



Statewide Security Forum

Statewide Security Forum for the CSO

September 28, 2023



Agenda

- Cardinal System Access
 - Core vs. ESS
 - Security Webpage
 - Security Support Materials
 - Cardinal Security Form
 - Helpful Security Queries
 - Filling out the Form – Section by Section
 - Additional Support
-
- Annual Review
 - Overview & What to Expect
 - Agency Responsibilities
 - Annual Review Certification Process & Submission



Cardinal System Access



Cardinal User Types

There are two types of Cardinal users: **Core** and **Employee Self-Service (ESS)**.



Core User

- Performs day-to-day administrative job functions in Cardinal
- Access granted manually by the Cardinal Security team, based on agency submitted Cardinal Security Forms



ESS User

- Employees can view/update information that is unique to them (e.g., name, address, personal email)
- Access is granted automatically when an employee is hired, based on job data attributes



Who Needs a Cardinal Security Form?

When to Submit a Cardinal Security Form

- Required for an employee that requires any type of core access (any access beyond ESS) in HCM or FIN.
- Required to **add/update** core user roles for existing employees.
- Required to lock out a contractor or HR Level 4 employee.

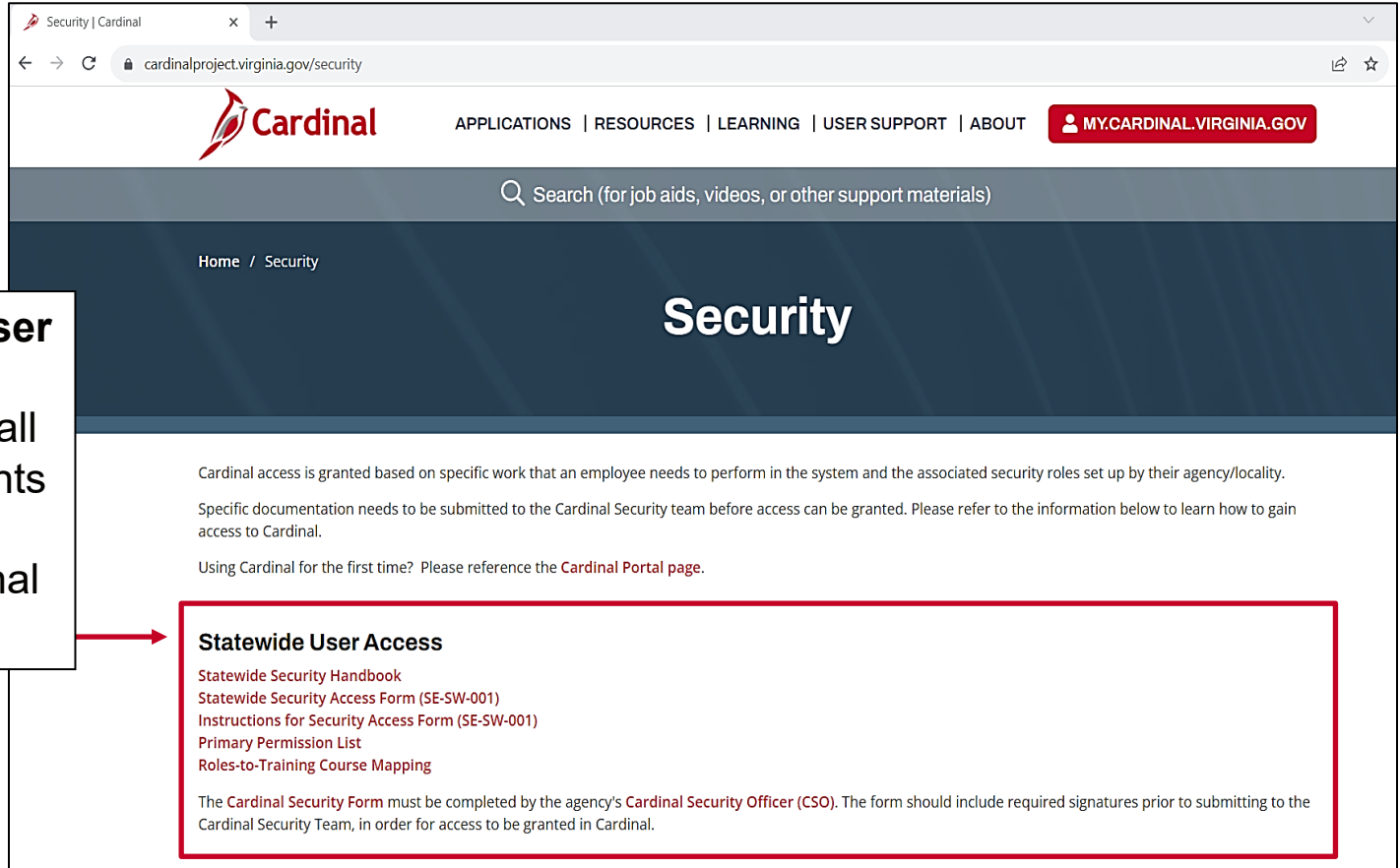
When you Do Not Need a Cardinal Security Form

- ESS only user (no core access)
- Updating a User's name or email address
 - These changes **must** be made by your agency's HR Administrator.
- Terminated employees
 - Core access is automatically removed by the system upon termination.
 - Maintain limited ESS access (V_TERM_EMPL_SS) for 18 months following their termination.



Security Page on the Cardinal Website

All Cardinal Security Forms, handbooks, and resources are located on the [Cardinal Website](#) > [Resources](#) > [Security](#).



The screenshot shows a web browser window with the URL cardinalproject.virginia.gov/security. The page features the Cardinal logo, navigation links for APPLICATIONS, RESOURCES, LEARNING, USER SUPPORT, and ABOUT, and a button for MY.CARDINAL.VIRGINIA.GOV. A search bar is present with the text "Search (for job aids, videos, or other support materials)". The breadcrumb trail shows "Home / Security". The main heading is "Security". Below this, there is introductory text about Cardinal access, followed by a red-bordered box containing the "Statewide User Access" section. This section lists several resources: Statewide Security Handbook, Statewide Security Access Form (SE-SW-001), Instructions for Security Access Form (SE-SW-001), Primary Permission List, and Roles-to-Training Course Mapping. A note at the bottom of the box states that the Cardinal Security Form must be completed by the agency's Cardinal Security Officer (CSO) and submitted to the Cardinal Security Team.

