MANAGEMENT AND BUDGET

Request for Access to SWIFT Statewide Systems

**Accounting/Procurement (FMS) • Human Resources/Payroll (SEMA4) • EPM Data Warehouse •
Enterprise Learning Management (ELM)**

See "Instructions for SWIFT Statewide Systems Access Form" at
http://www.mn.gov/mmb/accounting/swift/security/security-forms.jsp.

User's Last Name	First Name	Employee ID (required if user is a state employee)
Work Location Mailing Address		Work Phone (include area code)
Work Email Address		Home Agency Code (3 characters)

Type(s) of Action Requested

☐ Add a new user. Start date of need for access:

Non-Employee? Check here if new user is not a state employee: ☐ *See Instructions for information to attach.*

☐ Change due to inter- or intra-agency transfer.   Start date of need for changed access:

☐ Grant this user **all** of the same roles, agency codes, and workflows as another user in the checked component(s): ☐ Accounting/Procurement ☐ HR/Payroll ☐ Data Warehouse ☐ Learning Management

      Name of user to be copied: Employee ID:

☐ Add roles to existing user   ☐ Remove some roles   ☐ Miscellaneous change

☐ Cancel all access to this agency. Last date of need for access: (Complete pages 1-2 only.)

Additional specifications or comments on why the person needs access or why a change is needed

Agency Name	Name of Preparer
Preparer's Phone Number	Preparer's Email

Signatures

User's statement: I understand that all SWIFT systems contain some types of data about employees, vendors, customers, and other individuals that are classified as private or confidential under state and/or federal laws. This protected data may appear in a variety of reports, pages, tables, records, and fields. I have been provided with access to the applicable portions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13, https://www.revisor.mn.gov/pubs/) or summaries of them. I agree to comply with the requirements of the Act regarding all data that is not public.

Applies only to users who are authorized for at least one HR/payroll role in SEMA4 or in the SWIFT data warehouse: (1) I also understand that a **majority** of the HR/payroll information available through SEMA4 or the warehouse is classified as private under the provisions of the Minnesota Government Data Practices Act. I have read and understand the guide "Data Practices for Personnel Records," which is available on the MMB website at https://www.mn.gov/mmb/employee-relations/labor-relations/resources-for-agencies/data-practices.jsp. (2) I have read the "Data Protection Policy for Human Resource Systems," https://www.mn.gov/mmb/employee-relations/laws-policies-and-rules/statewide-hr-policies/ (click on Data and Technology). I understand the

requirements of the policy and acknowledge that I am responsible for complying with the policy. I understand that if I fail to comply with the policy, I may be subject to disciplinary action, up to and including discharge.

Applies only to users who are authorized for any role in Enterprise Learning Management (ELM): I will not modify any data that is not my own or data that I am not authorized to modify, such as certain rosters and employee training data.

Signature of User	Title	Date

Supervisor's statement: I certify that the user needs the roles and agencies indicated on this form in order to carry out the responsibilities of his/her job.

Signature of User's Supervisor	Title	Date

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

Signature of Accounting Director	Title	Date

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 data.

Signature of HR Director	Title	Date

Agency ELM Key Administrator: Must sign request to add a new user or to add new security roles for Enterprise Learning Management.

Signature of ELM Key Administrator	Title	Date

Security administrator's statement: I understand that authorizing the user for any role is likely to result in access to private or confidential data about employees, vendors, customers, and/or other individuals. Non-public data may appear in a variety of reports, pages, tables, records, and fields. I certify that the user needs the roles and agencies indicated on this form in order to carry out the responsibilities of his/her job.

If the user is authorized for at least one SEMA4 role, I certify that he/she has been trained to accomplish the applicable tasks and provided with access to the two documents mentioned in the second paragraph of the user's statement.

Signature of Agency Security Administrator	Print Name & Title	Date

Address: *Always* submit pages 1 and 2 of the form. For the remaining sections, send just those pages that contain new or revised information for the user. When sending forms by email or fax, please submit each user form as a separate document. **After** obtaining the agency security administrator's signature, submit forms via one of these channels:

Email: Sema4.Security@state.mn.us. Fax: 651-797-1341. Mail: Statewide Systems Security, Minnesota Management & Budget, 658 Cedar St., Room 400, Saint Paul, MN 55155.

Enter home accounting/procurement business unit (5 characters)	
Other business unit(s) needed	

ACCOUNTS PAYABLE (AP)
(See also Vendor and Purchasing below.)

