SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

INSTRUCTIONS FOR SWIFT STATEWIDE SYSTEMS ACCESS FORM
June 2011, revised Dec 2019

General

Select roles with care. Take advantage of the role descriptions of the roles on the MMB website at http://mn.gov/mmb-stat/documents/swift/security/state-agency-security-roles.pdf. If no one person in your agency is familiar with the full range of roles that the user needs, ask for help. For example, consult the accounting unit to help select the needed accounting/procurement roles and the human resources area to select the needed SEMA4 and ELM roles, but include all roles on one form.

Select codes with care. Note that some portions of the accounting/procurement section of the form require the entry of **eight**-character **financial** department IDs. In the human resources/payroll section of the form, if the user does not need access to the entire agency, the form requires the entry of **seven**-character **HR/payroll** department IDs.

Submitting changes in advance of the effective date: If a user is transferring into your agency, you may submit the form in advance of the transfer date. However, if the user needs to continue using SWIFT statewide systems through the last day of employment in the current agency, the earliest that MMB can process changes is the first day of employment in the new agency. This prohibition on advance processing also affects transfers to a new job within an agency if the user's access will be different (e.g., whether either position has approval power). Allow a reasonable amount of time for processing in MMB.

Signatures

User: Must sign request to add a new user or to add new security roles and/or agencies/Department IDs.

Accounting Director/Chief Financial Officer: Must sign request to add a new user or to add new security roles and/or agencies/Department IDs for FMS and warehouse accounting, payroll and procurement.

Human Resources Director: Must sign request to add a new user or to add new security roles and/or agencies/Department IDs for SEMA4 and warehouse human resources and benefits.

Agency ELM Key Administrator: Must sign request to add a new user or to add new security roles and/or agencies/Department IDs for Enterprise Learning.

Agency Security Administrator: Must sign all requests. If you are not sure who your agency's security administrators are, check with the accounting or human resources director.

Agencies may establish additional approval requirements.

Adding and deleting roles

To add a role to a user's record, enter an "A" next to the name of the role.

To delete a role from a user's record, enter a "D." If a current user is transferring into your agency or changing job classes within your agency, you do not need to mark current roles for deletion. When the move is processed in SEMA4, an automatic process will delete all roles except those needed for Employee Self Service.

Accounting & Procurement Role Selections

When selecting roles for a new user or adding a role for a current user, refer to the Conflict Matrix on the MMB website http://www.mn.gov/mmb/accounting/swift/security/security-roles.jsp to determine if any of the roles conflict with each other—that is, reflect inadequate separation of duties. Avoid assigning conflicting roles

whenever possible. When it is necessary to assign conflicting roles, notify your agency's accounting director so that he/she can implement appropriate compensating controls.

Some roles, such as the three accounts payable voucher approval roles, may require the entry of many financial department IDs or other codes in cases where the user needs to be authorized for the entire agency or a major portion of it. If there is not enough room to list the needed codes, consider these options: (a) If the user needs a range of consecutive codes, enter the range on the form, rather than all the individual codes. (b) List the codes on a separate page and submit it along with the form. Be sure to indicate which role the list applies to.

Human Resources/Payroll (SEMA4) Role Selections

For role descriptions, incompatible access information and guidance on completing the SEMA4 portion of this form go to the statewide systems security page at http://www.mn.gov/mmb/accounting/swift/security/ and the SEMA4 security page at http://www.mn.gov/mmb/accounting/sema4/security-admin-policies/.

Access to reports: Some SEMA4 reports are mainframe-based and accessed via DocumentDirect/InfoPac. If the user needs access to any DocumentDirect/InfoPac reports, also complete the form "Request for Access to DocumentDirect On-Line Reports" available at http://www.mn.gov/mmb/accounting/payroll/Forms/index.jsp. Submit your request to the address or fax number shown on **that** form.

Information Warehouse

Use the SWIFT statewide systems access form for the new EPM warehouse. For access to the Information Access (IA) Data Warehouse, refer to the information at http://www.mn.gov/mmb/accounting/swift/reporting/ia-data-warehouse/ia-crystal/.

Enterprise Learning Management (ELM) Role Selections

For additional guidance on completing the ELM portion of the form, go to the Enterprise Learning Management page of the MMB website: https://mn.gov/mmb/etd/enrollment/elm/.

Requests for Non-Employee Access

If you are requesting to provide statewide systems access to a contractor or other individual who is not a State of Minnesota employee, you must check the non-employee box on page 1 and attach documentation to the access form indicating:

1. Type of non-employee. Examples: contractor; vendor; work-study student paid by MnSCU; employee of an IBU (Independent Billing Unit), union, county, school district, federal government, National Guard.

2. Why this individual needs access.

3. Why the proposed access is the minimum necessary.

4. How long access will be needed.

5. Control/security measures the requesting organization will take to safeguard state data and systems (e.g., if the user will have access to non-public data or the ability to add/modify records).

Questions?

Contact the SWIFT Help Desk at 651-201-8100, option 2.