The **Statewide User Access** section conveniently lists all needed components to successfully complete a Cardinal Security Form.



Bookmark this page! www.cardinalproject.virginia.gov/security



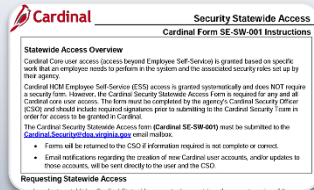
Cardinal Security Access Form Materials

To request access to Cardinal for a Core user, complete the Cardinal Security Access Form utilizing the following resources:



Statewide Security Handbook

- Details core user roles and access to the Cardinal system applications
- Use in conjunction with the Security Access Form and Instructions



Instructions for Security Access Form

- Details and information about all fields on the Security Access form
- Instructions on how to properly complete the Security Access form

HCM PRIMARY PERMISSION LISTS
Filter on your agency's Business Unit to view the Primary Permission Lists available for your agency.

Business Unit	Additional Business Units	Primary Permission Lists	Statewide Access Group
09000	None	V_PRIM_0900_USERS	
09100	None	V_PRIM_09100_USERS	
10000	None	V_PRIM_10000_USERS	
10100	None	V_PRIM_10100_USERS	
10300	None	V_PRIM_10300_USERS	
83400, 83900, 84200, 84400			
10700	84700, 87600, 88200, 86100	V_PRIM_10700_OVERSIGHT	
10700	None	V_PRIM_10700_USERS	
10900	None	V_PRIM_10900_USERS	
11000	None	V_PRIM_11000_USERS	

Primary Permission List

- Excel file of the primary permission lists available to your agency for FIN and HCM

Cardinal Security Statewide Access Form
(not required for HCM ESS access)

SECURITY ACTION REQUESTED (select one)

New/Revised Core User Access (completes all applicable fields and roles) Renew/Extend Core User Access (completes User Info Section Only)

USER INFORMATION

Name - Last, First, Middle Initial New Name Business Email Address - @agency.org/ins.gov

Employee ID: Cardinal User ID:

User's Job Title: Business Unit: Department ID:

Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID:

Supervisor Name: Employee ID:

Statewide Security Access Form



Cardinal Security Handbook

The [Cardinal Security Handbook](#) provides information about each role, including:

- Descriptive Role Name
- Role Description & Other Role Considerations
 - Buddy Roles
- Segregation of Duties (SOD)
- Restricted Roles (RR)
- Additional approvals required

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles (RR)	Additional Approvals Required
<p data-bbox="884 431 1093 465">Absence Supervisor V_AM_SUPERVISOR</p>	<p data-bbox="1201 431 1379 448">This role has access to:</p> <ul data-bbox="1201 451 1418 822" 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 data-bbox="1201 845 1418 1071">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 data-bbox="1201 1088 1418 1122">Buddy Role: Time & Labor Supervisor</p>	<p data-bbox="1429 431 1599 542">RR: This role may only be assigned to users of agencies using Cardinal Absence Management.</p>	<p data-bbox="1613 431 1647 448">N/A</p>



Cardinal Security Handbook

Buddy & Restricted Roles

Restricted Roles (RR)

- Have specific conditions that **must be met** to assign the role to a user.
- It is the responsibility of the agency CSO 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.
 - Example: In HCM, the Absence Supervisor role needs the Time & Labor Supervisor role.
- Both roles must be selected on the Cardinal Security Form.



Primary Permission Lists

Refer to the [Primary Permission List](#) (excel) to determine the proper Permission List to select when completing the Security Form.

- Select the FIN or HCM tab to view the available permission lists for your agency.
 - Filter by Business Unit.
 - Select the Primary Permission List value based for the Business Unit(s) required.
 - If the **Statewide Access Group** = “**YES**”, you will need DOA General Accounting **approval** for this permission list.

FIN PRIMARY PERMISSION LISTS				
Filter on your agency's Business Unit to view the Primary Permission Lists available for your agency.				
Business Unit	Petty Cash Y/N?	Additional Business Units	Primary Permission Lists	Statewide Access Group
10000	No	10500	V_R_10000_USERS	
10000	Yes	All Statewide	V_R_10000_SENATE_OVERSIGHT	YES
10100	No	None	V_R_10100_USERS	
10100	No	10500	V_R_10100_ADMIN	
10100	Yes	All Statewide	V_R_10100_HOUSE_OVERSIGHT	YES

HCM PRIMARY PERMISSION LISTS				
Filter on your agency's Business Unit to view the Primary Permission Lists available for your agency.				
Business Unit	Petty Cash Y/N?	Additional Business Units	Primary Permission Lists	Statewide Access Group
10700	No	10800, 11800, 84200, 84400, 86400, 86500, 87700, 88200		
10900	No	None		
11000	No	None		
11100	No	10300, 11200	V_PRIM_09100_USERS	
11700	No	None	V_PRIM_10000_USERS	
12200	No	98700	V_PRIM_10100_USERS	
12200	No	All Statewide	V_PRIM_10300_USERS	
12300	Yes	123PO, 123PI		
12300	No	None		
10700	No	10700, 14200, 33000, 82000, 83400, 83900, 84200, 84400, 84700, 87600, 88200, 96100	V_PRIM_10700_OVERSIGHT	
10700	No		V_PRIM_10700_USERS	
10900	No		V_PRIM_10900_USERS	
11000	No		V_PRIM_11000_USERS	
11000	No	11000, Statewide	V_PRIM_11000_JLARC_OVERSIGHT	YES
11100	No	10300, 11100, 11200, 11300, 11400, 11500, 11600, 12500, 16000	V_PRIM_11100_OVERSIGHT	
11100	No		V_PRIM_11100_USERS	
11200	No		V_PRIM_11200_USERS	
11300	No		V_PRIM_11300_USERS	



Cardinal Security Form



Cardinal Security Form Guidelines

Cardinal Security Forms are located on the [Security](#) page of the Cardinal website.

IMPORTANT: Always download a new copy of the Security form each time to ensure you have the latest version.

- Forms must be submitted by the CSO **or** the CSO must be copied on the submission.
- You may submit more than 1 form on the same email
 - Each form must be scanned separately
 - Ensure forms are scanned in numerical order by page number
- When there is a change to the Cardinal Security Form, each CSO will receive an email notifying them of the update and at what date the old forms will no longer be accepted.
- All forms will be processed within 3 business days.



Helpful Security Queries

Cardinal queries can assist a CSO with completing the Cardinal Security Form or assist with obtaining information about your users.