Voucher Entry	Maintenance of Voucher Build Errors	Match Override
Accounts Payable Inquiry Only		

Workflow roles

Role	Route Controls: Financial Department ID(s) (8 characters)
Voucher Approver 1	
Voucher Approver 2	
Voucher Approver 3	

ACCOUNTS RECEIVABLE (AR) and CASH MANAGEMENT (CM)
(See also General Ledger below for nVision reporting.)

Cash Maintenance (Payment Processing)	*Receivable* Specialist (Account Maintenance)	*Receivable* Supervisor*
Billing Create	*Billing* Specialist	*Billing* Supervisor*
Customer Maintenance Specialist	AR/Billing Setup	Receivable & Billing Inquiry Only
Cash Management Inquiry Only		

* One type of approval power is available with each supervisor role. If approval power is needed, complete the applicable row(s) in Workflow section below.

Workflow for the supervisor roles

Role	Route Controls: Business unit(s) (5 characters)
Billing Supervisor: Credit invoice approval	
Receivable Supervisor: Write-off approval	

BUDGETS/COMMITMENT CONTROL (KK) & APPROPRIATION MAINTENANCE
APPLICATION "(A)" denotes roles that provide access to Appropriation Maintenance Application.

Budget Journal Entry Online (A)	Budget Journal Load	Journal Approver*
Budget Transfer Entry Online	Transfer Approver*	Budget Inquiry Only

* If selecting either approver role, complete the applicable row(s) in Workflow section below.

Workflow for the approver roles

Role	Route Controls: Source(s) (3-character agency code[s])
Journal Approver—Appropriation (A)	
Transfer Approver—Appropriation	
Journal Approver—Expense Budget	
Journal Approver—Revenue Budget	

GENERAL LEDGER (GL) and NVISION REPORTING

Journal Entry Online	Journal Load	Agency Chartfield Maintenance
GL Agency Approver (complete Workflow section below)	General Ledger Inquiry Only	
nVision Reporting Agency User Does the user need to run the Daily Receipts Report? ☐ Yes ☐ No		

Workflow

Journal Approver 1	Route Controls: Source(s) (3-character agency code[s]):

GRANTS (GM)

Award Data Entry	Grant Fiscal Manager	Program Manager
GM Agency Setup	Grants Inquiry Only	

PROJECT COSTING (PR)

Federal Project Initiator	OIM Initiator	Project Initiator (MNDOT Project Manager)
Project Manager	Capital Programs Office	Project Cost Accountant
Project Fixed Asset	Category and Subcategory Manager	Project Control Dates
Project Accounting Systems	**MNDOT** Projects Inquiry	Projects Inquiry Only
MNDOT Project Approver. Route Control: Business Unit: BUT7901.		

COST ALLOCATION (FCA)

Cost Allocation Inquiry Only

ASSET MANAGEMENT (AM)

Financial Accountant - Assets		
Asset Management Inquiry Only		
* If approvals are needed also fill out the Workflow section below.		

Workflow roles

Role	Route Controls
Physical Inventory Approval 1	Business unit(s) (5 characters):
Physical Inventory Approval 2 (department transfers)	Department ID(s) (8 characters):

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Procurement Role Selections (See also Asset Management above.)

Enter home accounting/procurement business unit here if not shown in Accounting section (5 characters)	
Enter other business units needed if not shown in Accounting section	

VENDOR (VND)	
Vendor Request Add/Update	Vendor Inquiry Only

PURCHASING (PO) & ePROCUREMENT (ePRO) **(See also Accounts Payable above.)**		
PO/ePRO Buyer Contract Encumbrance	**Defaults:** *Location is required*; all others optional. Location Code - **required**: Ship To: Origin (3 characters):	
Purchase Order Data Entry Only ePRO Requisition Requester	**Defaults:** *Location is required*; all others optional. Location Code - **required**: Ship To: Origin (3 characters): Default chartfield values: Fund: Fin. Department ID (8 characters; 4th char. must be *3*, *4*, or *5*): Appropriation ID (7 characters): Agency Cost 1:	
PO Accounting Coordinator		
Core (Order) Receiver	PO Inquiry Only	ePRO Requisition Inquiry Only
Workflow role		
Role	Route Controls: Financial Department ID(s) (8 characters)	
PO Approver		

Purchasing Cards (PO)
PCard Agency Administrator (includes all PCard Reconciler and Reviewer permissions plus user/agency setup power)
PCard Approver (includes PCard Reconciler and Reviewer permissions plus approval power)
PCard Reconciler (includes PCard Reviewer permissions plus update power)
PCard Reviewer (basically an inquiry role, but the user can add comments and attachments)

