardinal Security Form, the Cardinal Security Officer may send an email to Remove ALL Core User roles or Lock Out a Core User Cardinal account. Include the user's name, user's Cardinal ID, Employee ID, Email Address, Business Unit, Department ID, Supervisors' Name and copy the user's supervisor on the email.

Overview of each section of the Cardinal Security VDOT Access Form:

1. **Security Action Requested** (Required)

Security Action Requested (select one)	
☐ Add/Update Core User Access (Complete all applicable fields and roles)	☐ Remove/Lock Out Core User Access (Complete User Information section only)

   a. **Add/Update Core User Access –** Check this box to grant Core User roles or update an existing Core User account.

   b. **Remove/Lock Out Core User Access –** Check this box if all Core User roles should be removed or if account needs to be locked for a contractor.

2. **User Information** (Required)

User Information	
Name - Last, First, Middle Initial	Business Email Address (*first.last@vdot.virginia.gov*)
Department ID:	Employee ID:
User's Job Title:	Cardinal User ID:
Is the User a contract worker? If so, check box and provide User's Supervisor Name and Employee ID: ☐	
Supervisor Name:	Employee ID:
Requestor Information (only required for users with the **Purchasing Requisition Processor** role):	
SHIP TO CODE: \<select one\> ▾	BILL TO CODE: \<select one\> ▾
Phone:	Fax:

a. **Name** – Last, First, Middle Initial (e.g., Doe, John B.)

b. **Business Email Address** – Enter the user's business email address (e.g., John.Doe@agency.virginia.gov) (Note: For a new agency users, make sure users have logged on to their email in order for their account to show up in OKTA Directory before submitting security form)

d. **Department ID Number** – Enter your Division/District 5-digit Department ID (e.g., **10015**-Fiscal Division, **12041**-Salem District, etc.)

e. **Employee ID Number** – Employee ID number is the 11-digit number assigned by Cardinal (e.g., 00123456700). You must enter the full 11-digit number on this form.

f. **User's Job Title** – User's current job title (e.g., Financial Services Specialist)

g. **Cardinal User ID** – Needed for Existing Users (including ESS users requesting Core User access).

   i. Leave this field BLANK for New Contractors.

   ii. If you are unaware of a user's existing ID please run the V_PT_SEC_ROLE_USERS query (in HCM or FIN as applicable). This query will show User ID, Dept. ID, Account Lock (yes or no), Business Unit, Oprid Description and security roles for the selected application (HCM or FIN).

h. **Check box if contract worker?** Check this box only if the user is a Contract Worker (e.g., without a Cardinal Employee ID).

i. **Provide Supervisor Name and supervisor Employee ID Number for contract workers only.**

j. **Requester Information** – only required for users with the **Purchasing Requisition Processor** role.

   i. Provide the Ship To and Bill To Codes, not addresses. Contact VDOT's Cardinal Security Officers in Central Office Fiscal Division for a listing if needed.

   ii. Ship To Code – User the drop down feature to select the correct code.

   iii. Bill To Code – Use the drop down feature to select the correct code.

    iv.   Phone – User's current phone number including the area code (e.g., 804-555-1212)

    v.   Fax – Optional

3. **FIN Section**

Complete this section as applicable for users requiring core access to FIN.

FIN Section - Accounts Payable, Accounts Receivable, General Ledger, Procurement and Project Accounting (if applicable)

a. **Finance Primary Permission Lists**

Finance Primary Permission Lists	
Primary Permission Lists:	\<select one\> ▾

    i.   **Primary Permission List –** select the required FIN Primary Permission List to which access is required by using the drop down box. The majority of VDOT FIN users should select the V_VXXXXA (General VDOT user) Primary Permission List. All other selections will require Fiscal Officer approval.

    ii.   A detailed listing of Primary Permission Lists by Business Unit for each application (FIN, HCM) can be found on the Cardinal Project website. Choose only one FIN Primary Permission List per user.

b. **Finance Read Only Access**

Check here if only requesting Read Only Access to FIN:		

    i.   Check box if user is only requesting Read Only access to FIN and needs no additional FIN roles.

    ii.   Read Only roles (Cardinal Reporter, Cardinal Viewer and PeopleSoft User) will be assigned. These roles are also assigned to users automatically when other FIN Core roles are selected.

c. **Finance Expense Approver Profiles**

Finance Expense Approver Profiles		
Expense Approver Profile for Workflow (only select one per user):	Check box if removing *from this user*: ☐ Remove Profile	
☐ Agency Head	☐ Chief	☐ District/Division Administrator
☐ Expense Coordinator	☐ Non-Travel Approver	☐ HR Representative
If Expense Approver Profile is checked, enter range of DEPTIDs user approves:	From ☐☐☐☐☐	To ☐☐☐☐☐

    i.   **Expense Approver Profiles –** If a user is an Expense Approver and need a profile for transactions to route based on Department IDs, please check only one profile per user. You must supply the Department ID ranges user approves for. Profile is not needed if user is a supervisor or backup approver.