Query Name Application	Description	Use Case
V_SEC_USER_FIN_HCM_ROLES HCM, FIN	Displays the Cardinal User ID, User ID description, email address, Employee ID, Business Unit, Department ID's, all Role Names assigned, Application the roles are available in, and Primary Permission Lists.	Provides the most information needed to fill out the Cardinal Security Forms for a user. Identify all security roles held by a specific user to ensure that roles are added and deleted appropriately and to compare with other users.
V_SEC_USER_PROF_EMAIL_DETAILS HCM	Displays the Cardinal User ID, Description, Employee ID, Email, HCM Primary Permission List, and Business Unit.	Identify the Cardinal User ID, Employee ID, or Business Unit associated with a specific user.
PT_SEC_USER_ROLES HCM, FIN	Displays all Role Names assigned to a User ID in the application where it is run.	Identify all security roles held by a specific user.
V_PT_SEC_ROLE_USERS HCM, FIN	Displays all users (User ID) that have a specific role in the application where it is run.	Determine number of users in a particular role within a Business Unit and/or at a location (Department ID) Tip: use % for Department ID to bring back all departments.

Can't access these queries in HCM? CSO's may request the **TA Reporter** role in HCM.



V_SEC_USER_FIN_HCM_ROLES Query

This query provides the most information needed to complete a Cardinal Security Form.

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned

Cardinal User ID (% for All) %

Email Address (% for All) WILEECOYOTE%

Employee ID (Optional)

Business Unit(% for All) %

Dept ID (% for all) %

Locked Out? (1=Yes or 0=No)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All First 1-12 of 12 Last

Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? - Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission List
1	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	FIN	V_COVA_CARDINAL_REPORTER	V_R_85600_USERS	N/A
2	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	FIN	V_COVA_CARDINAL_VIEWER	V_R_85600_USERS	N/A
3	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	FIN	V_COVA_PEOPLESOFT_USER	V_R_85600_USERS	N/A
4	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_85600_USERS
5	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	HCM	V_AM_SUPERVISOR	N/A	V_PRIM_85600_USERS
6	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_85600_USERS
7	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	HCM	V_HR_SS	N/A	V_PRIM_85600_USERS
8	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_85600_USERS
9	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_85600_USERS
10	00307757300	COYOTE, WILE E	WILEECOYOTE@voaa.us	00307757300	85600	300000	300000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_85600_USERS



V_SEC_USER_PROF_EMAIL_DETAILS Query

Query identifies the Cardinal User ID, Employee ID, or Business Unit associated with a specific user.

V_SEC_USER_PROF_EMAIL_DETAILS - User Profile Details

User ID (% for All)

Empl ID (% for All)

Email ID (% for All)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Row	User ID	Description	Locked Out?	ID	Email ID	Prim Perm List	Unit
1	00307757300	COYOTE, WILE E	0	00307757300	WILEECOYOTE@voaa.us	V_PRIM_85600_USERS	85600

Need help running a query? Use the following job aid or tutorial for support:


- [NAV225 Running an HCM Query](#)
- [Generating an HCM Query](#)



Security Action Requested

Select the applicable Security Action:


- **Add/Update Core User Access**
 - Check this box to **grant** Core User roles or **update** an existing Core User account.
- **Remove/Lock Out Core User Access**
 - Check this box if all Core User roles should be **removed** or if account needs to be **locked** for a contractor or HR Level 4 user.

 Cardinal		Security Statewide Access Form (not required for HCM ESS access)	
SECURITY ACTION REQUESTED (select one)			
<input type="checkbox"/> Add/Update Core User Access (complete all applicable fields and roles)		<input type="checkbox"/> Remove/Lock Out Core User Access (complete User Info Section Only)	
USER INFORMATION			
Name - Last, First, Middle Initial	<input type="checkbox"/> Name Change	Business Email Address - @agency.virginia.gov	
<input type="text"/>		<input type="text"/>	
Employee ID:	<input type="text"/>	Cardinal User ID:	<input type="text"/>
User's Job Title:	<input type="text"/>	Business Unit:	Department ID:
<input type="text"/>		<input type="text"/>	<input type="text"/>
Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID: <input type="checkbox"/>			
Supervisor Name:	<input type="text"/>	Employee ID:	<input type="text"/>
<input type="text"/>		<input type="text"/>	



User Information – Name & Email

- User's name must be in **Last Name, First Name, Middle Initial** format.
 - **Example:** Coyote, Wile E.
- User's email address **must match** the email address entered in Cardinal.
 - Users with core roles **are required** to use a business email address
 - Ensure that the agency HR Administrator has added the business email address in Cardinal
 - If a user email address changes, no Cardinal Security Form is required, the agency HR Administrator can make the update.

		Security Statewide Access Form (not required for HCM ESS access)	
SECURITY ACTION REQUESTED (select one)			
<input type="checkbox"/> Add/Update Core User Access (complete all applicable fields and roles)		<input type="checkbox"/> Remove/Lock Out Core User Access (complete User Info Section Only)	
USER INFORMATION			
Name - Last, First, Middle Initial		<input type="checkbox"/> Name Change	Business Email Address - @agency.virginia.gov
<input type="text"/>		<input type="text"/>	
Employee ID:	<input type="text"/>	Cardinal User ID:	<input type="text"/>
User's Job Title:	<input type="text"/>	Business Unit:	Department ID:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID:			<input type="checkbox"/>
Supervisor Name:	<input type="text"/>	Employee ID:	<input type="text"/>




User Information

Employee ID & Cardinal User ID

Run the V_SEC_USER_PROF_EMAIL_DETAILS query to easily access this information.


- **Employee ID:** 11-digit number assigned by Cardinal
 - Starts with 2 zeros and end with 2 zeros (e.g., 00123456700)
 - You must enter the full 11-digit number on this form
- **Cardinal User ID:** unique ID associated to employee's Cardinal profile
 - Is **not** email address or email login
 - This field may only be blank for new Contractor or Level 4 Employees.