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STRATEGIC SOURCING (SS)

Event Creator/Buyer - Also complete the entire "Specific authorizations" section below. Every buyer also needs the Event Approver role (below).	Create a Vendor Response (RESPOND)	
Event Approver (Buyer and Ad Hoc)	Event Collaborator	Event Inquiry Only

Specific authorizations: *required* for *all* **Strategic Sourcing roles.**

Business unit(s) (5 characters):

Origins: Check here for all origins within the business unit(s) ☐ **OR** enter selected origins (3 characters) here:

Default business unit (optional):		Default origin (optional):		
Authorized template types *for Creator/Buyer role only*		Allowed to create?	Allowed to update?	Allowed to delete?
Business unit template		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
Department template		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
Personal template		☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N

Workflow roles for professional/technical events (Routing is based on business unit[s] and origin[s] entered above.)

(Professional/Technical) Coordinator Approver (first level)

Workflow role for grant events (Routing is based on business unit[s] and origin[s] entered above.)

Grant Coordinator Approver (first level)

CATALOG MANAGEMENT (CG)

Catalog Owner	Catalog Management Inquiry Only

SUPPLIER CONTRACTS (SC)

Contract Administrator Document Administrator	This user needs to **update** contracts or documents created by the users listed below. (The default is **no** power to update items created by other users.)	
	Employee ID's of other users:	Names of the users:

Document Collaborator	Agreement (Compliance) Manager	Agency Library Manager
Contract Inquiry Only	Contractual (Document) Approver	
Does the agency create electronic documents in SWIFT and route for electronic signatures?	YES – SWIFT DocuSign Account Needed NO – Routes for Signature outside of SWIFT	

Workflow for document approvers

Role	Route Controls
P/T Contract Coordinator (DOC_APPROVAL_04)	Routing for this role is based on business unit **and** origin, so you must enter values for both.
	Business unit(s) (5 characters):
	Origin(s) (3 characters):

INVENTORY (IN)

Express Issue (Counter Sale)	Inventory Adjustment Approver	Inventory (Replenishment) Buyer
Inventory Control (Warehouse Worker)	Inventory Express Putaway	Inventory Fulfillment Specialist
Inventory PO (& Non-PO) Receiver Ship-to location (required):	Returns Receiver (Interunit & RMA)	Inventory Cost Adjustment
Inventory Materials Manager—Mobile Inventory	Inventory Delivery	Inventory Inquiry Only
Inventory Configuration-Agency: This is a very powerful role. It is only for experienced inventory administrators—at most, a few per agency.		

Special role for the Department of Transportation (DOT) only

Pick Plan Report Distribution (Release)	Enter needed *inventory* business unit(s) (5 characters each; examples: CS000 for Central Shop, OD000 for Oakdale):

Human Resources/Payroll (SEMA4) Role Selections

Enter mainframe logon ID—**required** until further notice	

If this person is responsible for HR activities/transactions and has an ongoing business need to view HR data pages for employees across department boundaries (HR View Statewide), check here: ☐

AGENCY/DEPARTMENT ID ACCESS

Add Access: You may grant access to all employees within an agency OR employees of only specific Department IDs.

By Agency. To allow access to all employees within the user's agency and/or access to other agencies, list the 3-character agency code(s) here:

OR

By Department ID. To limit access to employees of defined departments within the agency, list the Department ID highest in your department organization structure that the user will access. The user will have access to that Department ID and all those reporting to it.

To prohibit access to individual lower level Department IDs included above, list each ID here:

Delete Access: To eliminate a user's access, enter the agency codes or Department IDs here:

PAGE ACCESS

Instructions: For each component, check the highest action the user needs. (Some components have only one level.) When requesting an access change, mark **only** the access being revised.

Correction roles (marked with an exclamation mark [!] in the listings) are granted to a very limited number of employees in each agency. The requirements to gain Correction action are:

- Written justification detailing the reason for this access must be submitted with this form and

- The user must successfully complete the *Correcting HR Data* learning guide and submit a signed statement indicating completion.

Incompatible Access profiles are not permitted. Access is incompatible if **Update** or **Correct** is requested for the following:

- Direct Deposit **and** Adjustments/Retro Pay Update *or* Business Expense Update *or* Mass Time Entry *or* Personal Data *or* Job Data.

