



Statewide Security Handbook

November 2023

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Document Change Log

| Date | Version Number | Author | Change Description |
|--------------------|----------------|---------------|---|
| September 21, 2021 | 1.0 | Security Team | Created from Role Mapping Workshop Materials |
| March 4, 2022 | 2.0 | Security Team | <p>Added Restricted Role paragraph outlining Cardinal Security Officer's responsibilities. (page 8)</p> <p>Updated all columns to highlight Segregation of Duties (SOD) and Restricted Roles (RR) respectively in the columns for easy viewing.</p> <p>Statewide Central Roles title - changed to Statewide Central Roles – FIN.</p> <p>GL nVision Executer and CAFR Processor role – moved to Statewide Central Roles – FIN section. Replaced the word CAFR with ACFR. Added the Board of Accountancy to restriction for both roles.</p> <p>APA Audit Special role - name changed to APA All Pages – Read Only FIN (V_APA_RO_FIN). Added 'No Exception' to who can be assigned this role.</p> <p>Added Statewide Central Roles – HCM section and moved the following roles to this section: OHB Benefits Administrator OHB Benefits Operations OHB Benefits Config Read Only VRS Benefits Administrator HBO HR Administrator DHRM HR Operations DGS Reporter DVS Reporter SPO Payroll Operations SPO Payroll Processor SPO Payroll Garnishment Admin SPO Payroll Super User SPO Configurator Read Only TLC Datasheet Administrator (new role)</p> <p>HBO Benefits Support role - removed from handbook; role will reside on the new Locality/HBO Security Form/Handbook Only.</p> <p>HR Administrator role – Removed SOD restriction role SPOT Administrator.</p> <p>SPOT Approver role – removed buddy role PY Administrator.</p> <p>Absence Supervisor role – updated other role consideration description.</p> <p>Time & Labor Administrator role – removed description 'view leave information'</p> <p>Employee TL Setup role – added buddy role.</p> <p>Time & Labor Supervisor – updated other role consideration description.</p> <p>TA Read Only role – changed name to TA Reporter and updated description.</p> <p>APA Audit Special Role – name changed to APA All Pages – Read Only HCM (V_APA_RO_HCM). Added 'No Exception' to who can be assigned this role.</p> <p>TA Audit Inquiry (V_TA_RO) role – added to Additional User Role section.</p> <p>Added the word queries to ever HCM role with a description that has access to reports.</p> <p>OHB Benefits Operations Role – added BN and HR reports to role description.</p> |

| Date | Version Number | Author | Change Description |
|-------------------------|----------------|---------------|---|
| Continued March 4, 2022 | | | <p>Added new role Audit Inquiry HR Sensitive (V_AUDITOR_HR) role.</p> <p>TA Read Only - Changed description to include (including employee timesheets).</p> <p>Agency Audit roles - Added Role Restriction (RR) designation to all agency audit roles in HCM and FIN.</p> <p>HBO HR Administrator role – changed description to say View Position Data (can no longer enter/update)</p> |
| May 2, 2022 | 3.0 | Security Team | Added new role HR Read Only Sensitive Data (V_HR_RO_PII) role. |
| May 11, 2022 | 4.0 | Security Team | Added HBO Benefits Support (V_BN_HBO_SUPPORT) role to the handbook. |
| July 7, 2022 | 5.0 | Security Team | Removed the restriction from the HBO Benefits Support (V_BN_HBO_SUPPORT) role and added the suggestion of who would need the access in the description. |
| July 28, 2022 | 6.0 | Security Team | Added new role TA Restricted Special Approver (V_TA_RESTRICTED_SPEC_APPROVER) role. |
| August 12, 2022 | 7.0 | Security Team | Removed Segregation of Duties (SOD) from the TA Restricted Special Approver role (V_TA_RESTRICTED_SPEC_APPROVER) with the Delegation Administrator role. User can now have both roles. |
| September 21, 2022 | 8.0 | Security Team | <p>Added Voucher Spreadsheet Approver role to restriction for Voucher Processor and HCM Voucher Processor roles.</p> <p>Added Voucher Spreadsheet Approver role to restriction for Special Voucher Processor and Petty Cash Processor roles.</p> <p>Added HCM Voucher Processor role to restriction for Voucher Approver role.</p> <p>Added Voucher Spreadsheet Processor role to restriction for Voucher Approver role.</p> <p>Added Voucher Processor and HCM Voucher Processor role to restriction for Voucher Spreadsheet Approver role.</p> <p>Added SOD for HR Position Management role to not have Payroll Administrator role.</p> <p>Removed Journal Approver role as a SOD for Journal Processor and Journal Processor Interfacing roles.</p> <p>Added section 'Who should submit a Cardinal Security Form?' Under the Cardinal Security Form section.</p> |
| March 24, 2023 | 9.0 | Security Team | Replaced the word CAFR with ACFR for the security role name of the GL role V_GL_ACFR_PROCESSOR. |
| August 30, 2023 | 10.0 | Security Team | Added additional Restriction to the PY Administrator and AM Administrator role description for Payroll Service Bureau (PSB) agencies |
| November 28, 2023 | 11.0 | Security Team | Updated the Role Description for the Payroll Read Only (V_PY_RO) role. |

Cardinal Security Handbook

The Cardinal Security Handbook should be used in conjunction with the Cardinal Security Access Form and instructions to request the appropriate Core user access to the Cardinal system applications (Financials, Human Capital Management, and Business Intelligence). Core user access is access that is required beyond Employee Self-Service (ESS) access.

The Cardinal system utilizes a combination of roles and permission lists to grant access to the Core user. Each agency is established as a Business Unit in Cardinal and each user in Cardinal is assigned a Primary Permission List for each applicable application. These permission lists determine the Business Unit(s) that the user can access within the application. The purpose of the Primary Permission List is to prevent users from being able to modify or view data for other agencies. A user can only view, enter, or process transactions for Business Units included in their assigned Primary Permission List.

Roles provide access to pages (functions) within Cardinal. Users need to be assigned the appropriate roles in the Cardinal System to have access to do their jobs. This Cardinal Security Handbook is designed to help agencies determine the correct roles for Cardinal users.

The following sections of this handbook are applicable for all Cardinal applications.

Cardinal Security Officers (CSO)

The Cardinal Security Officers listed on the Department of Account (DOA) Authorized Signatories Form (DA-04-121) have been granted authority to authorize the Cardinal Security Team to add, update and delete users in Cardinal who are preparers, approvers, and/or viewers of transactions in Cardinal. By accessing a transaction/data in Cardinal, the agency, department or institution, and its employees and agents, agree to the certifications contained in the Commonwealth Accounting Policy and Procedure Manual for the applicable transaction(s).

Cardinal Security Form

Who should submit a Cardinal Security Form?

- If an employee is an HCM ESS only user (no core access) then a Security form is not required to grant or remove the HCM ESS roles. Keep in mind, the terminated employees will still have limited ESS access (Terminated Employee Self Service V_TERM_EMPL_SS) 18 months following their termination and then the system will automatically terminate this ESS access.
- If an employee requires any type of core access (any access beyond Employee Self Service) in HCM or FIN, a Security form is always required to grant access. When an employee is terminated in HCM HR setup, the system will automatically remove all cores access and regular ESS access, and grant terminated ESS access (Terminated Employee Self Service V_TERM_EMP_SS) for 18 months.
- If a user account is not associated with an employee id (contractor, audit user accounts, HR Level 4 employees), a Security form is required to grant and/or remove access.