		Security Statewide Access Form (not required for HCM ESS access)	
SECURITY ACTION REQUESTED (select one)			
<input type="checkbox"/> Add/Update Core User Access (complete all applicable fields and roles)		<input type="checkbox"/> Remove/Lock Out Core User Access (complete User Info Section Only)	
USER INFORMATION			
Name - Last, First, Middle Initial		<input type="checkbox"/> Name Change	Business Email Address - @agency.virginia.gov
<input type="text"/>		<input type="text"/>	
Employee ID:	<input type="text"/>	Cardinal User ID:	<input type="text"/>
User's Job Title:	<input type="text"/>	Business Unit:	<input type="text"/>
		Department ID:	<input type="text"/>
Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID: <input type="checkbox"/>			
Supervisor Name:	<input type="text"/>	Employee ID:	<input type="text"/>



User Information – Job Details

- **User’s Job Title:** add the User’s current job title
- **Business Unit:** enter agency’s 5-digit Business Unit (e.g., 15100 for DOA)
- **Department ID:** enter agency Department ID (e.g., 95400)

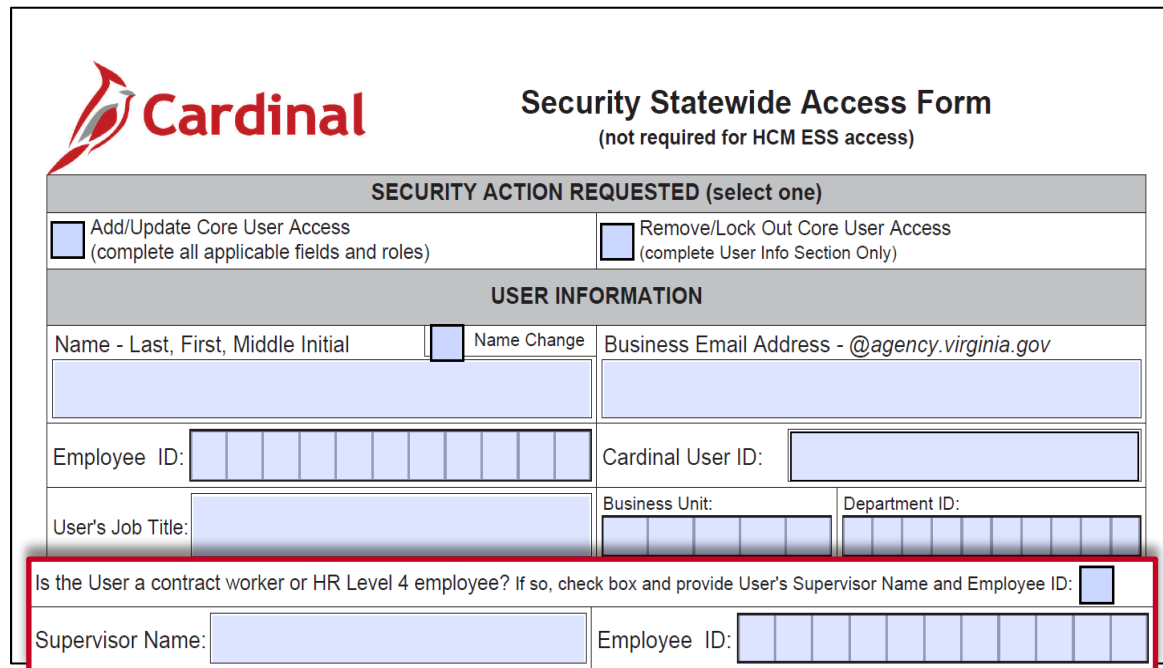
		Security Statewide Access Form (not required for HCM ESS access)	
SECURITY ACTION REQUESTED (select one)			
<input type="checkbox"/> Add/Update Core User Access (complete all applicable fields and roles)		<input type="checkbox"/> Remove/Lock Out Core User Access (complete User Info Section Only)	
USER INFORMATION			
Name - Last, First, Middle Initial		<input type="checkbox"/> Name Change	Business Email Address - @agency.virginia.gov
<input type="text"/>			<input type="text"/>
Employee ID:	<input type="text"/>	Cardinal User ID:	<input type="text"/>
User's Job Title:	<input type="text"/>	Business Unit:	Department ID:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID: <input type="checkbox"/>			
Supervisor Name:	<input type="text"/>	Employee ID:	<input type="text"/>




User Information – Contractor Box

Check the Contractor Box if user:

- Is a contractor or HR Level 4 employee and **does not** have a Cardinal Employee ID.
- Works at more than one agency and your agency is not the primary agency.



 **Cardinal** **Security Statewide Access Form**
(not required for HCM ESS access)

SECURITY ACTION REQUESTED (select one)

Add/Update Core User Access
(complete all applicable fields and roles)

Remove/Lock Out Core User Access
(complete User Info Section Only)

USER INFORMATION

Name - Last, First, Middle Initial Name Change Business Email Address - @agency.virginia.gov

Employee ID:

Cardinal User ID:

User's Job Title:

Business Unit: Department ID:

Is the User a contract worker or HR Level 4 employee? If so, check box and provide User's Supervisor Name and Employee ID:

Supervisor Name: Employee ID:

Supervisor Name and **Employee ID** section is required only if you checked the contractor box.

- If necessary, confirm the supervisor's Employee ID by running the V_SEC_USER_PROF_EMAIL_DETAILS query.



Finance Primary Permission Lists

If you are adding Finance roles or the user has current Finance roles; select **only one** Primary Permission list from the drop-down box.

- Refer to the FIN tab in the [Primary Permission List](#) (excel) file to determine the proper Permission List to select.

FIN Section - Accounts Payable, Accounts Receivable and General Ledger (if applicable)			
Finance Primary Permission Lists			
Business Units (10000 to 59999)	<select one>	Business Units (60000 to 99999)	<select one>
<i>Check here if only requesting Read Only Access to FIN:</i>			
Finance Expense Approver Profiles			
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Fiscal Officer	<input type="checkbox"/> DOA Pre Audit (<i>DOA Only-Statewide</i>)	<input type="checkbox"/> Check to Remove Profile
If Agency Head or Fiscal Officer , enter Business Unit(s) and Department ID number(s) user approves.			

Image: Click to view an example of the Primary Permission List excel file.



Read Only Access to Financials

Check Read Only Access to FIN box if the user only needs generic read-only access to Finance.

- This will grant the user with the three generic Finance roles:
 - V_COVA_PEOPLESOFT_USER
 - V_COVA_CARDINAL_REPORTER
 - V_COVA_CARDINAL_VIEWER
- These roles are automatically granted to users with any other Finance roles.

