Department Security Administration

Introduction

Welcome to the Department Security Administrator Module. In this module you will learn about the role of the Department Security Administrator in granting system access to users of the Effort Reporting System (ERS).

Security Administration

Users who have been assigned the **Department Security Administrator** function can:

- Access ERS security module (only)

- Grant access to users within the department(s) for which you have been authorized to grant access.

- Create customized roles by defining permissions. The ERS Authorization module will explain how ERS handles the creation and assignment of roles.

Security Administration

Administrators can designate who may certify for others at a department level, by fund number, sponsored project, and/or individual employee.

Departments can designate multiple employees who can certify for others.

It is up to the individual Certifier to know which Effort Reports they should certify. A direct supervisor or someone with first-hand knowledge of the work performed would most likely certify reports for student and non-professional employees.

System Generated Authorizations

Within ERS there are several system-generated authorizations that do not require individual set up. There are two main categories of system-generated authorizations:

- Employees are automatically authorized to view and certify their own Effort Reports and to view their associated payroll detail information.

- Principal Investigators are automatically authorized to view and certify Effort Reports and view the payroll detail for employees paid from any of their projects.

Granting Access

As the Department Security Administrator you will be granting access to those users who will be Viewing, Reviewing, and Certifying for others. You will also be assigning the ERS Coordinator and the ERS Department System Administrator roles.

Although Effort Reports will be generated only for employees, it is possible to establish a non-employee as a user of ERS. Non-employees can be assigned roles in the same manner as roles are assigned to users. Non-employees can access the system as users, e.g. as reviewers or certifiers.
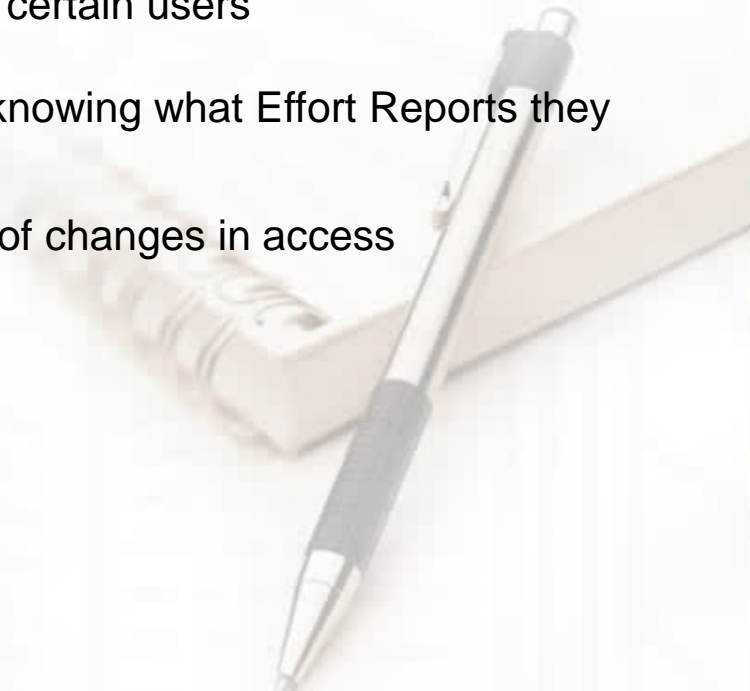
Security Controls

ERS ensures that adequate security and access controls are maintained through the use of login ID/password controls, and through the assignment of roles to users. (See ERS Authorization module for more detail).