The Cardinal Security Form must be completed by the applicable agency's Cardinal Security Officer (CSO). The form should include required signatures prior to submitting to the Cardinal Security Team, in order for access to be granted in Cardinal.

The Cardinal Security Form (SE-SW-001) can be found on the Cardinal website at www.cardinalproject.virginia.gov.

Use this form to:

- Assign users to core roles within Cardinal
- Update existing Cardinal core user information
- Remove/Lock out users no longer requiring certain roles or to lock out contractors, audit users or HR Level 4 employees access to Cardinal

The Cardinal Security Officer will submit the completed form to the Cardinal Security mailbox at: cardinal.security@doa.virginia.gov

Primary Permission Lists

Primary Permission lists grant the user access to view, enter, or process transactions (as authorized via the corresponding Cardinal User Roles) for all Business Units included in the Primary Permission lists. For information on these lists, please reference the Cardinal Primary Permission list spreadsheet on the Cardinal Project website at www.cardinalproject.virginia.gov.

When requesting access to Primary Permission lists designated as a “Statewide Access Group”, it is the Agency Cardinal Security Officer’s responsibility to ensure Agency Management is aware of, and concurs with, the user’s need to access statewide information, in order to perform assigned job duties. The agency also acknowledges adequate procedures and internal controls have been implemented at the agency to help ensure all extracted/downloaded data is stored and maintained in accordance with VITA Information Technology Resource Management (ITRM) Standard SEC501-09.

In addition to the requirements stated above, any Cardinal Security Form requesting access to a Statewide Primary Permission Lists will require approval/signature from a designated Cardinal DOA Approver.

Cardinal User Roles

Roles provide access to pages (functions) in Cardinal. Use the Cardinal Security Handbook as a reference when completing the Cardinal Security form, as it defines Cardinal roles by functional area.

You will find the following information in the handbook regarding Cardinal roles:

- Descriptive Role Names
- Role Descriptions & Other Role Considerations
- Segregation of Duties (SOD)/Restricted Roles (RR)
- Additional Approvals Required

Segregation of Duties Policy Exceptions

Several combinations of Cardinal security roles are noted as potential Segregation of Duty (SOD) conflicts in this handbook. As a general rule, SOD role combinations will not be granted to Cardinal users. Exceptions can be requested by agencies with limited staffing or special circumstances. Before completing or submitting a security form where a 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.

- Submit a written request on agency letterhead and signed by the Agency Head to DOA’s Director of General Accounting (email: gacct@doa.virginia.gov) that includes:
 - Exception requested
 - Justification for the exception
 - Description of the internal control implemented by the agency to mitigate the lack of separation of duties

DOA General Accounting will notify the agency in writing if the exception is granted. Once the SOD Exception has been approved by DOA General Accounting, the agency should take the following additional steps when submitting a Cardinal Security Form (SE-SW-001) for any user requesting SOD conflicting role combinations:

- Complete the Cardinal Security form (flagging the SOD Exception), attach a copy of the DOA General Accounting notification granting approval of the **applicable** agency exception

- Scan and email the form and exception approval notice to DOA's Director of General Accounting (email: gacct@doa.virginia.gov)
- DOA General Accounting will sign the form, scan and email the approved form to Cardinal Security at cardinal.security@doa.virginia.gov and to the Cardinal Security Officer for that agency.

Restricted Roles

As noted in the tables that follow, certain roles are designated as Restricted Roles (RR). It is the responsibility of the agency Cardinal Security Officer to ensure Restricted Role criteria is met before assigning these roles to agency users.

Buddy Roles

In some cases, two roles in Cardinal must be assigned together for the user to have the appropriate access to perform system tasks (e.g., in HCM the Absence Supervisor role needs the Time & Labor Supervisor role). If you select a role on the security form that has a buddy role associated with it, and the corresponding companion role is not checked on the form, the form will be rejected until all roles are selected properly.

The following sections of this handbook are applicable for the Cardinal Financials (FIN) application.

Accounts Payable User Roles

Accounts Payable (AP) is the main source of all non-payroll payment information for a financial entity. AP includes the following processes:

- Establish and Maintain Suppliers
- Enter and Process Vouchers
- Expense Processing
- Process Payments
- Process 1099

