



Generating Security Listing by User and Role - HCM

This document walks you through the process of generating a listing of users and their assigned roles in your agency. The Security Listing by User and Role Report enables you to audit access that has been granted to users in your agency. This is the same information that the State Accounting Office provides quarterly. Now you can generate this at any time to insure compliance with your agency's requirements.

STEP 1:

- Access HCMPROD at <https://route88.state.ga.us/psp/sao/?cmd=login>
- Login

SAO Employee Self Service - Windows Internet Explorer

https://route88.state.ga.us/psp/sao/?cmd=login

File Edit View Favorites Tools Help

SAO Employee Self Service

Employee Self Service

PeopleSoft HCM

TEAM GEORGIA ESS/TEAMWORKS FLEX-GABREEZE

User ID:

Password:

Sign In

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Important Notice

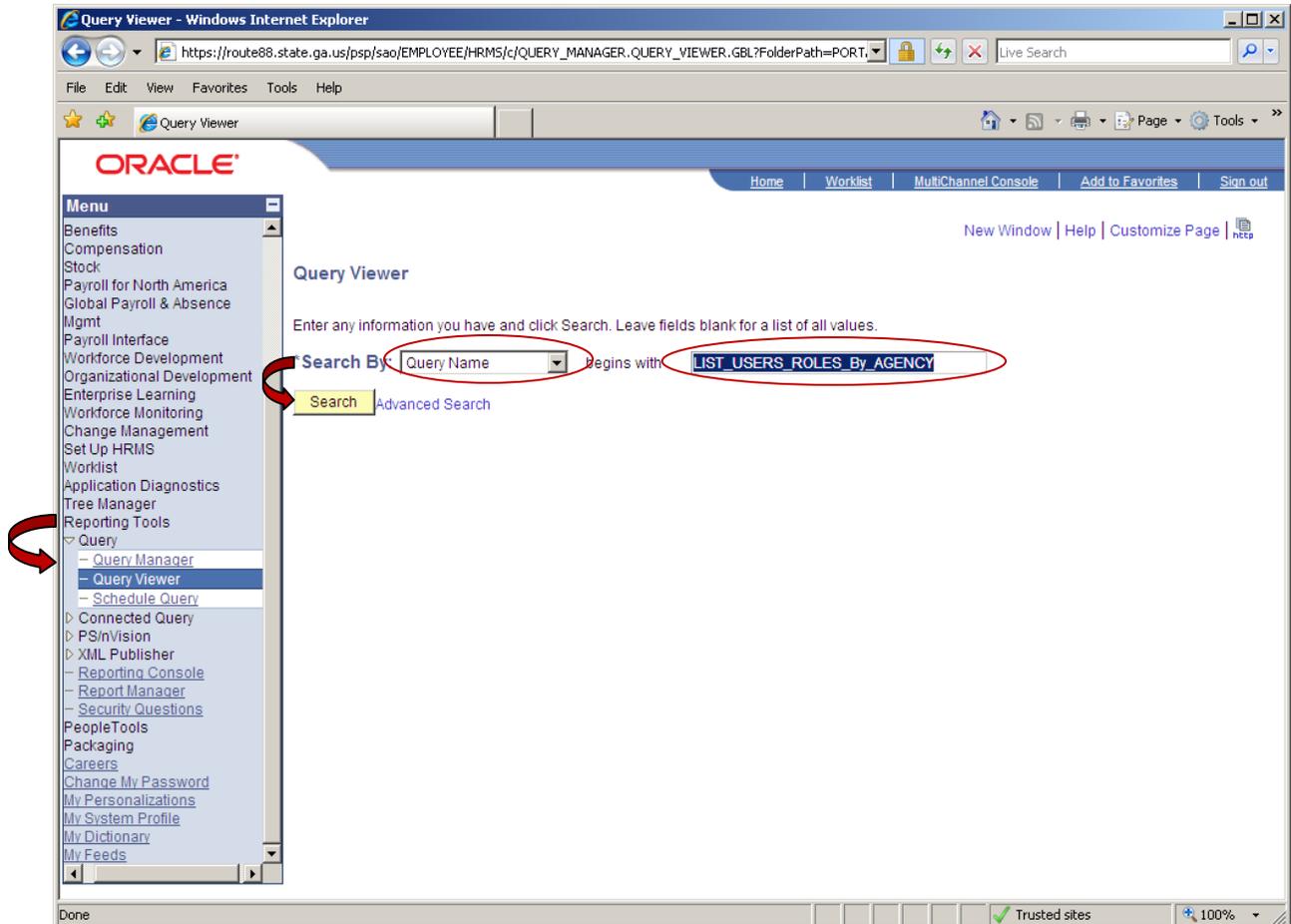
This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