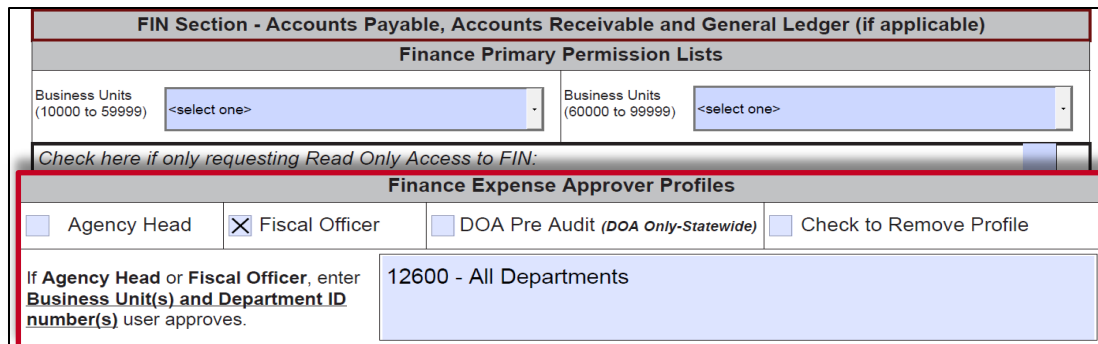
FIN Section - Accounts Payable, Accounts Receivable and General Ledger (if applicable)			
Finance Primary Permission Lists			
Business Units (10000 to 59999)	<input type="text" value="<select one>"/>	Business Units (60000 to 99999)	<input type="text" value="<select one>"/>
Check here if only requesting Read Only Access to FIN: <input type="checkbox"/>			
Finance Expense Approver Profiles			
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Fiscal Officer	<input type="checkbox"/> DOA Pre Audit (DOA Only-Statewide)	<input type="checkbox"/> Check to Remove Profile
If Agency Head or Fiscal Officer , enter Business Unit(s) and Department ID number(s) user approves.		<input type="text"/>	



Finance Expense Approver Profiles

The Finance Expense Approver Profiles section is only used for Expense Approvers at the designated Level in Cardinal and does not necessarily represent the user's actual role. Only **one** person per department may be selected.

- **Example:** To add someone as the Fiscal Officer Approver for agency 12600 for all departments, you would check the Fiscal Officer box and write “12600 – All departments” in the box.



The screenshot shows a web form titled "FIN Section - Accounts Payable, Accounts Receivable and General Ledger (if applicable)". Below this is a section for "Finance Primary Permission Lists" with two dropdown menus for "Business Units (10000 to 59999)" and "Business Units (60000 to 99999)". A link below reads "Check here if only requesting Read Only Access to FIN:". The main section is "Finance Expense Approver Profiles", which includes four checkboxes: "Agency Head", "Fiscal Officer" (checked), "DOA Pre Audit (DOA Only-Statewide)", and "Check to Remove Profile". Below these is a text input field with the label "If Agency Head or Fiscal Officer, enter Business Unit(s) and Department ID number(s) user approves." and the value "12600 - All Departments".

To change the person that currently has this profile, you must submit **two** forms:

- A **form to remove** the profile from the current user. This form must check the box to remove the profile.
- A **form to add** the profile to the new user.
- Both forms should be submitted in the same email.



Finance Roles

In the Module Roles sections, check **all** Finance roles that your user needs.

- Any role(s) that a user currently has and are not checked will be removed.
- Running the V_SEC_USER_FIN_HCM_ROLES query will provide all roles that the user currently has in both HCM & FIN environments.
- Refer to the Statewide Security Handbook for role descriptions and restrictions.

Finance General Ledger Roles (check all roles requested)		
<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Journal Processor - Interfacing	<input type="checkbox"/> Journal Approver*
<input type="checkbox"/> Agency Chartfield Administrator	<input type="checkbox"/> Budget Processor	<input type="checkbox"/> Budget Approver
Statewide Central Roles		
<input checked="" type="checkbox"/> GL nVision Executer	<input type="checkbox"/> ACFR Processor	<input type="checkbox"/> Statewide Journal Approver
<input type="checkbox"/> Statewide ChartField Admin		
<input type="checkbox"/> Statewide GL Sys Process		
<input type="checkbox"/> Statewide Budget Approver		
<input type="checkbox"/> Journal Source Bypass		

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 Buddy Role: This role requires the user to also have the ACFR Processor role.	RR: This role may only be selected by users of the following agency/ division(s): <ul style="list-style-type: none"> • Department of Accounts • Board of Accountancy 	N/A




Finance Roles – Voucher Approver

If the **Voucher Approver** role is checked, you must also fill out the section at the top of page 2

- In the first box, enter the Accounts Payable 5-digit Business Unit(s) that the user will approve vouchers for.
- The second box is **only** for DJJ, DBHDS, Treasury, DOA, and CSA.
 - In this box, enter the departments that the user will approve vouchers for.

<p>*If Voucher Approver, enter <u>Accounts Payable Business Unit number(s)</u> user approves.</p>	1	
<p>*DJJ, DBHDS, Treasury, DOA & CSA ONLY-If Voucher Approver, also enter <u>Dept ID number(s)</u> user approves.</p>	2	
Finance Accounts Receivable Roles (check all roles requested)		
<input type="checkbox"/> Funds Receipts Processor	<input type="checkbox"/> Funds Receipts Manager	
<input type="checkbox"/> Funds Receipts Processor for Multiple GL BU (Restricted)	<input type="checkbox"/> Funds Receipts Manager Multi BU (Restricted)	
Finance General Ledger Roles (check all roles requested)		
<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Journal Processor - Interfacing	<input type="checkbox"/> Journal Approver*
<input type="checkbox"/> Agency Chartfield Administrator	<input type="checkbox"/> Budget Processor	<input type="checkbox"/> Budget Approver
Statewide Central Roles		
<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> ACFR Processor	<input type="checkbox"/> Statewide Journal Approver
<input type="checkbox"/> Statewide ChartField Admin	<input type="checkbox"/> GL Tree Combo Maintenance	<input type="checkbox"/> Statewide GL Sys Administrator
<input type="checkbox"/> Statewide GL Sys Processor	<input type="checkbox"/> Statewide Budget Administrator	<input type="checkbox"/> Statewide Budget Processor
<input type="checkbox"/> Statewide Budget Approver	<input type="checkbox"/> GL Revenue Reporter	<input type="checkbox"/> DOA Journal Bypass
<input type="checkbox"/> Journal Source Bypass	<input type="checkbox"/> SPO Crosswalk Configurator	



Finance Roles – Journal Approver

If the **Journal Approver** role is checked, you must also fill out the section in the middle of page 2

- In the first box enter the General Ledger 5-digit Business Unit(s) that the user will approve journal entries for.
- The second box is **only** for DJJ, DBHDS, Treasury, DOA, and CSA
 - In this box, enter the departments that the user will approve vouchers for.