AP User Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|---|---|
| Supplier Conversation Processor V_AP_COVA_VENDOR_CONVERSATION | This role is for users routinely involved in the Supplier Procure to Pay process who have a need to interact with suppliers. This role has access to: <ul style="list-style-type: none"> • Record Supplier Conversations | N/A | N/A |
| Voucher Processor V_AP_COVA_VOUCHER_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Enter and maintain vouchers • Review voucher accounting entries • Delete vouchers | SOD: This role should not be given to a user with the Voucher Approver or Voucher Spreadsheet Approver roles. | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|---|--|---|
| Special Voucher Processor V_AP_COVA_SPEC_VCHR_PROCESSR | <p>This role has access to everything the Voucher Processor has. In addition, this role has access to:</p> <ul style="list-style-type: none"> Manually schedule payments Record manual payments Update vouchers with payment offsets (liens, garnishments) Unpost Vouchers Close vouchers Place holds on vouchers Mark vouchers as Separate Payment <p>This role is the only role that is able to update/ correct Scheduled Due Date when the 00 or 00PP pay term is used.</p> | <p>SOD: This role should not be given to a user with the Voucher Approver or Voucher Spreadsheet Approver roles.</p> | <p>Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov. (see SOD section of handbook for further instructions)</p> |
| Voucher Approver V_AP_COVA_VOUCHER_APPROVER | <p>This role has access to:</p> <ul style="list-style-type: none"> Approve vouchers | <p>SOD: This role should not be given to a user with the Voucher Processor, HCM Voucher Processor, Petty Cash Processor, Special Voucher Processor, Voucher Spreadsheet Processor or Workflow System Administrator roles.</p> | <p>Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov. (see SOD section of handbook for further instructions)</p> |
| HCM Voucher Processor V_AP_HCM_VCHR_PROCESSOR | <p>This role has access to:</p> <ul style="list-style-type: none"> Enter and maintain vouchers Review accounting entries Delete vouchers Use HCM vendors on a voucher <p>Only users with this role will be able to use HCM Vendors on a Voucher. This role should be assigned to a user in the financials organization.</p> | <p>SOD: This role should not be given to a user with the Statewide Voucher Approver or Voucher Spreadsheet Approver roles in Cardinal FIN.</p> | <p>Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov. (see SOD section of handbook for further instructions)</p> |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|--|-------------------------------|
| Voucher Upload Error Reporter V_AP_COVA_VCHR_ERROR_REPORTER | This role has access to: <ul style="list-style-type: none"> • View and execute the voucher upload error report Note: This report can contain sensitive data, so this role should only be assigned to authorized users based on agency secure data policies. | RR: This role is only available for interfacing agencies | N/A |
| Payment Reconciler V_AP_COVA_PAYMENT_RECONCILER | This role has access to: <ul style="list-style-type: none"> • Manually reconcile petty cash payments | N/A | N/A |
| 1099 Administrator V_AP_COVA_1099_ADMINISTRATOR | This role has access to: <ul style="list-style-type: none"> • Create 1099 reporting file to IRS • Create supplier Copy- B reports • Run 1099 processes • Make adjustments for 1099 reporting • Run 1099 reports and queries containing sensitive data This role will have access to sensitive data, as it will be able to view Supplier TIN on the supplier record. | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|--|-------------------------------|
| Expenses Employee V_AP_COVA_EXPENSES_EMPLOYEE | This role has access to: <ul style="list-style-type: none"> • Enter travel authorizations • Enter cash advances • Enter expense reports for self or as a proxy to others • View their own employee profile • Delete travel authorizations • Delete cash advances • Delete expense reports • Cancel travel authorizations Users with this role must be designated by the agency as an Expense Proxy. | RR: This role should not be assigned to non-employees unless they will be entering expenses on behalf of others (which requires note on the form stating this when requesting for non-employees who will be entering on the behalf of others). | N/A |
| Expenses Processor V_AP_COVA_EXPENSES_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Reconcile cash advances • Close expense reports • View expense accounting entries • Authorize an employee to enter expenses on behalf of another employee (proxy configuration) • Create templates • Run Expense reports with sensitive data • View Expense Report and Cash Advance payments and cancelations. | N/A | N/A |
| Employee Profile Sync Maintenance V_AP_COVA_EMP_PRFL_SYNC_MAINT | This role has access to: <ul style="list-style-type: none"> • Update default ChartField information on Expenses Employee Profiles • Update user defaults on Expense Employee Profile | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|--|---|
| Expenses Approver V_AP_COVA_EXPENSES_APPROVER | This role has access to: <ul style="list-style-type: none"> • Approve expense transactions Any user that may approve expenses should be given this role, even if they are not designated as a Fiscal Officer or Agency Head. Users with this role must be designated by the agency as an Expense Proxy. | RR: This role should not be assigned to non-employees. | N/A |
| Expenses Reassign V_AP_COVA_EXPENSES_REASSIGN | This role has access to: <ul style="list-style-type: none"> • Move expense transactions from one approver's worklist to another | N/A | N/A |
| Secure Payment Reporter V_AP_COVA_SECURE_PMNT_REPORTER | This role has access to: <ul style="list-style-type: none"> • Run payment reports containing sensitive data • Run Payment History by Supplier, Payment History by Bank, Payment History by Payment, and Trial Register reports | N/A | N/A |
| Petty Cash Processor V_AP_COVA_PETTY_CASH_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Create petty cash checks via express pay page | SOD: This role should not be given to a user with the Voucher Approver or Voucher spreadsheet Approver roles. | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |
| Payment Cash Configurator V_AP_COVA_PYMNT_CASH_CONFIG | This role has access to: <ul style="list-style-type: none"> • Set payment priorities for specific vouchers, expense reports, and/or cash advances via cash checking transaction priority page | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|--|---|
| Workflow System Administrator V_COVA_WF_WL_REASSIGN | This role has access to: <ul style="list-style-type: none"> • Move worklist items from one User to another. • Set the Alternate User ID to which future transactions will flow. | SOD: This role should not be given to a user with Voucher Approver or Voucher Spreadsheet Approver . This role should be assigned to one user and no more than two backups per agency. | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |
| EDI VIEWER V_AP_COVA_EDT_SRC | This role has access to: <ul style="list-style-type: none"> • Run the query for the EDI supplier list. This role will have access to sensitive data, as it will be able to view Supplier TIN. | RR: This role is available to Higher Education Tier II and Tier III agencies only. | N/A |

Accounts Payable Workflow

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level for action (approve or deny).

Expenses Workflow

Expense transactions are routed for approval based on Department IDs

The following Expense role(s) are tied to workflow:

- **Expense Approver**

As a general rule, only employees can be assigned to the Expense Approver role because it deals with the approval of expenses. Non-employees cannot be assigned to this role. When an expense transaction is entered for an employee, the person who is identified in Cardinal as their supervisor in their expense profile will be the first level of Cardinal approval for online agencies with Expense Workflow Option 1. The supervisor approver level does not apply for agencies with Expense Workflow Option 3 and for interfacing agencies.

Please use the information provided below to select the appropriate Expense Approver workflow profile for your users in Cardinal and list the department ID ranges for which the user will approve. **A user can only be assigned to one of the below expense approver profiles and only one user per profile/department range combination.**

| Expense Approver Profile | Profile Description |
|--------------------------|---|
| Fiscal Officer | Approval of all expense reports, travel authorizations, and cash advances. This approval level is optional for online agencies. |
| Agency Head | Approval of expense reports and travel authorizations containing expense amounts over the allowable amount and/or over \$1000. Interfacing agencies will not have the Agency Head approval level in Cardinal. |
| DOA Pre Audit | Approval of expense reports for Capital Outlay projects. This role may only be selected by employees of the following agency(s): Department of Accounts – General Accounting |

Voucher Workflow

Users assigned the following role will be assigned the agency specific route control profile(s) in order to properly route transactions for approval. Route control profiles are assigned to users to identify the areas on which they work.

- **Voucher Approver**

If the user is assigned to the Voucher Approver role, agencies will need to identify the Business Unit number(s) for which that user can perform approvals.

Accounts Receivable User Roles

Accounts Receivable (AR) is the functional area that handles a series of accounting transactions dealing with funds receipts. AR includes the following process:

- Enter Funds Receipts

AR User Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|---|---|
| Funds Receipt Processor V_AR_COVA_FUNDS_REC_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Enter deposits for miscellaneous payments • Enter direct journal accounting entries for deposits | N/A | N/A |
| Funds Receipt Manager V_AR_COVA_FUNDS_REC_MANAGER | This role has access to everything the Funds Receipts Processor role has. In addition, this role has access to: <ul style="list-style-type: none"> • Review and Complete direct journal accounting entries • Budget Check journal entries online • Group and approve deposits with a custom deposit certificate for submission to CARS and the Department of Treasury. | N/A | N/A |
| Funds Receipts Processor for Multiple GL BU V_AR_COVA_FUNDS_REC_MULTIBU | This role has access to: <ul style="list-style-type: none"> • Enter payments and deposits • Enter direct journal payments • Process for multiple GL business units on a Funds Receipt transaction | SOD: Access limited to select agencies requiring Multi GL BU access. | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|---|---|
| Funds Receipt Manager Multi BU V_AR_COVA_FUNDS_REC_MGR_MULTI | This role has access to everything the Funds Receipts Multi BU Processor role has. In addition, this role has access to: <ul style="list-style-type: none"> • Review and Complete direct journal accounting entries for Multi BU transactions • Budget Check journal entries online for Multi BU transactions • Group and approve deposits with a custom deposit certificate for submission to CARS and the Department of Treasury. | SOD: Access limited to select agencies requiring Multi GL BU access. | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |

General Ledger User Roles

General Ledger (GL) is the functional area that handles the set of financial accounts used to: accumulate the results of transaction processing, create budgets, generate financial statements and provide source financial data for reporting purposes. GL includes the following processes:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Period Close