    ii.   **Check box to Remove Profile –** If expense profile is no longer needed on user setup, please check box to have it removed.

d. **Finance Accounts Payable Roles** (check all roles requested)

Finance Accounts Payable Roles (check all roles requested)		
Statewide: ☐ Expenses Employee	☐ Expense Approver	☐ Supplier Conversation Processor
☐ Voucher Processor		
Central Office Fiscal Division or District Accounting Offices:		
☐ Voucher Processor - Maintenance	☐ Voucher Final Approver	☐ Match Exceptions Manager
☐ PCard Accountant Voucher Approver	☐ Petty Cash Approver	☐ Petty Cash Processor
☐ Petty Cash Reconciler	☐ Travel Expense Sync Processor	☐ Expense Coordinator
Central Office Fiscal Division:		
☐ 1099 Administrator	☐ Payment Processor	☐ Payroll Acct Voucher Appr (CO Payroll Only)
☐ Accounts Payable Manager	☐ Utility Voucher Approver	☐ HCM Voucher Processor
Central Office Fiscal Division or Central Office ASD:		☐ Workflow System Administrator
Central Office Fiscal Division and Scheduling & Contracts Division:		☐ Final Construction Voucher Approver
Central Office Fiscal Division and District Construction Contract Administration:		☐ Construction Voucher Approver
District / Central Office Human Resources:		☐ Human Resources Voucher Approver*
*If HR Voucher Approver **role is checked**, please select District # user is responsible for:		☐ Central Office -10　☐ Bristol -11
☐ Salem - 12　☐ Lynchburg -13　☐ Richmond -14　☐ HPTRDS-15　☐ Fredbrg-16	☐ Culpeper-17　☐ Staunton-18　☐ NOVA-19	

　　i. If the user is a supervisor and approves other employees' travel and expenses, check the Expenses Approver role.

　　ii. If the Human Resources Voucher Approver role is needed, please check the District Number the user is responsible for.

e. **Finance Accounts Receivable Roles** (check all roles requested)

Finance Accounts Receivable Roles (check all roles requested)		
District Accounting Offices or Central Office Fiscal Division:		
☐ Billing Processor	☐ Billing Specialist	☐ Funds Receipts Processor
Central Office Fiscal Division:		
☐ Collections Specialist	☐ Accounts Receivable Specialist	☐ Accounts Receivable Supervisor
☐ Funds Receipts Manager	☐ Payment Unpost	☐ Accounts Receivable Fiscal Manager
☐ Billing Approver	☐ FHWA Specialist	☐ Billing Worksheet Approver
☐ Bill Adjustment Specialist		

　　i. Accounts Receivable roles are restricted to District Accounting Offices and Central Office Fiscal Division.

f. **Finance General Ledger Roles** (check all roles requested)

Finance General Ledger Roles (check all roles requested)		
Statewide: ☐ Journal Processor	☐ Agency Use 1 ChartField Administrator	☐ Operational Budget Processor
Central Office Fiscal Division and District Accounting Offices:		☐ Agency Journal Approver
Financial Planning Division: ☐ Agency Budget Approver	☐ Agency Budget Processor	
Central Office Fiscal Div: ☐ Agency ChartField Administrator	☐ Agency GL System Administrator	
☐ GL nVision Executer	☐ GL System Processor	☐ Mark Journal Post (Restricted)

　　i. There are three statewide general ledger roles and the rest are restricted to Central Office Fiscal Division, District Accounting Offices, and Financial Planning.

g. **Finance Procurement Roles** (check all roles requested)

Finance Procurement Roles (check all roles requested)					
Statewide:	☐ Purchasing Requisition Processor	☐ Strategic Sourcing Collaborator		☐ Buyer	
	☐ PCard User	☐ PCard Supervisor		☐ PCard Administrator	
	☐ Purchasing Contracts Administrator	☐ Bid Processor		☐ StoreKeeper	

Location Names(s) and Code(s) for stock locations requested (required for Storekeeper role):

Name:	Code:	Name:	Code:	Additional codes added on page 3 in the 'Additional Comments Section' of form.	
Name:	Code:	Name:	Code:	Name:	Code:

Central Office and District Administrative Services:	☐ Strategic Sourcing Buyer	☐ Procurement System Administrator
	☐ Procurement Manager*	☐ Senior Procurement Manager**

