Security Screen / Org Code Range Allowance

Overview

Six security role codes (‘B’, ‘K’, ‘R’, ‘T’, ‘U’, and ‘Y’) in the People First system allow agencies to limit the access of an employee to specific Organizational Codes or ranges of Organizational Codes within their agency. These role codes let agencies give their employee’s access to data that they have a business need to view or change.

Definitions

‘B’ role code:

- Requisition Manager & Timekeeper – Org Code Range Allowance.
- Access to positions and employees in assigned Org Code Ranges.
- Update access to Timesheet, Timesheet Approval, Flexible Work Schedule, Leave Requests and Approvals, and Vacancy.
- View only access to Leave Balance Adjustments, Leave Balance Overview, Action History, Key Service Dates and Position Information.
- Ability to create requisitions for positions in the assigned Org Code Ranges.
- Ability to process limited updates (e.g., timesheet entry, timesheet and leave approvals) for separated agency employees within 60 days from last day employed.
- No access to separated agency employees after 60 days.
- Can be assigned to Salary and OPS positions.

‘K’ role code:

- This role is the equivalent of the ‘C’ role code, only restricted by Org Code Range Allowance.
- No update access.
- View only access to all employee information within the defined Org Code Range Allowance, except for Insurance Benefits and Direct Deposit Information.
- All reports except for Insurance Benefits Reports.
- No access to separated agency employees after 60 days.
- Can be assigned to Salary and OPS positions.

‘R’ role code:

- Requisition Manager – Org Code Range Allowance.
Security Screen / Org Code Range Allowance

- Access to employees and positions in assigned Org Code Ranges.
- Update access to open and close vacancies.
- View Only access to Org Work Assignment and Position Relationships.
- Ability to create requisitions for positions in the assigned Org Code Ranges.
- No access to separated agency employees after 60 days.
- Can be assigned to Salary and OPS positions.

‘T’ role code:
- Access to employees in assigned Org Code Ranges.
- Update access to Timesheet, Timesheet Approval, Flexible Work Schedule, and Leave Requests and Approvals.
- View access to Leave Balance Adjustments, Leave Balance Overview, Action History and Key Service Dates.
- Ability to process limited updates (i.e., timesheet entry, timesheet and leave approvals) for separated agency employees within 60 days from last day employed.
- No access to separated agency employees after 60 days.
- Can be assigned to Salary and OPS positions.

‘U’ role code:
- Agency HR – Org Code Range Allowance
- This role is the equivalent of the ‘H’ role code, only restricted by Org Code Range Allowance.
- Access is restricted by Org Code Range Allowance.
- Full Access (except direct deposit records) for Org Code Range Allowance. Access is limited to the E role for the user’s records.
- Full PAR access (create, act upon, complete, reject, intercept, cancel, etc.), for Org Code Range Allowance.
- All reports for agency within Org Code Range Allowance.
- Ability to view and process limited updates (e.g., process timesheets, approvals, address changes, etc.) for separated agency employees within 60 days from last day employed, within the defined Org Code Range Allowance.
Security Screen / Org Code Range Allowance

- Ability to view and update limited information (i.e., Addresses and Form W-4) for separated agency employees within 60 days from last day employed, as long as the employee is not or was not employed in another position, within the defined Org Code Range Allowance.

- No access to separated agency employees after 60 days.

- Can be assigned to Salary, OPS and Benefits Only Entities.

‘Y’ role code:

- Agency HR with Statewide Benefits View – Org Code Range Allowance.

- This role is the equivalent of the ‘X’ role code, only restricted by Org Code Range Allowance.

- Full access (except direct deposit records) for Org Code Range Allowance. Access is limited to the E role for the user’s records.

- Full PAR access (create, act upon, complete, reject, intercept, cancel, etc.), for Org Code Range Allowance.

- All reports for agency within Org Code Range Allowance.

- Ability to process limited updates (e.g., process timesheets, approvals, address changes, etc.) for separated agency employees within 60 days from last day employed, within the defined Org Code Range Allowance.

- Ability to update limited information (i.e., Addresses and training entry) for separated agency employees within 60 days from last day employed, as long as the employee is not or was not employed in another position, within the defined Org Code Range Allowance.

- No access to separated agency employees after 60 days.

- Can be assigned to Salary and Benefits Only Entities.

Authorization


Process Steps

Follow the steps below to assign the ‘B’, ‘K’, ‘R’, ‘T’ and ‘U’ role codes to positions:

Step 1: Go to Manager landing page > Org Management tile > Maintenance

Step 2: Select the Position, then select Position Actions > Update Position Details > Security tab

Step 4: Enter the ‘From Org Code’ and ‘To Org Code’ values for the first org code range.

Step 5: If only one org code range is desired, select “Complete.”

Step 6: If multiple org code ranges are desired, select the “green plus sign (+)” and add the next org code range – repeat until all have been added, then select “Complete”.

Follow the process below to have the ‘Y’ role code assigned to a position within your agency:

- The Agency Human Resource Officer should send an e-mail to David DiSalvo at david.disalvo@dms.myflorida.com and copy Tommy Wagner at tommy.wagner@dms.myflorida.com. Include the employee name, appointment ID, org code range or ranges to be assigned, and the reason or justification for statewide benefits access. The DMS People First Division will process the request within 24 hours.