GL User Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|--|-------------------------------|
| Journal Processor V_GL_COVA_JOURNAL_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Enter journals online • Enter spreadsheet journals • Edit journals online • Budget check journals online • Copy a journal • Execute Spreadsheet Upload process (batch process) • Review budget check Exceptions Agencies cannot enter an “agency to agency” (ATA) journal that crosses business units outside of their control group. Agencies will need to submit requests to DOA General Accounting when an ATA journal is needed (see CAPP Cardinal Topic 20405 for details). | N/A | N/A |
| Journal Processor Interfacing V_GL_COVA_JRNL_PROCESSOR_INT | This role is the same as the Journal Processor role above, but it is only available to Interfacing Agencies . | RR: This role is only available for interfacing agencies . | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|--|-------------------------------|
| Journal Approver V_GL_JOURNAL_APPROVER | This role has access to: <ul style="list-style-type: none"> • Approve journals • Post journals through batch process or online • Review journal lines • Execute Spreadsheet Upload process (batch process) • Execute Journal Edit through batch process • Execute Journal Budget Check through batch process | N/A | N/A |
| Agency ChartField Administrator V_GL_COVA_AGENCY_CF_ADMIN | This role has access to: <ul style="list-style-type: none"> • Maintain Agency controlled ChartFields (Department, Project, Cost Center, Task, Asset, Agency Use 1, Agency Use 2) • Maintain SpeedTypes/ SpeedCharts | N/A | N/A |
| Budget Processor V_GL_COVA_BUDGET_PROCESSOR | The Budget Processor is responsible for budget journals at the agency-level. This role has access to: <ul style="list-style-type: none"> • Enter budget journals, budget transfers and budget adjustments • Upload journals using the Spreadsheet Budget Journal upload • Review and correct budget journal errors | SOD: This role should not be given to a user with the Budget Approver role. (No Exceptions) | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|---|-------------------------------|
| Budget Approver V_GL_COVA_BUDGET_APPROVER | The Budget Approver is responsible for agency-level budgets. This role has access to: <ul style="list-style-type: none"> • Post budget journals through online or batch process • Delete budget journals through online or batch process • Post budget transfers and adjustments • Override agency level budget exceptions Upload spreadsheet budget journals | SOD: This role should not be given to a user with the Budget Processor role. (No Exceptions) | N/A |

General Ledger Workflow

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level to approve or deny. The GL Journal Approver is tied to workflow.

Users assigned to the following role will be assigned the agency specific route control profile(s), to properly route transactions for approval. Route control profiles are assigned to users to identify the areas on which they work.

- **Journal Approver**

If the user is assigned to the Journal Approver role, agencies will need to enter the Business Unit(s) for which that user can perform approvals.

Statewide Central Roles - FIN

Statewide Central Roles are only available to select agencies and/or operations, for example: Department of Accounts (e.g., General Accounting, Commonwealth Vendor Group (CVG), Department of Taxation, etc.). It is the responsibility of the agency Cardinal Security Officer to ensure Statewide Central Roles – FIN meet the Restricted Roles criteria.