Finance General Ledger Roles (check all roles requested)		
<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Journal Processor - Interfacing	<input type="checkbox"/> Journal Approver*
<input type="checkbox"/> Agency Chartfield Administrator	<input type="checkbox"/> Budget Processor	<input type="checkbox"/> Budget Approver
Statewide Central Roles		
<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> ACFR Processor	<input type="checkbox"/> Statewide Journal Approver
<input type="checkbox"/> Statewide ChartField Admin	<input type="checkbox"/> GL Tree Combo Maintenance	<input type="checkbox"/> Statewide GL Sys Administrator
<input type="checkbox"/> Statewide GL Sys Processor	<input type="checkbox"/> Statewide Budget Administrator	<input type="checkbox"/> Statewide Budget Processor
<input type="checkbox"/> Statewide Budget Approver	<input type="checkbox"/> GL Revenue Reporter	<input type="checkbox"/> DOA Journal Bypass
<input type="checkbox"/> Journal Source Bypass	<input type="checkbox"/> SPO Crosswalk Configurator	
*If Journal Approver, enter General Ledger Business Unit Number(s) user approves. <div style="border: 1px solid black; background-color: #e0e0ff; padding: 5px; margin-top: 5px;">1</div>		
*DJJ, DBHDS, Treasury, DOA, and CSA ONLY - If Journal Approver, also enter Department ID number(s) user approves. <div style="border: 1px solid black; background-color: #e0e0ff; padding: 5px; margin-top: 5px;">2</div>		



Business Intelligence

All Cardinal Financials users automatically have access to BI.

- The BI (Business Intelligence) Adhoc User role is restricted and requires Cardinal Director approval.

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



HCM Primary Permission Lists

If you are adding HCM roles or the user has current HCM roles; select only **one** Primary Permission list from the drop-down box.

- Refer to the [Primary Permission List](#) (excel) file (HCM tab) to determine the proper Permission List to select.

HCM Section - Benefits, Human Resources, Payroll and Time & Attendance Roles (if applicable)		
HCM Primary Permission Lists		
Business Units (09000 to 59999)	<select one>	Business Units (60000 to 99999)
HCM Benefits Roles (check all roles requested)		
<input type="checkbox"/> Benefits Administrator	<input type="checkbox"/> Benefits Read Only	<input type="checkbox"/> HBO Benefits Support
Statewide Central Roles:		
<input type="checkbox"/> OHB Benefits Administrator	<input type="checkbox"/> OHB Benefits Operations	<input type="checkbox"/> OHB Benefits Config Read Only
<input type="checkbox"/> VRS Benefits Administrator	<input type="checkbox"/> TLC Datasheet Administrator	
HCM Human Resources Roles (check all roles requested)		
<input type="checkbox"/> HR Administrator	<input type="checkbox"/> HR Position Management	<input type="checkbox"/> HR Manager Reports
<input type="checkbox"/> HR Read Only	<input type="checkbox"/> HR Read Only Sensitive Data	<input type="checkbox"/> EPR Only Entry
Statewide Central Roles:		
<input type="checkbox"/> HBO HR Administrator	<input type="checkbox"/> DHRM HR Operations	<input type="checkbox"/> DGS Reporter
<input type="checkbox"/> DVS Reporter		
SE-SW-001	Rev. 03/24/2023	

Image: Click to view an example of the Primary Permission List excel file.



HCM Roles

In the HCM Module Roles sections, check **all** HCM roles that your user needs.

- Any role(s) that a user currently has and are not checked will be removed.
- Running the V_SEC_USER_FIN_HCM_ROLES query will provide all roles that the user currently has in both HCM & FIN environments.
- Refer to the Statewide Security Handbook for role descriptions and restrictions.

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

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Image: Click to view excerpt from the Statewide Security Handbook, highlighting role descriptions and restrictions.

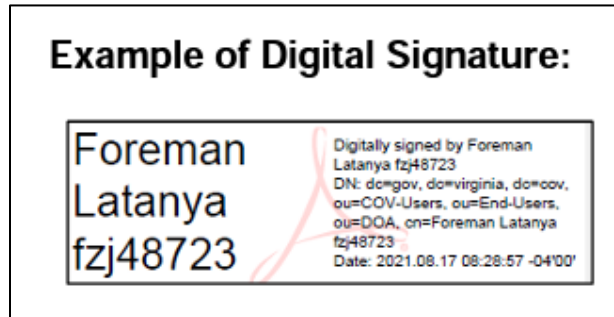


Access Approvals

The User, User’s Supervisor, and Cardinal Security Officer **printed names, signatures, and date** must be filled out.

Access Approvals			
By signing below, I acknowledge that I understand transactions added/ updated in the Cardinal system should be in accordance with the Commonwealth Accounting Policy and Procedures Manual Cardinal Topics 20310 and Cardinal Topic 70220.		By signing below, I certify that the Cardinal access requested for this user is necessary to perform his/her current job responsibilities. I also acknowledge this request is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topics 20310 and 70220.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User Printed Name	Date	Supervisor Printed Name	Date
<input type="text"/>		<input type="text"/>	
User Signature (sign above)		Supervisor Signature (sign above)	
I have reviewed this request for access and certify it is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topic 20310, Cardinal Topic 70220, and the Cardinal Security Handbook.			
<input type="text"/>			<input type="text"/>
Cardinal Security Officer Printed Name			Date
<input type="text"/>			
Cardinal Security Officer Signature (sign above)			

IMPORTANT: Digital Signatures are only valid if they include a system generated date stamp. DocuSign approvals are allowed provided they include the log.





Access Approvals – Email Approvals

Email approvals from a user's **business email** account are acceptable if they cannot physically sign the form or provide a valid digital signature.

- To submit a Cardinal Security Form with an email approval:
 - The form must be attached with the email approval
 - The email approval must show that it was sent from the user, supervisor, and/or CSO.
- The approver should state the following:
 - User – “Please accept this email as my approval of the attached form as the user.”
 - Supervisor – “Please accept this email as my approval of the attached form as the supervisor.”
 - Cardinal Security Officer – “Please accept this email as my approval of the attached form as the Cardinal Security Officer.”



Department of Accounts Approval

DOA Approval is **required**, prior to Security form submission, for any Segregation of Duties Exceptions and/or any requests for Statewide Permission list access.

