

Cardinal Form SE-SW-001-R1 Instructions**Statewide 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 Statewide 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 Statewide Access form (**Cardinal SE-SW-001-R1**) must be submitted to the Cardinal.Security@doa.virginia.gov email mailbox.

- Forms will be returned to the CSO if information required is not complete or correct.
- 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 Statewide Access

- In order to establish a Cardinal Statewide account, please retrieve the current version of the Cardinal Security Statewide Access Form (Cardinal Form SE-SW-001-R1) from the Cardinal Project website at: <http://www.cardinalproject.virginia.gov/security>.
- The agency Cardinal Security Officer (CSO) submits the Cardinal Security Statewide Access Form (Cardinal Form SE-SW-001-R1) 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 and DOA Approver if conflicting roles, statewide roles, or statewide permission lists are requested.
7. Email the completed form to the Cardinal.Security@doa.virginia.gov mailbox.



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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.Security@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, Business Unit, Department ID, Supervisors' Name and copy the user's supervisor on the email.

Overview of each section of the Cardinal Security Statewide 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 Info 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 or HR Level 4 user.

2. User Information Requested (Required)

USER INFORMATION
Name - Last, First, Middle Initial Name Change Business Email Address - @agency.virginia.gov
Employee ID: Cardinal User ID:
User's Job Title: Business Unit: Department ID:
Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID:
Supervisor Name: Employee ID:

- a. Name – Last, First, Middle Initial (e.g., Doe, John B.)
b. Name Change – Check this box if this is an existing Core User with a name change. Employees should initiate all name changes with their agency HR department.
c. Business Email Address – Enter the user's business email address (e.g., John.Doe@agency.virginia.gov) (Note: For new COVA 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)

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- d. **Employee ID** – 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.
- e. **Cardinal User ID** – Needed for Existing Users (including ESS users requesting Core User access).
 - i. Leave this field BLANK for New Contractors and HR Level 4 employees.
 - ii. If you are unaware of a users’ 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).
- f. **User’s Job Title** – User’s current job title. (e.g., Financial Services Specialist)
- g. **Business Unit** – Enter your agency’s 5-digit Business Unit ID (e.g., 50100-VDOT, 15100-DOA, etc.)
- h. **Department ID** – Enter your agency Department ID (e.g., 10015-VDOT, 95400-DOA, etc.)
- i. **Check box if contract worker or HR Level 4 employee?** Check this box only if the user is a Contract Worker or HR Level 4 employee (e.g., without a Cardinal Employee ID).
- j. **Provide Supervisor Name and supervisor Employee ID Number for contract workers and HR Level 4 employees Only**
 - i. Supervisor’s Name (e.g., Doe, John B.)
 - ii. Supervisor’s Employee ID Number - Employee ID Number is an 11-digit number assigned by Cardinal (e.g., 00123456700). You must enter the full 11-digit number on this form.

3. FIN Section

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

FIN Section - Accounts Payable, Accounts Receivable and General Ledger (if applicable)
a. Finance Primary Permission Lists

Finance Primary Permission Lists	
Business Units (10000 to 59999) <select one>	Business Units (60000 to 99999) <select one>

- i. **Primary Permission List** – select the required FIN Primary Permission List to which access is required by using the drop down box. Primary Permission List selection should coincide with the users’ agency Business Unit. (e.g., users in 13300 should only select Primary Permission Lists for Business Unit 13300:
 - 13300 – V_R_13300_APA_OVERSIGHT
 - 13300 – V_R_13300_USERS)
- ii. A detailed list of Primary Permission Lists by Business Unit can be found on the Cardinal Project website. Choose only one FIN Primary Permission List per user.



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b. Finance Read Only Access

Check here if only requesting Read Only Access to FIN:		
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- 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			
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Fiscal Officer	<input type="checkbox"/> DOA Pre Audit (<i>DOA Only-Statewide</i>)	<input type="checkbox"/> Check to Remove Profile
If Agency Head or Fiscal Officer , enter Business Unit(s) and Department ID number(s) user approves.			