Statewide Central Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|---|-------------------------------|
| Supplier Maintenance Specialist V_AP_VENDOR_MAIN_SPECIAL | <p>This role has access to:</p> <ul style="list-style-type: none"> • Enter suppliers • Maintain suppliers including financial sanctions, TIN matching, and 1099 reporting class setup • Configure Department of Small Business and Supplier Diversity certification types and conversation keywords. <p>Supplier additions and maintenance will be owned by Commonwealth Vendor Group.</p> <p>Buddy Role: Users assigned to this role must also be assigned the Supplier Conversation Processor role.</p> | <p>RR: This role may only be selected by users of the following agency/division(s):</p> <ul style="list-style-type: none"> • Department of Accounts: Commonwealth Vendor Group • Department of Accounts: General Accounting | <p>N/A</p> |
| Supplier Maint Spreadsheet Upload V_AP_COVA_VENDOR_SPD_UPLD | <p>This role has access to:</p> <ul style="list-style-type: none"> • Run program to create new supplier and update current suppliers via spreadsheet | <p>RR: This role may only be selected by users of the following agency/division(s):</p> <ul style="list-style-type: none"> • Department of Accounts: Commonwealth Vendor Group | <p>N/A</p> |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|---|-------------------------------|
| EDI Coordinator V_AP_EDİ_COORDINATOR | This role has access to: <ul style="list-style-type: none"> • Enter EDI banking information for suppliers and employees | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| Payment Processor V_AP_COVA_PAYMENT_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • View pay cycle exceptions • Cancel payments | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| Special Payment Processor V_AP_COVA_SPEC_PYMNT_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Use the Express Payment page to process Emergency Checks | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| Banking Configurator V_AP_COVA_BANKING_CONFIGURATOR | This role has access to: <ul style="list-style-type: none"> • Set up Commonwealth of Virginia bank accounts | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| Paycycle Configurator V_AP_PAYCYCLE_CONFIGURATOR | This role has access to: <ul style="list-style-type: none"> • Update check write dates on Pay Cycle | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|---|---|
| Travel Expense Configurator V_AP_TRAVEL_EXPENSE_CONFIG | This role has access to: <ul style="list-style-type: none"> • Maintain Expense configuration such as locations, lodging rates, mileage rates, per diem, etc. | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts | N/A |
| Voucher Spreadsheet Processor V_AP_COVA_DOA_VCHR_SPD | This role has access to: <ul style="list-style-type: none"> • Load vouchers into Cardinal using the Spreadsheet Upload | SOD: This role should not be given to users who have the Voucher Spreadsheet Approver or Voucher Approver roles. RR: This role may only be selected by users of the following agency/ division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |
| Voucher Spreadsheet Approver V_AP_COVA_DOA_SPD_APPR | This role has access to: <ul style="list-style-type: none"> • Approve Spreadsheet Vouchers using the mass approval page <p>Buddy Role: Users assigned this role should also be assigned the Voucher Approver Role</p> | SOD: This role should not be given to users who have the Voucher Processor, HCM Voucher Processor, Voucher Spreadsheet Processor, Petty Cash Processor, Special Voucher Processor, or Workflow System Administrator roles. RR: This role may only be selected by users of the following agency/ division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|---|-------------------------------|
| Payment Cash Transaction Override V_COVA_PYMNT_CASH_TRANSOVRD | This role has access to: <ul style="list-style-type: none"> Record specific business unit/fund combinations for cash checking fund level processing rules of bypass, override and fiscal year option Record specific vouchers, expense reports, and/or cash advances on cash checking transaction override page | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> Department of Accounts: General Accounting | N/A |
| Oversight Viewer V_OVERSIGHT_VIEWER | This role has view only access to: <ul style="list-style-type: none"> Accounts Payable Expenses Suppliers Payments | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> Department of Accounts | N/A |
| DOA Special Paycycle Processor V_AP_COVA_DOA_SPC_PYCYCL_PROC | This role has access to: <ul style="list-style-type: none"> Run the special Paycycles for Petty Cash, Wire and Treasury Accounts Payable Business Units Buddy Role: Users assigned this role should also be assigned the V_R_DOA_SPC_PAY Row Level Security Permission List. | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> Department of Accounts: General Accounting | N/A |
| Statewide Pre Audit Approver V_AP_PRE_AUDIT_APPROVER | This role has access to: <ul style="list-style-type: none"> Approve Capital Outlay transactions Approve Legal Services transactions | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> Department of Accounts: General Accounting | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|---|--|-------------------------------|
| General Ledger nVision Executer V_GL_COVA_NVISION_EXECUTER | This role has access to: <ul style="list-style-type: none"> • Maintain the scope of nVision reports • Create nVision report Requests <p>Buddy Role: This role requires the user to also have the ACFR Processor role.</p> | <p>RR: This role may only be selected by users of the following agency/ division(s):</p> <ul style="list-style-type: none"> • Department of Accounts • Board of Accountancy | N/A |
| ACFR Processor V_GL_COVA_ACFR_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Enter and report on ACFR ledgers (Cash, Modified Accrual, Full Accrual) <p>Buddy Role: This role has to be assigned in conjunction with the Journal Processor role in order to be able to enter journal entries to the ACFR ledgers.</p> <p><or></p> <p>This role has to be assigned in conjunction with the Journal Approver role to be able to post ACFR entries, although there is no approval process for ACFR entries.</p> | <p>RR: This role may only be selected by users of the following agency/ division(s):</p> <ul style="list-style-type: none"> • Department of Accounts • Board of Accountancy | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|---|-------------------------------|
| Statewide Journal Approver V_GL_STATE_JOURNAL_APPROVER | This role has access to: <ul style="list-style-type: none"> • Approve Journals • Post journals through batch process or online • Review journal lines • Upload import file • Execute Spreadsheet Upload process (batch process) • Execute Journal Edit through batch process • Execute Journal Budget Check through batch process | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| Statewide ChartField Administrator V_GL_COVA_STATE_CF_ADMIN | This role has access to: <ul style="list-style-type: none"> • Maintain all Chart of Accounts values • Maintain SpeedTypes/Speed Charts | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| General Ledger Tree Combo Maintenance V_GL_COVA_TREE_COMBO_MAINT | This role has access to: <ul style="list-style-type: none"> • Maintain trees in Cardinal Financials • Maintain Combination Edits | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|---|-------------------------------|
| Statewide General Ledger System Administrator V_GL_COVA_STATE_SYSTEM_ADMIN | This role has access to: <ul style="list-style-type: none"> • Update Open Periods • Maintain TableSet Controls • Maintain Business Units • Maintain Calendars • Maintain Journal Sources • Maintain Ledger Configuration • Maintain ChartField Value Sets • Maintain Actuals Closing Rules • Maintain Journal Generator templates • Maintain Accounting Entry Definitions • Run ChartField Configurator • Execute and Validate Actuals Close processes | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| Statewide General Ledger System Processor V_GL_COVA_STATE_SYST_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Unlock budget processes and GL Journals | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| Statewide Budget Administrator V_GL_COVA_STATE_BUDGET_ADMIN | This role has access to: <ul style="list-style-type: none"> • Maintain budget periods • Maintain budget structures • Maintain budget closing rules • Execute and validate Budget Close processes | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|---|---|-------------------------------|
| Statewide Budget Processor V_GL_COVA_ST_BUDGET_PROCESSOR | The Statewide Budget Processor is responsible for Central-level Budgets. This role has access to: <ul style="list-style-type: none"> • Enter and delete budget journals • Enter budget transfers and adjustments • Review and correct budget journal errors • Upload spreadsheet budget journals | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |
| Statewide Budget Approver V_GL_COVA_ST_BUDGET_APPROVER | The Statewide Budget Approver is responsible for Central-level Budgets. This role has access to: <ul style="list-style-type: none"> • Post budget journals through online or batch process • Delete budget journals through online or batch process • Override budgets • Post budget transfers and adjustments • Upload using Spreadsheet Budget Journal upload • Run the budget interface from Performance Budgeting | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: General Accounting | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|---|--|-------------------------------|
| GL Revenue Reporter V_GL_COVA_REVENUE_REPORTER | This role has access to: <ul style="list-style-type: none"> Run and receive the RGL304 General Fund/ Statement of Revenue Collections, Estimates & Transfers report | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> Department of Accounts: General Accounting Department of Taxation | N/A |
| DOA Journal Bypass V_GL_COVA_DOA_JRNL_BYPASS | This role has access to: <ul style="list-style-type: none"> Bypass the Cash Account balancing and Transfer Account balancing Journal Edits <p>Buddy Role: This role has to be assigned in conjunction with the Journal Processor or Journal Approver or Statewide Journal Approver role.</p> | RR: This role may only be selected by users of the following agency/division(s): <ul style="list-style-type: none"> Department of Accounts: General Accounting | N/A |
| Journal Source Bypass V_GL_COVA_SRC_BYPASS | This role will allow users, the ability to retrieve and copy a journal with any source from the “Copy Journals Request Page” and retain the original source value. Users with this role will also have the ability to override the NEXT journal ID from both the Journal Entry page and the Copy Journal page. | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> Department of Accounts: General Accounting | N/A |
| SPO Crosswalk Configurator V_GL_CROSSWALK_CONFIG | This role has access to: <ul style="list-style-type: none"> View/Update the State Payroll Journal Crosswalk page | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> Department of Accounts: State Payroll Operations | N/A |

Additional User Roles

Additional roles are available in Cardinal FIN and will be granted to select users as noted in the descriptions below.

Additional User Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|--|--|
| BI_Adhoc_User V_BI_ADHOCUSER_FIN | This role is for select users designated as Cardinal BI reporting super users. This role has access to: <ul style="list-style-type: none"> Develop ad hoc private reports and queries in the Cardinal Business Intelligence (BI) application | RR: This role may only be selected by limited users who have been approved by the DOA Cardinal Director. | Special approval is required by Cardinal Enterprise Application Director to obtain this role until further notice. |
| AUDIT Inquiry V_AUDITOR_FIN | This role has access to: <ul style="list-style-type: none"> Comprehensive Read only inquiry including sensitive data. <p>Note: The Cardinal Security Audit Access Form (SE-AUDIT-001) must be submitted for this access.</p> | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> Auditor of Public Accounts Agency Audit Staff | N/A |
| APA all pages – read only FIN V_APA_RO_FIN | This role has access to: <ul style="list-style-type: none"> Read Only access to Remote Desktop, SQL Developer Read Only & Application Designer <p>Note: The Cardinal Security Audit Access Form (SE-AUDIT-001) must be submitted for this access.</p> | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> Auditor of Public Accounts (NO Exceptions) | N/A |

Default User Roles

Default roles will be automatically assigned to Cardinal users as noted in the descriptions below. These roles are not listed on the security forms, but will be visible in the FIN security queries.

Default Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|---|-------------------------------|
| Cardinal Viewer V_COVA_CARDINAL_VIEWER | This role has access to: <ul style="list-style-type: none"> • Read only pages in Cardinal that do not contain sensitive data Default role given to all FIN Core users. | N/A | N/A |
| Cardinal Reporter V_COVA_CARDINAL_REPORTER | This role has access to: <ul style="list-style-type: none"> • Run public queries that do not contain sensitive data. Default role given to all FIN Core users. | N/A | N/A |
| Cardinal PeopleSoft User V_COVA_PEOPLESOFT_USER | This role has access to: <ul style="list-style-type: none"> • Run public queries Default role given to all FIN Core users. | N/A | N/A |

The following sections of this handbook are applicable for the Cardinal Human Capital Management (HCM) application.