- Either Personal Data *or* Job Data **and** Adjustments/Retro Pay *or* Business Expense *or* Mass Time Entry *or* Direct Deposit.

Incompatible access roles are **bolded** and marked with asterisks (*) below. For more information, see the SEMA4 Incompatible Access Policy.

Human Resources Components

Administer Training
   All-Correct
   Enroll-Update
   View only
 	
   Company Property Table Correct
 	
Emergency Contact
   Update
   View
 	
   Employment Data Update
 	
General Data
   Correct
   Update
   View
 	
Health & Safety
   View
	Job Data*
	   Correct*!
	   Update*
	   View
	
	Labor Relations
	   Update
	   View
	
	Manage Competencies
	   Update
	   View
	
	Personal Data*
	   Correct*!
	   Update*
	   View
	
	Physical Exams
	   Update
	   View
		Position Data
		   Correct
		   Update
		   View
		
		Position Funding
		   Correct
		   Update
		   View

Payroll Components

Adjustments/RetroPay*
   Update*
   View
   View Inquire only
 	
   Balances/Paycheck View only
 	
Business Expense*
   Update*
   View
   View Inquire only
 	
Direct Deposit*
   Update/Correct*
   View
	Expense Transfers
	   Update
	   View
	   View Inquire only
	
	   Garnishment View only
	
	Labor Distribution
	   Update
	   View
	
	Leave
	   Update
	   View
		Mass Time Entry*
		   Update/Correct*
		   View
		
		Payroll Data
		   Update/Correct
		   View
		
		Schedules
		   Update
		   View
		
		Self Service Time Entry
		   Administrator (Update)
		   View

Benefits Components

All Benefits Pages: View
Includes:
Administer Base Benefits
Administer Automated Benefits
Administer Benefits Billings
	Benefits ACA Eligibility
	   Update/Correct (also included in Job Data Update and Job Data Correct)
		Minnesota State Universities and Colleges Only
		
		   Benefits Reports

Recruiting Solutions

Recruiter*
 	
   Recruiter-Limited*
 	
   Affirmative Action Officer*
 	
* Requires agency/dept. ID code(s) on page 8.
	Hiring Manager Proxy**
	
	** Only assign to users with non-managerial job codes. No agency/dept. ID codes required. User ID for this role is the employee ID number.	

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EPM Data Warehouse Role Selections

Use this section only for access to the EPM Data Warehouse. For access to the old Information Access (IA) Data Warehouse, use the form "Request for Clearance: Information Access Warehouse" at https://www.mn.gov/mmb/accounting/swift/security/security-forms.jsp.

XX BI Author (required for all EPM Data Warehouse users)

DATA EXTRACTS (from warehouse tables)
Data Extract (M_EPM_DATA_EXTRACTS) (staging tables only; not available in OBIEE)

GENERAL WAREHOUSE ROLES		
All users of the EPM Data Warehouse must be assigned one or more General Warehouse Roles:		
Agency Code (3 characters) for agency-specific roles*:		
Agency Specific Basic Report Developer	Agency Specific Advanced Report Developer	Agency Specific Dashboard Developer
Agency Specific Administrator (M_EPM_XXX_AGY_ADMINISTRATOR + M_EPM_AGY_ADMINISTRATOR)		
* The agency code entered under General Warehouse Roles is used only to assign the user to the appropriate agency dashboard in OBIEE. It does not affect access to detail-level data in the warehouse. The user's chartfield security role (M_FS_CF_SEC_xxxxxx) for the Financial Management System controls access to accounting and procurement data in the EPM Data Warehouse. The user's row security permission list (agency or department ID access) for SEMA4 controls access to SEMA4-related data in the warehouse. A user cannot have access in the warehouse that is different from access in the source FMS and SEMA4 systems.		

ACCESS TO ACCOUNTING/PROCUREMENT DATA (COMES FROM FMS)
There are no separate roles for financial and procurement data in the OBIEE warehouse. Access is based on the Inquiry roles selected in the Accounting and Procurement sections above.
M_EPM_FSCM_LOOKUP (required if the user will access FMS data in the warehouse)
Year-End Financial Reporting Data (staging tables only; not available in OBIEE)

ELM WAREHOUSE ROLES
M_EPM_ELM_REPORT

ACCESS TO HR/PAYROLL DATA (COMES FROM SEMA4)	
M_EPM_HCM_LOOKUP (required if any of the HR/Payroll data roles are selected)	
Payroll Funding Salary FTE (Salary Projections/FTE)	
HR Private Data by Department	Payroll Paycheck Information
HR Statewide Data	Payroll Self Service (SS) Data
Labor Distribution	Recruiting Solutions (RS) Data