Trusted sites 100%

STEP 2:

- From **Menu** navigate to **Reporting Tools > Query > Query Viewer**
- Select the “Query Name” option from the **Search By** drop down list
- In the **begins with** field enter **LIST_USERS_ROLES_BY_AGENCY**
- Click **Search**



STEP 3:

- Click on **HTML** or **Excel** to choose output

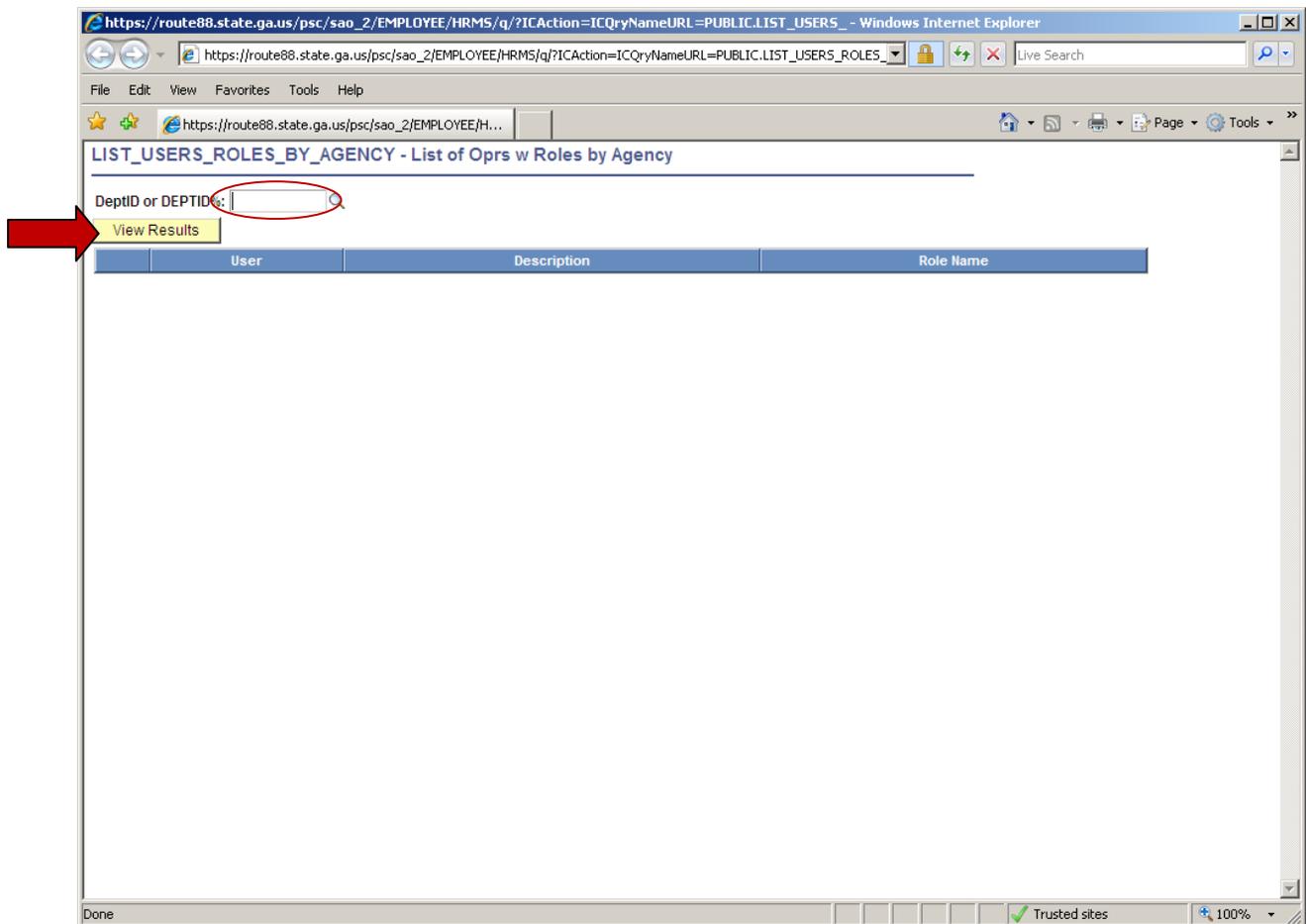
The screenshot shows the Oracle Query Viewer interface. The search results table is as follows:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
LIST_USERS_ROLES_BY_AGENCY	List of Oprs w Roles by Agency	Public		HTML	Excel	XML	Schedule	Favorite