Benefits Administration User Roles

Benefits Administration (BN) is the functional area containing the processes required for maintaining health and other benefits for the employees of the organization and their dependents. Benefits includes the following processes:

- Administer Event Maintenance
- Benefits Reconciliation
- Affordable Care Act (ACA) Reporting

BN User Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|---|-------------------------------|
| Benefits Administrator V_BN_ADMINISTRATOR | This role has access to: <ul style="list-style-type: none"> • View/update/process benefits enrollments • Run BN, HR reports and queries • View HR Data • Input and reconcile ACA data • View and update employee dependent data • Update agency BN administrator contacts | RR: This role may be assigned to users at state agencies and Decentralized Localities. | N/A |
| Benefits Read Only V_BN_RO | This role has access to <ul style="list-style-type: none"> • Run BN reports and queries • View employee BN enrollment data | N/A | N/A |
| HBO Benefits Support V_BN_HBO_Support | This role has access to: <ul style="list-style-type: none"> • Input and reconcile ACA data • View only access to benefits data including COBRA • Run BN reports and queries Recommend assigning this role to users in centrally managed Health Benefits Only(HBO) agencies, or Centralized Localities Buddy Role: HR Read Only | N/A | N/A |

Human Resources User Roles

Human Resources (HR) is the functional area containing all employee human resource data related to the employee lifecycle. HR includes the following processes:

- Set Up and Maintain Employee HR Data
- Maintain Employee Payroll Data – Maintain Additional Pay
- Maintain Additional HR Data

HR User Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|---|---|
| HR Administrator V_HR_ADMINISTRATOR | <p>This role has access to:</p> <ul style="list-style-type: none"> • Enter/update job data • Enter/update additional pay data • Update position data • Enter/update personal data • View results of position data upload and employee data upload • Enter/update performance ratings • Enter/update rewards & recognition • Enter/update disciplinary actions • Enter/update EPR tool • Employee match search • Run HR reports and queries, including those with Personally Identifiable Information (PII) and confidential data <p>Users with the HR Administrator role will not have access to update their own HR records in Cardinal.</p> <p>Users with the HR Administrator role do not need to select the EPR Only role, as this capability is also included as part of the HR Administrator role</p> | <p>SOD: This role should not be assigned to users with the PY Administrator role.</p> | <p>Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov. (see SOD section of handbook for further instructions)</p> |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|--|---|
| HR Position Management V_HR_POSITION_MGMT | This role has access to: <ul style="list-style-type: none"> Add a position Agency salary plan steps configuration Buddy Role: HR Administrator role | SOD: This role should not be assigned to users with the PY Administrator role. | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |
| HR Manager Reports V_HR_MANAGER_RPTS | This role has access to: <ul style="list-style-type: none"> Run HR reports and queries with PII and confidential data in Cardinal including, but not limited to, performance, rewards, and disciplinary actions. This role gives access to confidential data in Cardinal. | N/A | N/A |
| HR Read Only V_HR_RO | This role has access to: <ul style="list-style-type: none"> View personal data View job data View position data Run HR reports and queries | N/A | N/A |
| HR Read Only Sensitive Data V_HR_RO_PII | This role has access to: <ul style="list-style-type: none"> Sensitive personal fields (e.g., SSN, Date of Birth) Buddy Role: HR Read Only | N/A | N/A |
| EPR Only Entry V_HR_EPR_ONLY | This role has access to: <ul style="list-style-type: none"> Review/Update/Certify EPR Counts The EPR Only Entry role does not need to be given to an HR administrator due to that role having access to the EPR tool. | N/A | N/A |

Payroll User Roles

Payroll (PY) is the functional area that enables the calculation of earnings, taxes, and deductions. Payroll includes the following processes:

- Maintain Employee Payroll Data
- Process Payroll
- Post Payroll Process
- Payroll Costing
- Periodic Regulatory Reporting

PY User Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|---|---|---|
| Payroll Administrator V_PY_ADMINISTRATOR | This role has access to: <ul style="list-style-type: none"> • Enter general deductions • Enter direct deposit information on behalf of employees • Review W-4 tax data • Enter state and local tax data and tax distribution data • Run Payroll audit reports • View garnishments • Enter adjustments through Single Use Payroll Online Tool (SPOT) • Run PY, HR, TA, and BN reports and queries • View HR and BN data | SOD: This role should not be assigned to users with the HR Administrator role or the HR Position Management role. RR: This role cannot be assigned to users of a Payroll Service Bureau agency (with the exception of the Department of Accounts-15100 & DBHDS-72000 Only) | Segregation of Duties (SOD) – send to DOA Approvers for approval at gacct@doa.virginia.gov . (see SOD section of handbook for further instructions) |
| Payroll Read Only V_PY_RO | This role has access to: <ul style="list-style-type: none"> • View employee PY data • View Absence Management administration data • Run PY reports and queries | N/A | N/A |
| SPOT Approver V_PY_SPOT_APPROVER | This role has access to: <ul style="list-style-type: none"> • Approve SPOT transactions | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|---|---|-------------------------------|
| Payroll Budget Processor V_PY_BUDGET_PROCESSOR | <p>This role has access to:</p> <ul style="list-style-type: none"> • Run PY reports and queries • Maintain default funding details on the department/ position budget table <p>Recommend assigning this role to a user in Finance or a user with the HR Administrator role. The intent of the PY Budget Processor role is to maintain position/department default funding, not to view payroll data.</p> <p>Note: The Payroll Read Only role gives access to view payroll data online. A person can be assigned either or both roles. Non-payroll agencies providing default funding will assign the PY Budget Processor role.</p> | N/A | N/A |

Time & Attendance User Roles

The Time & Attendance (TA) functional area includes two modules: Time & Labor (TL) and Absence Management (AM) and handles time and leave entry and administration. Time & Attendance includes the following processes:

- Time & Attendance Employee Setup
- Time & Attendance Capture
- Time & Attendance Approval and Processing
- Payroll Integration and Cost Allocation

Note: The terms “Absence” and “Leave” are both defined as time away from work and are referenced interchangeably. Additionally, “Time & Labor” and “Time & Attendance” are referenced interchangeably.