- i. **Expense Approver Profiles** – If user is an Expenses 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 Numbers user approves for Agency Head and Fiscal Officer. Profile is not needed if user is a supervisor or backup approver.
- ii. **Check to Removal 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)		
<input type="checkbox"/> Supplier Conversation Processor	<input type="checkbox"/> Voucher Processor	<input type="checkbox"/> Special Voucher Processor
<input type="checkbox"/> Voucher Approver*	<input type="checkbox"/> HCM Voucher Processor	<input type="checkbox"/> Voucher Upload Error (Interfacing Only)
<input type="checkbox"/> Payment Reconciler	<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Expenses Employee
<input type="checkbox"/> Expense Processor	<input type="checkbox"/> Employee Profile Sync Maintenance	<input type="checkbox"/> Expenses Approver
<input type="checkbox"/> Expense Reassign	<input type="checkbox"/> Secure Payment Reporter	<input type="checkbox"/> Petty Cash Processor
<input type="checkbox"/> Payment Cash Configurator	<input type="checkbox"/> Workflow System Administrator	<input type="checkbox"/> EDI Viewer (Tier II and Tier III Only)
Statewide Central Roles:		
<input type="checkbox"/> Supplier Maintenance Specialist	<input type="checkbox"/> Supplier Maint Spreadsheet Upld	<input type="checkbox"/> EDI Coordinator
<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Special Payment Processor	<input type="checkbox"/> Banking Configurator
<input type="checkbox"/> Paycycle Configurator	<input type="checkbox"/> Travel Expense Configurator	<input type="checkbox"/> Voucher Spreadsheet Processor
<input type="checkbox"/> Voucher Spreadsheet Approver	<input type="checkbox"/> Payment Cash Trans Override	<input type="checkbox"/> Oversight Viewer
<input type="checkbox"/> DOA Special Paycycle Processor	<input type="checkbox"/> Statewide Pre Audit Approver	
*If Voucher Approver , enter Accounts Payable Business Unit number(s) user approves.		
*DJJ, DBHDS, Treasury, DOA & CSA ONLY-If Voucher Approver , also enter Dept ID number(s) user approves.		



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- i. **Voucher Approver* role** – if checked you must list the Accounts Payable Business Unit Numbers user approves. DJJ, DBHDS, Treasury, DOA and CSA only must also list the Department ID Numbers user approves in the box provided.
- ii. **AP Department of Accounts Only Statewide Roles**– Are not available to agencies. These roles may only be selected by Department of Accounts (DOA) users.

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

Finance Accounts Receivable Roles (check all roles requested)	
<input type="checkbox"/> Funds Receipts Processor	<input type="checkbox"/> Funds Receipts Manager
<input type="checkbox"/> Funds Receipts Processor for Multiple GL BU (Restricted)	<input type="checkbox"/> Funds Receipts Manager Multi BU (Restricted)

- i. **AR Restricted Roles** – requires additional DOA approval. (refer to the Security Handbook). f.

Finance General Ledger Roles (check all roles requested)

Finance General Ledger Roles (check all roles requested)		
<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Journal Processor - Interfacing	<input type="checkbox"/> Journal Approver*
<input type="checkbox"/> Agency Chartfield Administrator	<input type="checkbox"/> Budget Processor	<input type="checkbox"/> Budget Approver
Statewide Central Roles		
<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> ACFR Processor	<input type="checkbox"/> Statewide Journal Approver
<input type="checkbox"/> Statewide ChartField Admin	<input type="checkbox"/> GL Tree Combo Maintenance	<input type="checkbox"/> Statewide GL Sys Administrator
<input type="checkbox"/> Statewide GL Sys Processor	<input type="checkbox"/> Statewide Budget Administrator	<input type="checkbox"/> Statewide Budget Processor
<input type="checkbox"/> Statewide Budget Approver	<input type="checkbox"/> GL Revenue Reporter	<input type="checkbox"/> DOA Journal Bypass
<input type="checkbox"/> Journal Source Bypass	<input type="checkbox"/> SPO Crosswalk Configurator	
*If Journal Approver , enter General Ledger Business Unit Number(s) user approves.		
*DJJ, DBHDS, Treasury, DOA, and CSA ONLY - If Journal Approver , also enter Department ID number(s) user approves.		

- i. **Journal Approver* role** – if checked you must list the General Ledger Business Unit Numbers user approves. DJJ, DBHDS, Treasury, DOA and CSA only must also list the Department ID Numbers user approves in the box provided.
- ii. **GL Department of Accounts Only Statewide Roles** – are not available to agencies. These roles may only be selected by Department of Accounts (DOA) and Tax users.

g. **Business Intelligence Section (Finance Only)**

Complete this section as applicable for users requiring core access to BI. Note: General access to Cardinal Business Intelligence is granted automatically with FIN Core User access.

Business Intelligence Section (Finance Only) (if applicable)*
<input type="checkbox"/> BI Adhoc User (Restricted)

- i. **BI Adhoc User role** – requires additional DOA approval. (refer to the Cardinal Security Handbook).



