

## FACT SHEET

# Key Changes for HRIS Power Users

July 2019

## *About*

ADOA will be rolling out new security access and protocols for the Human Resource Information Solution (HRIS) in August 2019. This new approach to security ensures greater protection of employee data and better system administration.

## *Impacted User Base*

This change affects approximately 1,200 power users statewide, i.e., agency personnel involved with HR, Payroll, Benefits, and electronic time entry (ETE) roles as well as some administrative assistants and agency leadership.

## *What's New*

As part of the new HRIS Security Access rollout, new internal controls will be introduced that ensure separation of duties between certain security roles. Separation of duties is one of the most important features of an internal control plan as it reduces the potential for fraud, misuse, and errors.

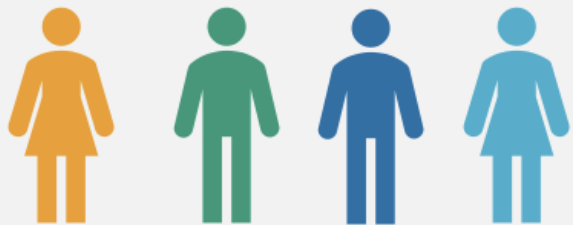
Key role distinctions ensure:

- Employees are not able to enter and approve their own time.
- Employees are not able to enter changes to their own personnel or pay records.
- Hiring of employees is entered by someone other than the individual responsible for entering time records, updating employee direct deposit information, and/or generating non-routine payments such as travel reimbursements or stipend pay.

While we have worked to ensure the new roles allow the access necessary to perform the HRIS role, we realize that you and your staff may have concerns about how the changes will impact your current work processes. Options are available, including leveraging the ADOA Shared Services and/or General Accounting Office Central Services Bureau for agencies without a central HR and/or Payroll team. ADOA is committed to working with your teams to accommodate their needs.

# HRIS SECURITY

## AGENCY OVERSIGHT



Agency Director  
"HRIS Security Authority"  
HRIS Security Authority Delegate (Optional)  
HRIS Security Approver  
HRIS Security Reviewer (Optional)

## AGENCY "POWER USERS"



HR Generalist  
HR Class/Comp  
Payroll Specialist  
ETE Proxy  
Benefits Liaison

*Illustration does not represent all HRIS Power User roles*

## HRIS SECURITY CONTROLS

*Protecting Employee Personal Data - Preventing Unauthorized Access and Use –  
Protecting Information Integrity and Availability*



**Grant Access  
Based On  
Need**

**Ensure  
Separation Of  
Duties**

**Review Access  
And Usage  
Reports**

**Gain  
Familiarity  
With HRIS  
Processes**

**When In Doubt,  
Reach Out**

<https://hr.az.gov/HRIS-Security>