TA User Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|---|-------------------------------|
| Absence Administrator V_AM_ADMINISTRATOR | <p>This role has access to:</p> <ul style="list-style-type: none"> • View calendars and calendar groups • Review/correct/approve reported absences • TRC administrator-level access on timesheets • Enter/modify/void leave • View/adjust leave balances • Enter leave donation and Family Medical Leave Act (FMLA) balance adjustments • View absence calculation results pages • View employee time reporting information • View schedules for employees • View comp time and overtime leave plans for employees • View TL eligibility and TL auto enroll bypass • View only to job data pages that impact TL auto enroll • View absence management calculation results • Run TA reports and queries <p>This role gives access to the Timesheet & Absence Event page as an Administrator for time and absence entry.</p> | <p>RR: This role may only be assigned to users of agencies using Cardinal Absence Management.</p> <p>RR: This role cannot be assigned to users of a Payroll Service Bureau agency (with the exception of the Department of Accounts -15100 & DBHDS-72000 Only)</p> | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|--|-------------------------------|
| Absence Supervisor V_AM_SUPERVISOR | <p>This role has access to:</p> <ul style="list-style-type: none"> • Review/approve absences for direct reports • Enter leave on behalf of direct reports • Review direct reports' leave taken • Cancel or modify direct reports' leave taken • Review direct reports' leave balances and history • Enter or modify FMLA leave on behalf of a direct report • Delegate their own approval responsibility • Run TA reports and queries <p>Users assigned to a position in Cardinal designated as a "Reports To" position will not be able to view/ approve/ deny absence events for employees that report to them if this role is not assigned. Anyone designated as a backup approver will also need this role in order to approve absence events.</p> <p>Buddy Role: Time & Labor Supervisor</p> | RR: This role may only be assigned to users of agencies using Cardinal Absence Management. | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|---|-------------------------------|
| Time & Labor Administrator V_TL_ADMINISTRATOR | <p>This role has access to:</p> <ul style="list-style-type: none"> • Audit/monitor and validate timesheets • TRC Administrator-level access on timesheets • Review and resolve exceptions • Enter time on behalf of an employee • Correct employee's timesheet • View time entry processing status • View employee time reporting information • View/assign/change employee schedules • View comp time and overtime leave plans for employees • View TL eligibility and TL auto enroll bypass • View only to job data pages that impact TL auto enroll • Run TA reports and queries <p>If Cardinal is the leave system of record the following are available on the timesheet:</p> <ul style="list-style-type: none"> • View compensatory and overtime leave balances | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|---|-------------------------------|
| Employee TL Setup V_TL_EMPL_SETUP_ADMIN | <p>This role has access to:</p> <ul style="list-style-type: none"> • Enter TL eligibility and TL auto enroll bypass • View/change employee time reporter information • View/assign/change employee schedules • View/change compensatory time and overtime leave plans for employees • View (only) job data pages that impact TL auto enroll and service date • Run TA reports and queries <p>Buddy Role: This role has to be assigned in conjunction with the Time & Labor Administrator <and/or> Absence Administrator role.</p> | N/A | N/A |
| Time & Labor Supervisor V_TA_SUPERVISOR | <p>This role has access to:</p> <ul style="list-style-type: none"> • Review/Change/Approve direct reports' timesheets • Enter time on behalf of direct reports • Delegate approval responsibility • View/Approve payable time • View/Assign/Change employee schedules • View/Allow exceptions • View time entry processing status • Run TA reports and queries <p>If Cardinal is the leave system of record the following are available on the timesheet:</p> <ul style="list-style-type: none"> • View compensatory and overtime leave balances • View leave information <p>Users assigned to a position in Cardinal designated as a "Reports To" position will not be able to view/ approve/ deny absence events for employees that report to them if this role is not assigned. Anyone designated as a backup approver will also need this role in order to approve absence events.</p> | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|--|-------------------------------|
| Timekeeper V_TA_TIMEKEEPER | This role has access to: <ul style="list-style-type: none"> • Enter and view time for employees • View and correct timesheet errors • View time entry processing status • Enter and view leave for employees • View employee schedules • View/allow exceptions • View payable time summary and detail • Run TA reports and queries If Cardinal is the leave system of record the following are available on the timesheet: <ul style="list-style-type: none"> • View compensatory and overtime leave balances • View leave information | N/A | N/A |
| TA Interface Admin V_TA_INTERFACE_ADMINISTRATOR | This role has access to: <ul style="list-style-type: none"> • Review and correct Time and Absence interface errors • Reconcile time interfaced into Cardinal • Run TA reports and queries Buddy Role Time & Labor Administrator | RR: This role may only be assigned to agencies interfacing Time & Attendance | N/A |
| Delegation Administrator V_TL_DELEGATION_ADMINISTRATOR | This role has access to: <ul style="list-style-type: none"> • Add and manage delegation requests on behalf of others • Reassign approval worklists for timesheets and absence requests, as applicable • Run TA reports and queries | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|--|-------------------------------|
| TA Reporter V_TA_REPORTER | This role has access to: <ul style="list-style-type: none"> Run TA reports and queries | N/A | N/A |
| TA Restricted Special Approver V_TA_RESTRICTED_SPEC_APPROVER | This role has access to: <ul style="list-style-type: none"> Approve/change pending timesheet transactions that could not be routed to an actual approver due to various reasons (e.g., Reports To issues, user profile issues) Approve/deny/change pending absence transactions events that could not be routed to an actual approver. | RR: This role should be assigned to a maximum of three users at each agency and must be assigned to at least one user at each agency. | N/A |

Statewide Central Roles - HCM

Statewide Central Roles are only available to select agencies and/or operations, for example: Department of Accounts (e.g., Department of Human Resource Management: Office of Health Benefits (OHB), State Payroll Operations (SPO), Department of General Services (DGS), Department of Veterans Services (DVS), etc.). It is the responsibility of the agency Cardinal Security Officer to ensure Statewide Central Roles – HCM meet the Restricted Roles criteria.

