



Minnesota
STATE COLLEGES
& UNIVERSITIES

State Colleges & Universities Personnel/Payroll System

Web Application SCUPPS

SECURITY AUTHORIZATION FORM

USER INFORMATION:

Name: _____ New User Change to an Existing User
(Please Print)

Position: _____ Required Tech ID _____

Institution: _____ E-Mail Address _____

Phone Number _____ Date: _____

NOTE: Each user can have only one of these roles at an institution. Choose only one role.

Human Resources Super User Add Delete

Definition: User of the HR application who has full view, create, update and delete rights to all non-payroll areas of the HR web application (SCUPPS). Typical users: HR manager, HR benefits specialist, personnel specialist and OOC HR manager and OOC HR Helpdesk.

Permissions:

- Person Demographics: A combination of permissions that allows view access to all public and private employee and non-employee data for all persons in the MnSCU system. It also allows update access to employees associated with user's institution.
- HR Super User Default: Full view, create, update and delete rights to employee demographics, job, bargaining, and assignment functions. Also includes access to subsets of these groups, such as appointment status, insurance, retirement, seniority, work experience, merit increase, MSCF tracking, etc.
- HR E-Timesheet/Leave Maint: Full view, create, update and delete rights to employee timesheet information including work schedules, leave/OT requests, pre-approval for some types of leave/OT, supervisor routing rules. View-only access to employee timesheets.
- HR Update Vacant Positions: Full view, create, update and delete rights to vacant position data. NOTE: This permission cannot encumber vacant position dollars.
- HR Payroll Viewer Default: View access to payroll functions including employee timesheets, labor distribution, and unclassified leave accrual.
- HR Licensure Viewer: View access to historical faculty licensure data.

Human Resources Viewer Add Delete

Definition: User of the HR application who has view rights to all areas of the HR web application (SCUPPS). Typical users: HR office specialist, dean or department manager (MnSCU administrator), OOC HR staff, OOC IT help desk staff, TIAA-CREF representative.

Permissions:

- Person Demographics: A combination of permissions that allows view access to all public and private employee and non-employee data for all persons in the MnSCU system.
- HR Viewer Default: Full view rights to employee demographics, job, bargaining, and assignment functions. Also includes access to subsets of these groups, such as appointment status, insurance, retirement, seniority, work experience, merit increase, MSCF tracking, vacant positions, etc.
- HR E-Timesheet/Leave Maint: Full view rights to employee timesheet information including work schedules, leave/OT requests, pre-approval for some types of leave/OT, supervisor routing rules, and employee timesheets.
- HR Payroll Viewer Default: View access to payroll functions including employee timesheets, labor distribution, and unclassified leave accrual.
- HR Licensure Viewer: View access to historical faculty licensure data.

Non-Human Resources Viewer Add Delete

Definition: Casual user of the HR application who has limited view rights, mainly for person and employee demographic information. Typical users: Non-HR office specialists, dean or department manager, other non-HR staff.

Permissions:

- Person Demographics: A combination of permissions that allows view access to all public employee and public/private non-employee data for all persons in the MnSCU system.
- HR Viewer Default: Full view rights to employee demographics, job, bargaining, and assignment functions. Also includes access to subsets of these groups, such as appointment status, insurance, retirement, seniority, work experience, merit increase, MSCF tracking, vacant positions, etc.

Payroll Super User

Add Delete

Definition: User of the HR application who has full view, create, update, and delete rights to all payroll areas of the HR web application (SCUPPS). Typical users: Payroll specialists, and OOC campus assistance staff.

Permissions:

- **Person Demographics:** A combination of permissions that allows view access to all public employee and public/private non-employee data for all persons in the MnSCU system.
- **HR Payroll Super User Default:** Full view, create, update, and delete access to payroll functions including employee timesheets, labor distribution, and unclassified leave accrual.
- **HR Viewer Default:** Full view rights to employee demographics, job, bargaining, and assignment functions. Also includes access to subsets of these groups, such as appointment status, insurance, retirement, seniority, work experience, merit increase, MSCF tracking, etc.
- **HR E-Timesheet/Leave Maint:** Full view, create, update and delete rights to employee timesheet information including work schedules, leave/OT requests, pre-approval for some types of leave/OT, supervisor routing rules.
- **HR Update Vacant Positions:** Full view, create, update and delete rights to vacant position data. NOTE: This permission cannot encumber vacant position dollars.

Payroll Viewer

Add Delete

Definition: User of the HR application who has view rights only to payroll areas of the HR web application (SCUPPS). Typical users: HR managers, HR benefit specialist, personnel specialist, HR office specialist and OOC campus assistance staff.

Permissions:

- **Person Demographics:** A combination of permissions that allows view access to all public employee and public/private non-employee data for all persons in the MnSCU system.
- **HR Payroll Viewer Default:** Full view access to payroll functions including employee timesheets, labor distribution, and unclassified leave accrual.
- **HR Viewer Default:** Full view rights to employee demographics, job, bargaining, and assignment functions. Also includes access to subsets of these groups, such as appointment status, insurance, retirement, seniority, work experience, merit increase, MSCF tracking, vacant positions, etc.
- **HR E-Timesheet/Leave Maint:** Full view rights to employee timesheet information including work schedules, leave/OT requests, pre-approval for some types of leave/OT, supervisor routing rules.
- **HR Update Vacant Positions:** Full view, create, update and delete rights to vacant position data. NOTE: This permission cannot encumber vacant position dollars.

AUTHORIZATIONS:

By my signature below I verify that the above user has a bona fide business reason for the security profile requested:

User's Immediate Supervisor: _____ Title: _____
(Please Print) (Please Print)

Immediate Supervisor's Signature: _____ Date: _____

| | | |
|---|--------------------|-------------|
| By my signature below I verify the above user has a bona fide business reason for the security profile requested, therefore I grant approval: | | |
| Campus CHRO: _____ <small>(Signature)</small> | Print Name : _____ | Date: _____ |
| Required Tech ID: _____ | | |

MULTI-CAMPUS USER REQUESTS REQUIRE OFFICE OF THE CHANCELLOR AUTHORIZATION:

OOO HR Approval: _____ Print Name : _____ Date: _____
(Signature)

FAX Pages 1 & 2 to:

| | | | |
|---|---|---|---|
| Metro Region Voice: 651-201-1442 Fax: 651-917-4731 | Northern (Moorhead) Region Voice: 651-201-1442 Fax: 651-917-4731 | Southern (Mankato) Region Voice: 651-201-142 Fax: 651-917-4731 | Central (St. Cloud) Region Voice: 651-917-4733 Fax: 612-626-5450 |
|---|---|---|---|

Fax Multi-Campus Requests to: Human Resources Division – Office of the Chancellor (651)297-3145