

## 1601 GD.02

### Guidelines for Oracle Applications Access Approvers

Revision Date: 3/2001

Before approving a request for Oracle training and access, Training and Access Coordinators (TACs) and process owner approvers should evaluate the impact that the requested access will have on the individual's overall access to University data.

Use the following guidelines and examples to determine if the request should be approved:

1. The individual has a current business need for access to the applications and functions specified in the request.
2. The requested Oracle responsibilities are at an appropriate level for the user's job and position.

#### Example A

Employee John Smith is requesting access to JSA with **Manager** responsibility. He is a C&T employee whose duties involve preparation of financial transaction documents but do not include authority to approve financial transactions.

It is probably not appropriate for Smith to receive a JSA Manager responsibility.

Therefore, do one of the following:

- **change** the requested responsibility to JSA **User**; approve the modified request; notify Smith's supervisor and/or Smith of the change,
- or
- **consult** with the supervisor and/or Smith to determine an alternative solution; modify the request accordingly and approve,
- or
- **reject** the request; notify the supervisor and/or Smith.

3. The request will give the user access to a range of data that is necessary and appropriate for his/her duties.

If a user has access to two or more applications that share the same YAS values, he/she will have access to the same sets of data for **all** of these applications, for any responsibilities that he/she has been given within these applications.

#### Example B

Employee Jane Doe currently has access to JSA for **Org 123456**. She is now requesting access to VIP for Dept X, which includes Org 123456 **and** Org 123457.

JSA and VIP share the same YAS Access Organization values. If Doe's access request is approved, Org 123457 will be added to her YAS Access Organization values. She will then have access to **both** Org 123456 and Org 123457 for **both** JSA and VIP.

If...	Then...
it <b>is</b> necessary and appropriate for Doe to have access to data for <b>both</b> organizations for both JSA and VIP	<ul style="list-style-type: none"> <li>▪ <b>approve</b> the request.</li> </ul>

<p>it <b>is not</b> necessary or not appropriate for this employee to have access to data for both organizations for both JSA and VIP</p>	<ul style="list-style-type: none"> <li>▪ <b>modify</b> the VIP request to specify only Org 123456 (same as JSA); approve the modified request; notify Doe's supervisor and/or Doe of the change,</li> <li>or</li> <li>▪ <b>consult</b> with the supervisor and/or the employee to determine an alternative solution; modify the request accordingly and approve,</li> <li>or</li> <li>▪ <b>reject</b> the request; notify the supervisor and/or the employee.</li> </ul>
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<p><b>Example C</b></p>	
<p>Employee Susan Green currently has an HR responsibility that allows lookup including salaries for Org 123456, for <b>Job Category CT</b>. She is now requesting access to LD for the same Org, for Job Categories <b>CT, MP and FAC</b>.</p> <p>HR and LD share the same YAS Confidential Organizations and Job Categories values. If Green's access request is approved, Job Categories MP and FAC will be added to her YAS Confidential Job Categories values. She will then have access to <b>C&amp;T and M&amp;P and Faculty</b> data for <b>both HR (with salaries) and LD</b>.</p>	
If...	Then...
<p>it <b>is</b> necessary and appropriate for Green to have access to <b>both</b> HR (including salary data) and LD data for <b>all three job categories</b></p>	<ul style="list-style-type: none"> <li>▪ <b>approve</b> the request.</li> </ul>
<p>it <b>is not</b> necessary or not appropriate for this employee to have access to all of these sets of data</p>	<ul style="list-style-type: none"> <li>▪ <b>modify</b> the request to specify Confidential Job Categories that are appropriate for this user both for HR and LD (for example, CT and MP but not FAC); approve the modified request; notify Green's supervisor and/or Green of the change,</li> <li>or</li> <li>▪ <b>consult</b> with the supervisor and/or the employee to determine an alternative solution; modify the request accordingly and approve,</li> <li>or</li> <li>▪ <b>reject</b> the request; notify the supervisor and/or the employee.</li> </ul>

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