Segregation of Duties (SOD) Exceptions

Generally, Segregation of Duties (SOD) role combinations (e.g., HR Administrator and Payroll Administrator) will not be granted to Cardinal users.

- Exceptions can be requested for agencies where limited staffing is available or special circumstances exist.
- To request an SOD role combination for a user, agencies must **first** submit a written request to DOA's Director of General Accounting (gacct@doa.virginia.gov)
 - The written request must include:
 - Exceptions requested
 - Justification for the exception



Department of Accounts Approval, continued

Complete the Cardinal Security Form and email it to the General Accounting email address (gacct@doa.virginia.gov)

- The DOA approver's printed name, signature, and the date.
 - All accepted methods of approval are the same for DOA approvers.

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



Comments/Notes

The Comments/Notes section may be used for any additional information.

IMPORTANT: Comments cannot be a substitute for completing the form properly.

Access Approvals			
By signing below, I acknowledge that I understand transactions added/updated in the Cardinal system should be in accordance with the Commonwealth Accounting Policy and Procedures Manual Cardinal Topics 20310 and Cardinal Topic 70220.		By signing below, I certify that the Cardinal access requested for this user is necessary to perform his/her current job responsibilities. I also acknowledge this request is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topics 20310 and 70220.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User Printed Name	Date	Supervisor Printed Name	Date
<input type="text"/>		<input type="text"/>	
User Signature (sign above)		Supervisor Signature (sign above)	
I have reviewed this request for access and certify it is in accordance with the Commonwealth Accounting Policies and Procedures Manual Cardinal Topic 20310, Cardinal Topic 70220, and the Cardinal Security Handbook.			
<input type="text"/>			<input type="text"/>
Cardinal Security Officer Printed Name			Date
<input type="text"/>			
Cardinal Security Officer Signature (sign above)			
Department of Accounts Approval (as required)			
<input type="checkbox"/> Segregation of Duties Exception		<input type="checkbox"/> Statewide Permission List Request	
<input type="text"/>			<input type="text"/>
DOA Approver Printed Name			Date
<input type="text"/>			
DOA Approver Signature (sign above)			
Comments/Notes			
<input type="text"/>			



Questions



Statewide Security Forum

Statewide Security Forum for the CSO

September 28, 2023



Agenda

- Annual Review
 - Overview & What to Expect
- Agency Responsibilities
 - Spreadsheet
 - Annual Review Certification Form
 - Submission Process



Annual Review



Annual Review: What to Expect

Why: The purpose of the Annual Review and certification is to ensure consistent user account monitoring and maintenance in accordance with the Commonwealth Accounting Policies and Procedures (CAPP) Manual.

- Cardinal Topic 20310
- Cardinal Topic 70220
- Cardinal Security Handbook

The Annual Review outlines the responsibilities of all parties involved and to ensure that online Cardinal users identified in the Cardinal Security Tables remain authorized by their respective agencies.

Who: The Agency Cardinal Security Officer (CSO) will submit this activity.

How: A communication will be sent on **Monday, October 2, 2023**, with the following information:

- Instructions
- Spreadsheet with all users and roles
- Certification form

When: This task is due **Monday, October 23, 2023**.



Annual Review: Helpful Information

Your review should consider the following at a minimum:

- Your certification applies to the data being effective **as of the run date** of the spreadsheet
- The data should be reviewed in context with the Cardinal Security Handbook
- Contract workers who are no longer working at the agency should be removed
- Users who have changed job duties/positions
- Users who no longer supervise employees



Annual Review: Spreadsheet

Review and update the spreadsheet.

Enter a number “1” in the appropriate column:

- **Access Correct:** No changes needed for this user.
- **Changes Needed & Form Enclosed:** A change is needed for this user
 - A Cardinal Security Form is required for **ALL** changes to a user’s account
 - Use the **Comment** column to enter the date that a form was submitted if you sent the form prior to sending the Annual Review submission packet.

AW	AX	AY	AZ	BA	BB	BC
V_TL_ADMINISTRATOR	V_TL_DELEGATION_ADMINISTRATOR	V_TL_EMPL_SETUP_ADMIN	Grand Total	Access Correct	Changes Needed & Form Enclosed	Comment
			11	1		1 Form Submitted 10/11/23
			4			1 Form Submitted 10/11/23
1	1	1	30			

Note: The spreadsheet is locked for editing except for the Yellow highlighted columns.



Annual Review: Spreadsheet Totals

The last row automatically totals following the user data to count the classification assigned to your total users in each of the following columns:

- **Access Correct**
- **Changes Needed & Form Enclosed**

AW	AX	AY	AZ	BA	BB	BC
V_TL_ADMINISTRATOR	V_TL_DELEGATION_ADMINISTRATOR	V_TL_EMPL_SETUP_ADMIN	Grand Total	Access Correct	Changes Needed & Form Enclosed	Comment
			11	1		
			4			1 Form Submitted 10/11/23
1	1	1	30			1 Form Submitted 10/11/23
			4	1		
1	1	1	32	1		
1	1	1	28	1		
			4			1 Form Submitted 10/5/23
			4	1		
TOTALS:				5		3

The control totals will be used in the completion of the certification form.



Annual Review: Submission Process

Final steps for submission:

1. Submit all required updated Cardinal Security Forms and include “Annual Review” in the subject line.
2. Submit your Annual Review packet via email to Cardinal.Security@doa.virginia.gov
 - Subject line: **Annual Review**
 - Email must contain:
 - A scanned copy of the completed/signed certification form
 - Completed Spreadsheet (Excel file)
Note: Ensure you submit the updated version of the spreadsheet with the original locked formatting.
3. This certification will not be considered complete until **all required items** are received by the Cardinal Security team.
4. A confirmation email will be sent to the agency CSO’s when the annual review is completed.