Procurement* or Senior Procurement Manager** Role checked, select District Number:				☐ Central Office -10	☐ Bristol -11
☐ Salem - 12	☐ Lynchburg -13	☐ Richmond -14	☐ HPTRDS-15 ☐ Fredbrg-16	☐ Culpeper-17 ☐ Staunton-18	☐ NOVA-19

Central Office Administrative Services & Consultant Procurement Divisions:	☐ Administrative Services Director
Central Office Fiscal Division:	☐ Fiscal Inventory Manager

    i. If the StoreKeeper role is checked, make sure you also check the buddy role Purchasing Requisition Processor and complete the Requester Information section of the form under User Information to include Bill To and Ship To Codes, Phone and Fax Number.

    ii. StoreKeeper role also requires you to enter the location name(s) and the 4-digit number code(s) for the StoreKeepers' location (ex: Salem – 2011) for each stock location.

    iii. If the Buyer role is checked, fill out the Buyer section of the form and have the District Procurement Manager or Assistant Division Administrator of Administrative Services Division provide signature of approval under the Finance Buyer Access Approval signature section.

    iv. If the Senior Procurement Manager role is checked, check the district boxes the user is responsible for.

h. **Finance Project Accounting Roles** (check all roles requested)

Finance Project Accounting Roles (check all roles requested)		
Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:		
☐ Projects Manager	☐ Accounting Distribution Specialist	
Central Office Fiscal Division:	☐ Accounting Distribution Approver	☐ Project Status Approver ☐ Contracts Manager
	☐ Project Accounting Configurator	☐ Work Breakdown Structure Control Status Processor

    i. Project Accounting roles are restricted to the following divisions: Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research.

i. **Buyer Section** (complete only if Buyer role is selected)

Finance Buyer Setup (if applicable) Note: if authorized to buy goods or services other than SPCC			
SHIP TO CODE:	<select one>	BILL TO CODE:	<select one>
Phone:		Fax:	
Buyers user is authorized for:		Current Buyers that should have authorization for the new/updated user:	

i. The Buyer role requires approval of the users' District Procurement Manager or Assistant Division Administrator of Administrative Services Division for Central Office users.

ii. Use the drop down box to select the Ship To and Bill To codes, NOT addresses.

iii. Phone and Fax number including the area code (e.g., 804-555-1212).

iv. Buyers user is authorized for – List the Cardinal User ID(s) for the buyers for which the user is authorized to update Purchase Orders.

v. Current Buyers that should have authorization for the new/updated user – List the Cardinal User ID(s) for the buyers who can update the users' Purchase Orders.

4. **HCM Section**

Complete this section as applicable for users requiring core access to HCM.

HCM Section - Benefits, Human Resources, Payroll and Time & Attendance Roles (if applicable)

a. **Human Capital Management (HCM) Primary Permission List**

HCM Primary Permission List	
Primary Permission List:	50100 - V_PRIM_50100_USERS

i. Primary Permission List – There is only one available for VDOT and it will be automatically populated on the form to show what is assigned to VDOT users in HCM.

b. **HCM Benefits Roles** (check all roles requested)

HCM Benefits Roles (check all roles requested)			
☐	Benefits Administrator	☐	Benefits Read Only

c. **HCM Human Resources Roles** (check all roles requested)

HCM Human Resources Roles (check all roles requested)		
☐ HR Administrator	☐ HR Position Management	☐ HR Manager Reports
☐ HR Read Only	☐ HR Read Only Sensitive Data	☐ EPR Only Entry

   i.   HR Administrator role cannot be assigned to users with the PY Administrator role.

d. **HCM Payroll Roles** (check all roles requested)

HCM Payroll Roles (check all roles requested)		
☐ Payroll Administrator	☐ Payroll Read Only	☐ SPOT Approver
☐ Payroll Budget Processor		

   i.   PY Administrator role cannot be assigned to users with the HR Administrator role or the HR Position Management role.

   ii.   It is recommended to assign the Payroll Budget Process role to a user in Finance or a user with the HR Administrator role.

e. **HCM Time and Attendance Roles** (check all roles requested)
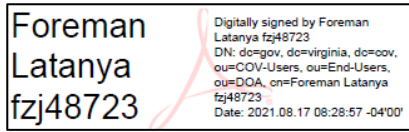
HCM Time and Attendance Roles (check all roles requested)		
☐ Absence Administrator	☐ Absence Supervisor	☐ Time & Labor Administrator
☐ Employee T&L Setup	☐ Time & Labor Supervisor	☐ TimeKeeper
☐ TA Interface Admin	☐ Delegation Administrator	☐ TA Reporter
☐ TA Restricted Special Approver	☐ TA Expired Grace Approver	

   i.   Employee T& L Setup role should only be assigned in conjunction with the Time & Labor Administrator and/or Absence Administrator role.

   ii.   Delegation Administrator role should only be assigned to a limited number of Core Users, as this is a very powerful role.

   iii.   TA Restricted Special Approver and TA Expired Grace Approver roles should be assigned to a maximum of three users at each agency and must be assigned to at least one user at each agency.

f. **Finance Buyer Access Approval** (Required)

Finance Buyer Access Approval		
Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division *Signature indicates approval for role and that the requesting user has completed general Procurement training.		
Printed Name	Signature (sign above)	Date

   i.   Buyer Approval is need if the Buyer role is selected for a new user (not needed for existing buyer access)

   ii.   District Procurement Manager or Assistant Division Administrator of Administrative Services Division printed name, signature and date.

   iii.   Digital Signature are allowed only if they include a system generated date stamp as shown in the example below.