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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 Lists	
Business Units (09000 to 59999) <select one>	Business Units (60000 to 99999) <select one>

- i. **Primary Permission List** – Select the required HCM Primary Permission List to which access is required by using the drop down box. Primary Permission List selection should coincide with the users' agency Business Unit. (e.g., users in 15100 should only select Primary Permission Lists for Business Unit 15100:
 - 15100 – V_PRIM_DOA_FISCAL
 - 15100 – V_PRIM_DOA_OVERSIGHT
 - 15100 – V_PRIM_15100_USERS
 - 15100 – V_PRIM_15100_PSB_OVERSIGHT)
- ii. A detailed list of Primary Permission Lists by Business Unit can be found on the Cardinal Project website. **Choose only one HCM Primary Permission List per user.**

b. HCM Benefit Roles (check all roles requested)

HCM Benefits Roles (check all roles requested)		
<input type="checkbox"/> Benefits Administrator	<input type="checkbox"/> Benefits Read Only	<input type="checkbox"/> HBO Benefits Support
Statewide Central Roles:		
<input type="checkbox"/> OHB Benefits Administrator	<input type="checkbox"/> OHB Benefits Operations	<input type="checkbox"/> OHB Benefits Config Read Only
<input type="checkbox"/> VRS Benefits Administrator	<input type="checkbox"/> TLC Datasheet Administrator	

- i. OHB roles are for users in the DHRM Office of Health Benefits Only.
- ii. VRS role is for users in the Virginia Retirement System agency Only.

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

HCM Human Resources Roles (check all roles requested)		
<input type="checkbox"/> HR Administrator	<input type="checkbox"/> HR Position Management	<input type="checkbox"/> HR Manager Reports
<input type="checkbox"/> HR Read Only	<input type="checkbox"/> HR Read Only Sensitive Data	<input type="checkbox"/> EPR Only Entry
Statewide Central Roles:		
<input type="checkbox"/> HBO HR Administrator	<input type="checkbox"/> DHRM HR Operations	<input type="checkbox"/> DGS Reporter
<input type="checkbox"/> DVS Reporter		

- i. DHRM role is for users in the Department of Human Resource Management agency Only.
- ii. DVS role is for users in DVS agency Only.
- iii. DGS role is for users in DGS agency Only.

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d. HCM Payroll Roles (check all roles requested)

HCM Payroll Roles (check all roles requested)		
<input type="checkbox"/> Payroll Administrator	<input type="checkbox"/> Payroll Read Only	<input type="checkbox"/> SPOT Approver
<input type="checkbox"/> Payroll Budget Processor		
Statewide Central Roles:		
<input type="checkbox"/> SPO Payroll Operations	<input type="checkbox"/> SPO Payroll Processor	<input type="checkbox"/> SPO Payroll Garnishment Admin
<input type="checkbox"/> SPO Payroll Super User		
<input type="checkbox"/> SPO Configurator Read Only		

i. SPO roles are for users in the DOA's State Payroll Operations Only.

e. HCM Time and Attendance Roles (check all roles requested)

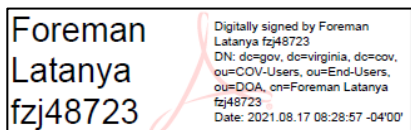
HCM Time and Attendance Roles (check all roles requested)		
<input type="checkbox"/> Absence Administrator	<input type="checkbox"/> Absence Supervisor	<input type="checkbox"/> Time & Labor Administrator
<input type="checkbox"/> Employee TL Setup	<input type="checkbox"/> Time & Labor Supervisor	<input type="checkbox"/> Timekeeper
<input type="checkbox"/> TA Interface Administrator	<input type="checkbox"/> Delegation Administrator	<input type="checkbox"/> TA Reporter

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

5. Approvals

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.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User Printed Name	Date	Supervisor Printed Name	Date
<input type="text"/>		<input type="text"/>	
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.			
<input type="text"/>			<input type="text"/>
Cardinal Security Officer Printed Name			Date
<input type="text"/>			
Cardinal Security Officer Signature (sign above)			

- Certification Statement** – user's printed name, signature and date.
- Certification Statement** – supervisor's printed name, signature and date.
- Certification Statement** – Cardinal Security Officer (CSO) printed name, signature and date.
- Digital Signatures** are allowed only if they include a system generated date stamp as shown in the example below.

Example of Digital Signature:


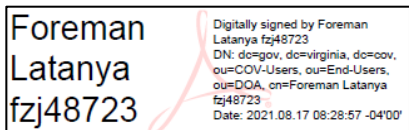
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7. Department of Accounts Approval

Department of Accounts Approval (as required)	
<input type="checkbox"/> Segregation of Duties Exception	<input type="checkbox"/> Statewide Permission List Request
DOA Approver Printed Name	Date
DOA Approver Signature (sign above)	

- a. As a general rule, Segregation of Duties (SOD) role combinations will not be granted to Cardinal users. Exceptions can be requested for agencies where limited staffing is available or special circumstances exist.
- b. Before completing or submitting a security form where an SOD role combination conflict is being requested for a user, the agency should first complete the following steps in order to obtain approval for an agency SOD conflict exception.
 - i. Submit a written request to DOA’s Director of General Accounting (gacct@doa.virginia.gov) that includes:
 - Exceptions requested
 - Justification for the exception
- c. Digital Signatures are allowed only if they include a system generated date stamp as show in example below.

Example of Digital Signature:



8. Comments/Notes Section (Optional)

Comments/Notes

- a. Area for any additional information