Changes and updates in the assignment of roles and access functions are tracked by the Login ID of the person entering the change. These control-related records are easily accessible for audit purposes.
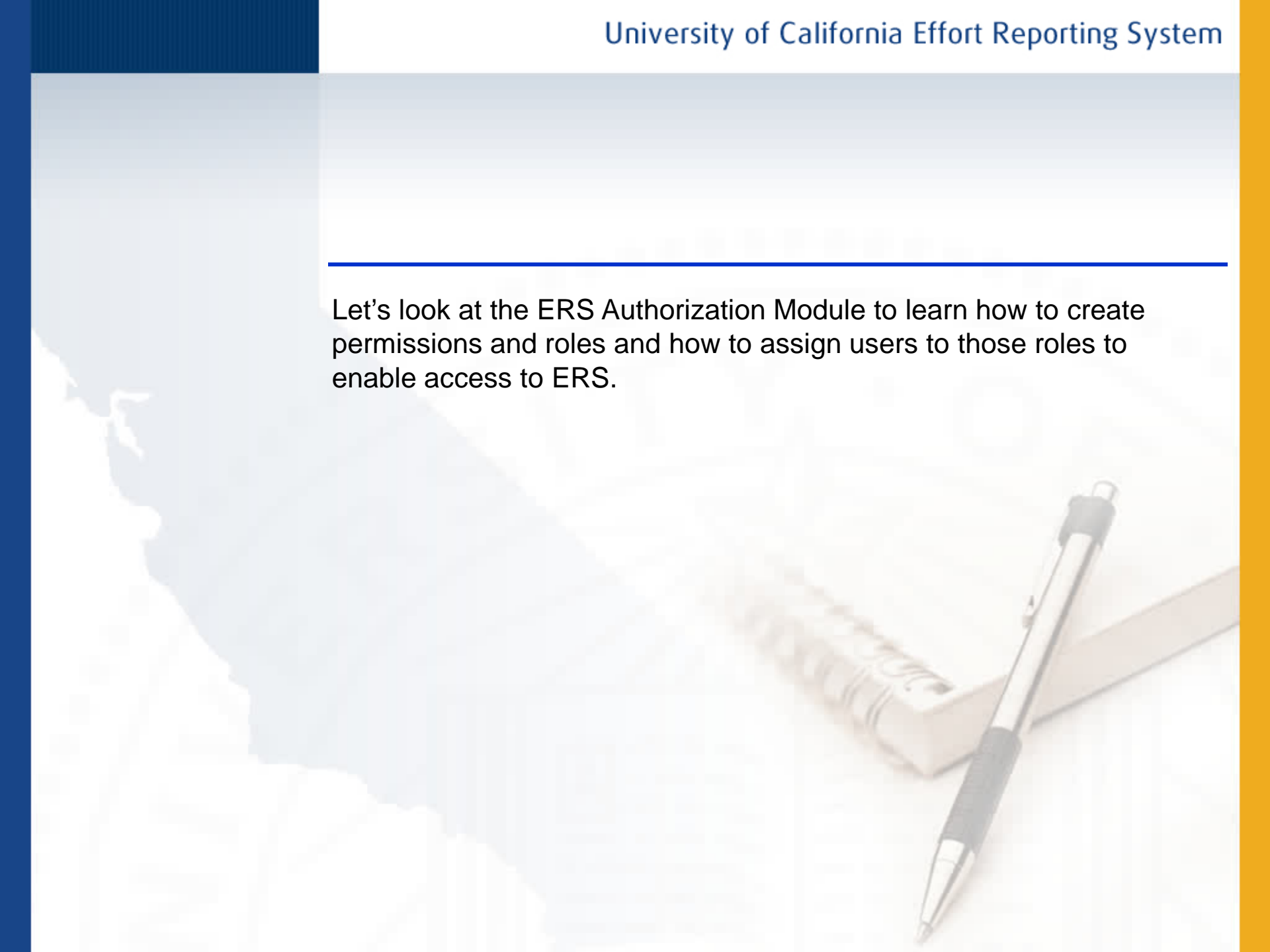
Conclusion

This concludes the Department Security Administrator module. In this module you learned that:

- Roles can be customized for each department.

- ERS automatically authorizes certain users

- Certifiers are responsible for knowing what Effort Reports they are authorized to certify.

- ERS keeps historical records of changes in access

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Let's look at the ERS Authorization Module to learn how to create permissions and roles and how to assign users to those roles to enable access to ERS.