Example of Digital Signature:

5. **Access Approvals** (Required)

Access Approvals			
By signing below, I acknowledge that I understand transactions added/ updated in the Cardinal system should be in accordance with the Commonwealth Accounting Policy and Procedures Manual Cardinal Topics 20310 and Cardinal Topic 70220.		By signing below, I certify that the Cardinal access requested for this user is necessary to perform his/her current job responsibilities. I also acknowledge this request is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topics 20310 and 70220.	
User Printed Name	Date	Supervisor Printed Name	Date
User Signature (sign above)		Supervisor Signature (sign above)	
I have reviewed this request for access and certify it is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topic 20310, Cardinal Topic 70220, and the Cardinal Security Handbook.			
Cardinal Security Officer Printed Name			Date
Cardinal Security Officer Signature (sign above)			

a. **Certification Statement** – user's printed name, signature and date.

b. **Certification Statement** – supervisor's printed name, signature and date.

c. **Certification Statement** – Cardinal Security Officer (CSO) printed name, signature and date.

d. **Digital Signatures** are allowed only if they include a system generated date stamp as shown in example below.
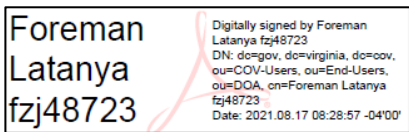
Example of Digital Signature:
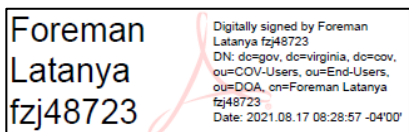
e. We will accept email approvals from a user's business email account in the event they cannot physically sign the form. The form must be attached with the email approval showing evidence that the form was transmitted from the user, supervisor and/or the CSO. The approver should state the following:

- **User** – "Please accept this email as my approval of the attached form as the user."

- **Supervisor** – "Please accept this email as my approval of the attached form as the supervisor."

- **Cardinal Security Officer** – "Please accept this email as my approval of the attached form as the Cardinal Security Officer."

6. **VDOT Restricted Role and Permission List Approval** (as required)

VA Department of Transportation Restricted Role and Permission List Approval		
VDOT Fiscal Officer Printed Name	VDOT Fiscal Officer Signature (sign above)	Date

a. Requests for roles that are restricted require VDOT's Fiscal Officer signature before the form is submitted to Cardinal Security.

b. Requests for a permission list other than the V_VXXXXA (General VDOT user) require

c. Fiscal Officer printed name, signature and date.

d. VDOT's Fiscal Officer signature before the form is submitted to Cardinal Security.

e. Digital Signatures are allowed only if they include a system generated date stamp as shown in example below.
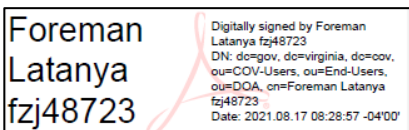
Example of Digital Signature:

d. We will accept email approvals from a user's business email account in the event they cannot physically sign the form. The form must be attached with the email approval showing evidence that the form was transmitted from the user, supervisor and/or the CSO. The approver should state the following:

- **Fiscal Officer** – "Please accept this email as my approval of the attached form as the Fiscal Officer."

7. **Department of Accounts Segregation of Duties Approval** (as required)

Department of Accounts Segregation of Duties Approval (as required)		
DOA Approver Printed Name	DOA Approver Signature (sign above)	Date

a. Requests for any Segregation of Duties roles require DOA's Approver signature before submitting to Cardinal Security (please see detailed instruction in the Cardinal Security Handbook)

b. DOA Approver printed name, signature and date.

c. Digital Signatures are allowed only if they include a system generated date stamp as shown in example below.

Example of Digital Signature:

d. We will accept email approvals from a user's business email account in the event they cannot physically sign the form. The form must be attached with the email approval showing evidence that the form was transmitted from the user, supervisor and/or the CSO. The approver should state the following:

- **DOA Approver** – "Please accept this email as my approval of the attached form as the DOA Approver."

8. **Comments/Notes Section** (optional)

Comments/Notes

a. Area for any additional information.