Statewide Central Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|--|-------------------------------|
| OHB Benefits Administrator V_BN_OHB_ADMINISTRATOR | This role has access to: <ul style="list-style-type: none"> • Agency Benefit Administrator functionality • View/run BN reports, manage benefit data corrections, and resolve benefit errors • View/update employee COBRA enrollment information • View/update Benefit Enrollment Base Benefits Pages • View HR data (excluding compensation) and run HR reports and queries | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Human Resource Management: Office of Health Benefits. | N/A |
| OHB Benefits Operations V_BN_OHB_OPERATIONS | This role has access to: <ul style="list-style-type: none"> • OHB Administrator functionality • Run Benefits Administration Process • Run COBRA Administration Process • Run BN, HR reports and queries | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Human Resource Management: Office of Health Benefits | N/A |
| OHB Benefits Config Read Only V_BN_OHB_CONFIG_RO | This role has access to: <ul style="list-style-type: none"> • View all benefit configuration read only (RO) | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Human Resource Management: Office of Health Benefits | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|---|--|-------------------------------|
| VRS Benefits Administrator V_BN_VRS_ADMINISTRATOR | This role has access to: <ul style="list-style-type: none"> Resolve savings and retirement plan interface issues Manage savings and retirement plan benefit data corrections Resolve retirement benefit errors View savings and retirement information View payroll deduction balances Run BN reports and queries | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> Virginia Retirement System | N/A |
| TLC Datasheet Administrator V_BN_TLC_DATASHEET_ADMIN | This role has access to: <ul style="list-style-type: none"> View/Update renewal elections (datasheet) Run select Benefits reports and queries Run datasheet queries <p>*Note: The Cardinal Security Locality Access Form (SE-LOCALITY-001) must be submitted to request this access for Locality users.</p> | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> Department of Human Resource Management: Office of Health Benefits Centralized and Decentralized Localities* | N/A |
| HBO HR Administrator V_HR_HBO_ADMINISTRATOR | This role has access to: <ul style="list-style-type: none"> View position data Enter/Update personal data Enter/Update job data Employee Match Search Run HR reports and queries <p>*Note: The Cardinal Security Locality Access Form (SE-LOCALITY-001) must be submitted to request this access for Locality/HBO users.</p> | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> Department of Human Resource Management: Office of Health Benefits Health Benefits Only organization* Decentralized Localities* | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|--|-------------------------------|
| DHRM HR Operations V_HR_DHRM_OPERATIONS | This role has access to: <ul style="list-style-type: none"> • Update National ID (SSN) • Add a position and override select field edits • Override selected job data fields (salary minimum and maximum edits) • Disciplinary actions configuration • Delete written notices • Performance rating configuration and corrections • Rewards and Recognition configuration and corrections • EPR tool updates • Salary plan, grade, and step configuration • Run HR reports and queries, including those with PII confidential data | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Human Resource Management | N/A |
| DGS Reporter V_HR_DGS_REPORTER | This role has access to: <ul style="list-style-type: none"> • Run the statewide termination report and queries | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of General Services | N/A |
| DVS Reporter V_HR_DVS_REPORTER | This role has access to: <ul style="list-style-type: none"> • Run the statewide report and queries for Veteran's Services | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Veterans Services | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|---|-------------------------------|
| SPO Payroll Operations V_PY_SPO_OPERATIONS | This role has access to: <ul style="list-style-type: none"> • File taxes on behalf of the state • Adjust payroll balances, as needed • Run year-end processes • SPO Payroll Processor functionality • Payroll Administrator functionality to all functional areas • Run HR, BN, PY reports and queries | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: State Payroll Operations | N/A |
| SPO Payroll Processor V_PY_SPO_PROCESSOR | This role has access to: <ul style="list-style-type: none"> • Run payroll audit reports and queries • Update Paysheets • Create offcycle paysheets • Resolve payroll interface issues • Manage data corrections related to payroll • Resolve payroll errors • Administer one-time pay transactions using SPOT • Perform general deduction mass updates • Payroll Administrator functionality including reporting to all functional areas • View Time & Attendance processing results • View employee time reporting information • View schedules for employees • View calendar and calendar groups • View comp time and overtime leave plans for employees | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: State Payroll Operations | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|--|---|-------------------------------|
| SPO Payroll Garnishment Admin V_PY_SPO_GARNISH_ADMIN | This role has access to: <ul style="list-style-type: none"> • Enter employee garnishment data • Correct employee payroll garnishment data • Enter employee garnishment deduction data • Configure garnishment rules • Run PY reports and queries | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: State Payroll Operations | N/A |
| SPO Payroll Super User V_PY_SPO_SUPER | This role has access to: <ul style="list-style-type: none"> • Unsheet paysheets • Confirm/Unconfirm payroll • Create Pay Run ID's • Create/Clone Pay Calendars • Update plan year maximums for the 457 and 403(b) plans • Run selected Payroll batch processes | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: State Payroll Operations | N/A |
| SPO Configurator Read Only V_PY_SPO_CONFIG_RO | This role has access to: <ul style="list-style-type: none"> • View payroll configuration • View benefits configuration • View agency field default mapping table used by interfaces • View time & labor configuration • View shift differential rate | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Department of Accounts: State Payroll Operations | N/A |

Additional User Roles

An additional role is available in Cardinal HCM and will be granted to select users as noted in the description below.

Additional Role & Description

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|---|---|--|-------------------------------|
| Audit Inquiry HR Sensitive V_AUDITOR_HR | This role has access to: <ul style="list-style-type: none"> • Sensitive personal fields (e.g., SSN, Date of Birth) Buddy Role: HR Read Only Note: The Cardinal Security Audit Access Form (SE-AUDIT-001) must be submitted for this access. | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Auditor of Public Accounts • Agency Audit Staff | N/A |
| APA all pages – read only HCM V_APA_RO_HCM | This role is has access to: <ul style="list-style-type: none"> • Read Only access to Remote Desktop, SQL Developer Read Only & Application Designer • Run All reports and queries Note: The Cardinal Security Audit Access Form (SE-AUDIT-001) must be submitted for this access. | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Auditor of Public Accounts (NO Exceptions) | N/A |
| TA Audit Inquiry V_TA_RO | This role has access to: <ul style="list-style-type: none"> • View Time & Labor pages (including employee timesheets) • Run TA reports and queries Note: The Cardinal Security Audit Access Form (SE-AUDIT-001) must be submitted for this access. | RR: This role may only be assigned to users of the following agency/division(s): <ul style="list-style-type: none"> • Auditor of Public Accounts • Agency Audit Staff | N/A |

Default User Roles

Default roles will be automatically assigned to Cardinal users as noted in the descriptions below. These roles are not listed on the security forms, but will be visible in the HCM security queries.

Default Roles & Descriptions

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|---|-------------------------------|
| Cardinal Finance User V_PEOPLESOFT_USER_FIN | <p>This role will provide access to Cardinal Finance application and Cardinal Business Intelligence through the Cardinal Portal.</p> <p>All Core Cardinal users who will need access to Cardinal Finance application will receive this role.</p> | N/A | N/A |
| Cardinal HCM User V_PEOPLESOFT_USER_HCM | <p>This role will provide access to Cardinal HCM application through Cardinal Portal.</p> <p>All Core Cardinal users who will need access to Cardinal HCM application will receive this role.</p> | N/A | N/A |
| HR Self Service V_HR_SS | <p>This role has access to:</p> <ul style="list-style-type: none"> • View/Update Personal Information Summary • View/Update Disability Status <p>This role, which grants access to an employee's specific employee data, will be automatically assigned to employees for agencies that do not interface employee data to Cardinal and to locality employees for access to employee data.</p> | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|--|---|-------------------------------|
| HR Self Service Read Only V_HR_SS_RO | <p>This role has access to:</p> <ul style="list-style-type: none"> • View Personal Information Summary • View Disability Status • View Total Rewards • View payment advice information for past paychecks • View and print W-2 or W-2c forms <p>This role, which grants access to an employee's specific employee data, will be automatically assigned to employees for agencies that do not interface employee data to Cardinal and to locality employees.</p> | N/A | N/A |
| Benefits Self Service V_BENEFITS_SS | <p>This role has access to:</p> <ul style="list-style-type: none"> • View benefit information • View/Update dependent information • Create life events • View benefits statements • Enroll in benefits through self-service <p>This role will be automatically assigned to all employees eligible for benefits for access to employee benefit data.</p> | N/A | N/A |
| Time & Labor Self Service V_TA_SS | <p>This role has access to:</p> <ul style="list-style-type: none"> • Enter, view and correct timesheet <p>This role will be automatically assigned to employees based on job setup for access to enter time through employee self-service.</p> | N/A | N/A |

| Descriptive Role Name | Role Description & Other Role Considerations | Segregation of Duties (SOD) / Restricted Roles (RR) | Additional Approvals Required |
|--|---|---|-------------------------------|
| Payroll Self Service V_PAYROLL_SS | <p>This role has access to:</p> <ul style="list-style-type: none"> • Maintain direct deposit information • View timesheet • View Monthly Schedule <p>This role will be automatically assigned to all employees paid through Cardinal Payroll for access to employee pay data.</p> | N/A | N/A |
| Terminated Employee Self Service V_TERM_EMPL_SS | <p>This role has access to:</p> <ul style="list-style-type: none"> • View/Update Personal Information Summary • View/Update Disability Status • View Total Rewards • View payment advice information for past paychecks • View and print W-2 or W-2c forms <p>This role will be automatically assigned to terminated agency employees for 1.5 years after their termination.</p> | N/A | N/A |