Two red arrows point to the 'Run to HTML' and 'Run to Excel' buttons in the table.

STEP 4:

- Enter your Department ID in **DEPTID**
- Click the yellow **View Results** button



STEP 5:

- The results for your business unit will appear
 - ✓ The results are in the following sort order: **User** (User ID), **Description** (User name) then **Role Name**
 - ✓ One line appears for each role that the user is assigned
- You may download the results by selecting one of the options appearing after **Download results in:**
 - ✓ The options depend on whether you chose HTML or Excel



The screenshot shows a web browser window displaying a list of users and roles. The browser address bar shows the URL: https://route88.state.ga.us/psc/sao_2/EMPLOYEE/HRMS/q/?ICQryName=LIST_USERS_ROLES_BY_AGENCY&ICD. The page title is "LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency".

The search criteria is "DeptID or DEPTID%: 407031". Below the search criteria, there is a "View Results" button. Underneath, the "Download results in:" section offers options: "Excel Spreadsheet", "CSV Text File", and "XML File (83 kb)".

The table below shows the results, with columns for "User", "Description", and "Role Name". A red arrow points to the "Download results in:" section.

	User	Description	Role Name
1	00197860	Silas,Sylvia J.	Agency Security
2	00197860	Silas,Sylvia J.	Agency Security Reset
3	00197860	Silas,Sylvia J.	DX_SAO_SAR_TRACKING
4	00197860	Silas,Sylvia J.	EP HR Admin
5	00197860	Silas,Sylvia J.	HGA
6	00197860	Silas,Sylvia J.	Paycheck Name Change
7	00197860	Silas,Sylvia J.	SAO Central Support
8	00197860	Silas,Sylvia J.	SAO_HELPDESK_SUPPORT
9	00197860	Silas,Sylvia J.	Security People without Jobs
10	00197860	Silas,Sylvia J.	State User
11	00215658	Price,Elizabeth 404/232-4602	Agency Security Reset
12	00215658	Price,Elizabeth 404/232-4602	Create Run Query
13	00215658	Price,Elizabeth 404/232-4602	GA_PS_USER
14	00215658	Price,Elizabeth 404/232-4602	HGA
15	00215658	Price,Elizabeth 404/232-4602	SAO_FINANCIAL_SAR_SUPPORT
16	00215658	Price,Elizabeth 404/232-4602	SAO_HELPDESK_SUPPORT
17	00215658	Price,Elizabeth 404/232-4602	Security People without Jobs
18	00215658	Price,Elizabeth 404/232-4602	State User
19	00215658	Price,Elizabeth 404/232-4602	View HR Data - Complete
20	00224369	Toni Vanesta Hill	Agency Security Reset
21	00224369	Toni Vanesta Hill	SAO_FINANCIAL_SAR_SUPPORT
22	00224369	Toni Vanesta Hill	SAO_HELPDESK_SUPPORT
23	00224369	Toni Vanesta Hill	View HR Data - Complete