RESTRICTED HR/PAYROLL WAREHOUSE ROLES (DATA COMES FROM SEMA4)		
Because of the risks involved and the sensitive nature of the information, access to SSN, Payroll Deductions, and excluded employee data is strictly limited. Payroll Deductions information can disclose private benefit and tax data. Excluded employees are undercover law enforcement officers and others for whom all employment information is—by law—confidential. The role is applicable only to users in the very small number of agencies that have such employees. When requesting one of these roles, the Human Resources Director of the agency must attach a written statement explaining why the role is essential to the user's job duties. The statement must also indicate why warehouse reporting is necessary (i.e., why access to individual records in SEMA4 is insufficient and the user requires broad warehouse reporting across many or all agency employees) and—in the case of SSN— why identification of employees by name and employee ID cannot meet the user's needs.		
SSN View	Payroll Deductions	HR Data for Excluded Employees

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REPORTING AND PLANNING SYSTEM (RAPS; DATA COMES FROM SEMA4 VIA DATA WAREHOUSE)	
RAPS provides audit reports that help agencies verify the HR data entered into SEMA4 during a selected range of action dates.	
XX	BI Author (required for all RAPS users)
XX	M_EPM_HCM_LOOKUP (required for all RAPS users)
	M_RAPS_LINK (includes private data)
Agency/department access: If the user is already authorized for SEMA4 Production or private HR/payroll data in OBIEE (e.g., the role HR Private Data by Department on the preceding page), the user will have access to the same agency or department code(s) in RAPS. If the user is new, enter the needed SEMA4 agency or department code(s) on page 8.	

Form continues on next page with Enterprise Learning Management roles

Enterprise Learning Management *Administrative* Role Selections

All state employees are automatically assigned the Internal Learner role, and they retain it until they terminate employment. Complete this section to add or delete other learning roles for state employees. (Do not use this form for external learners. Each agency is responsible for entering its external learners directly into the system.)

ENTERPRISE LEARNING MANAGEMENT (ELM)	
Learning Administrator	Instructor
Learning Catalog Administrator	Enrollment Administrator
Learning Resource Administrator	Query Viewer (M_ELM_QUERY_VIEWER)
Roster Administrator	Maintain Approvals
Profile Administrator	External Learner Security Administrator (M_HR_External_Learner_Security *and* M_LMLELM_External_Learning_Adm)
Sandbox access (M_ELM_TRAINING_LINK). Note if this box is checked, the person will need same security roles in ELM92UQ in addition to ELM92AP.	
Additional agency code(s): If this user needs access to other agencies, enter the additional 3-character agency codes here:	

Descriptions of the Enterprise Learning Management Roles

The definitions provided below will help determine the Administrative access that you will allow in your agencies. The Administrative roles do need to be specifically requested.

Learning Administrator: As a lead administrator for your agency, you will request this role. This has expanded menu options in the Enterprise Learning Folder.

Learning Catalog Administrator: This role provides access to create and manage Learner Groups, create and maintain catalog functions; Manage Programs, Manage Courses, and Manage Classes.

Learning Resource Administrator: This role is responsible for setting up resources for your agency located in the Learning Resources folder. This role will create and maintain equipment, material, facilities, and session templates.

Roster Administrator: This role will allow you to review and administer both Class and Program rosters in the Learner Tasks folder. You will also have the ability to create Ad Hoc announcements in the Notifications folder. This role also give you access to run both delivered and custom ELM reports.

Profile Administrator: This role provides access to the User Profiles and Organization folders. You will be able to review internal learners' profiles, and review and add External learner profiles. You will also have the ability to review reporting relationships in your agency.

Instructor: Any Instructor who belongs to either the internal or an external organization. Agency administrators will need to create Instructor profile in ELM.

Enrollment Administrator: This role provides you with the menus to enroll learners in a class. Learners can be enrolled from the Enroll menu as well as directly from the rosters. You will also have access to maintain learning requests, and add supplemental learning for your agency's learners. Monitoring and maintaining approvals is also part of the role.

Maintain Approvals: This role is generally assigned to Agency Training Coordinators. You will have access to the Learner Task folder to monitor and maintain approvals.

External Learner Administrator: This role, combined with the External Learner Security role, provides you the ability to create external learners

Query Viewer: Access to all query reports that have been created by or for agencies as public (vs. private). These reports on not the standard Learning Reports delivered with ELM.