



County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads & Key Officials

SUBJECT: Oracle HRMS Security

FROM: Director of Human Resources

DATE: May 19, 2010

Attached is a report of all active users for your department that are setup in the HRMS/STEP system. **This security review covers only Human Resource STEP responsibilities, not Financial Responsibilities.** For each active user, the report provides the User ID and User Name as well as all responsibilities that have been assigned to that User. The report is sorted by Organization, then by Location, then by User ID. The authorization for each responsibility is authorized based on Organization and location.

“Employee Direct Access” and “iRecruitment Employee Candidate” have been eliminated from the report since all HRMS/STEP system users have these responsibilities. Only employees with responsibilities in addition to these two will appear in this report. There is one exception and that is the responsibility – “Employee Direct Access – View Timecard Only” is included in this report as this is assigned specifically based on Agency request.

Please review this report in detail and check for each user by location, by checking the appropriate box, “Active User” or “Deactivate User”. Review for correctness of responsibilities assigned by checking the “Correct As Assigned”, “Change”, and/or “Delete” checkboxes. Each time you check the “Change” checkbox, in addition, please complete the enclosed HRMS/STEP System Access form to authorize the change requested and FAX to the STEP Project Office at (804) 576-3508. Each time you check the “Delete” checkbox, you are not required to complete any additional form. The HRMS/STEP System Access form can also be completed on the myhenrico.org website at the following location:

http://myhenrico.org/resources/auth_form.pdf

Once the report has been reviewed and all portions completed, the Department Head should sign and date where indicated on the top of the first page. Please return the completed report to the HRMS/STEP Division no later than June 18, 2010. It is important that your report is received by that date to ensure that proper security remains in place for all users.

If you have any questions, feel free to contact Farrukh Khan (kha@co.henrico.va.us or extension 1613) or Joanne Seay (sea11@co.henrico.va.us or extension 1638).

George H. Cauble, Jr., SPHR

Attachments

c: Director of Internal Audit (w/o attachments)