Questions



Additional Support



User Support Guides

Resource	Cardinal User Type	Description
Cardinal New User Support Guide	All New Cardinal Users	This guide is for all new Cardinal Users, provides support on topics such as: <ul style="list-style-type: none">• Access and Login• Identifying User Type• Training & Support Resources
Cardinal HCM ESS Support Guide	Employee Self-Service (ESS) Users	This guide is for Cardinal users who use ESS to view paychecks, view/update personal data, elect benefits, and/or submit time & absence. Providing support on common ESS and ESS TA questions.
	ESS Time & Attendance Users	
Cardinal HCM Core User Support Guide	Cardinal Core Users with Administrative Access	This guide is tailored to Cardinal core users who perform day-to-day administrative functions in Cardinal. Providing support on common HR, Benefits, TA, and Payroll related questions & issues.
	ESS TA/AM Supervisors/Approvers	



Cardinal System Access Support

System Access Support can be found on the Cardinal Portal Page:
Cardinal Website > Applications > [Portal](#)

[Cardinal Registration Quick Start Guide](#)

- Information on how to register and login to the Cardinal system. This guide is for use by:
 - Non-COV agency employee using an agency assigned business email address
 - Non-COV agency contractor
 - Any user using a personal email to access Cardinal HCM

[Cardinal System Access Guide](#)

- Detailed job aid on how to login to the Cardinal system

[Cardinal Multi-Factor Authentication](#)

- Detailed job aid on how to setup Multi-Factor Authentication (MFA) to access Cardinal from outside the COV network



Password Tips and System Timeouts

Password Tips:

- If a password is entered incorrectly, the user will automatically be locked out after **3 failed attempts**.
- If the user has forgotten a username or password or locked themselves out, they can complete the **Forgot Username/Forgot Password Request***.
- Users will be required to reset their passwords every 90 days.

System Timeouts:

- Cardinal times out or terminates any session that is **inactive** for 30 minutes. If a user is timed out, any work that has not been saved will be lost.
 - It is always recommended to save work as often as possible.
 - If multiple Cardinal windows are open, the user is timed out of all windows.



Quick Links for Cardinal Security Officers

Security Page: Cardinal Website > Resources > [Security](#)

- Statewide Security Handbook
- Instructions for Security Access Form
- Primary Permission List (excel)
- Cardinal Security Forms
- [Cardinal Security Officer](#) (excel)
 - List of Cardinal Security Officers by agency

HCM Training

[HCM Roles to Training Course Mapping](#)

- Required training courses by core user role

HCM Query Support

- [NAV225 Running an HCM Query](#) job aid
- [Generating an HCM Query](#) tutorial
- [Cardinal Security Reports Catalog](#)



Additional Support

As a Cardinal user, you have several support resources available:

Agency Support

- Follow your agency guidelines on utilizing agency-centered resources to resolve issues/questions (e.g., a specific person, internal shared mailbox).
- Agency contacts are equipped to address agency specific details, including agency system usage, agency-specific HR policies, and procedures.

VCCC Help Desk

- Submit a help desk ticket to vccc@vita.virginia.gov and include “**Cardinal -...**” in the subject line with a brief summary for routing.
 - In the email, provide detailed information about your issue (i.e., functional area, page, actions, error).
 - Be sure to include your name, email address, and a phone number where you can be reached.

Cardinal Security Assistance for CSOs

- Cardinal Security Officers may send Cardinal Security related questions to Cardinal.Security@doa.virginia.gov.



Meeting Wrap-up



Appendix: FIN Primary Permission Lists

Refer to the [Primary Permission List](#) (excel) file (FIN tab) to determine the proper Permission List to select.

- Filter by the Business Unit
- Select the proper value based upon which Business Unit(s) are needed
- If the Statewide Access Group = “**YES**”, DOA Approval is required for this permission list

FIN PRIMARY PERMISSION LISTS				
Filter on your agency's Business Unit to view the Primary Permission Lists available for your agency.				
Business Unit	Petty Cash Y/N?	Additional Business Units	Primary Permission Lists	Statewide Access Group
10000	No	10500	V_R_10000_USERS	
10000	Yes	All Statewide	V_R_10000_SENATE_OVERSIGHT	YES
10100	No	None	V_R_10100_USERS	
10100	No	10500	V_R_10100_ADMIN	
10100	Yes	All Statewide	V_R_10100_HOUSE_OVERSIGHT	YES
10700	No	10800, 11800, 14200, 14500, 82000, 83400, 83700, 83900, 84000, 84200, 84400, 84500, 84700, 85800, 85900, 86000, 86200, 86300, 86400, 86500, 86700, 87000, 87100, 87200, 87400, 87500, 87600, 87700, 88200, 96100, 97100	V_R_10700_USERS	
10900	No	None	V_R_10900_USERS	
11000	No	None	V_R_11000_USERS	
11100	No	10300, 11200, 11300, 11400, 11500, 11600, 12500, 16000	V_R_11100_USERS	
11700	No	None	V_R_11700_USERS	
12200	No	98700	V_R_12200_USERS	
12200	No	All Statewide	V_R_DPB_STATEWIDE	YES
12300	Yes	123P0, 123P1	V_R_12300_PETTY_CASH	
12300	No	None	V_R_12300_USERS	
12300	No	None	V_R_12300_USERS	

Image: Click to return to slide 20, Finance Primary Permission Lists.



Appendix: HCM Primary Permission Lists

Refer to the [Primary Permission List](#) (excel) file (HCM tab) to determine the proper Permission List to select.

- Filter by the Business Unit
- Select the proper value based upon which Business Unit(s) are needed.
- If the Statewide Access Group = “YES”, DOA Approval is required for this permission list

HCM PRIMARY PERMISSION LISTS			
Filter on your agency's Business Unit to view the Primary Permission Lists available for your agency.			
Business Unit	Additional Business Units	Primary Permission Lists	Statewide Access Group
09000	None	V_PRIM_09000_USERS	
09100	None	V_PRIM_09100_USERS	
10000	None	V_PRIM_10000_USERS	
10100	None	V_PRIM_10100_USERS	
10300	None	V_PRIM_10300_USERS	
10700	10700, 14200, 33000, 82000, 83400, 83900, 84200, 84400, 84700, 87600, 88200, 96100	V_PRIM_10700_OVERSIGHT	
10700	None	V_PRIM_10700_USERS	
10900	None	V_PRIM_10900_USERS	
11000	None	V_PRIM_11000_USERS	
11000	11000, Statewide	V_PRIM_11000_JLARC_OVERSIGHT	YES
11100	10300, 11100, 11200, 11300, 11400, 11500, 11600, 12500, 16000	V_PRIM_11100_OVERSIGHT	
11100	None	V_PRIM_11100_USERS	
11200	None	V_PRIM_11200_USERS	
11300	None	V_PRIM_11300_USERS	

Image: Click to return to slide 27, HCM Primary Permission Lists.



Appendix: Cardinal Security Handbook HCM Example


		Statewide Security Handbook	
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

Image: Click to return to slide 28, HCM Roles.