Security Roles

What are security roles?
Security roles are how users and allow them to access specific functionality in GA@WORK.

Do security roles correspond with actual job titles?
Security roles do not necessarily correspond with a job title. Security roles are indicative of functions and responsibilities Employees may complete in GA@WORK.

How are employees assigned security role(s)?
Agency Subject Matter Experts were tasked to map their Employees to various security roles through multiple iterations of Security Role Mapping, setting a baseline for end user access. After Go-Live, roles will be assigned through submitting Security Request Forms to your Agency Security Partner.

What is role mapping?
Explained on page 2 of this document, role mapping was a process completed by agencies to correctly assign users to roles.

More information about security roles will be provided in training.

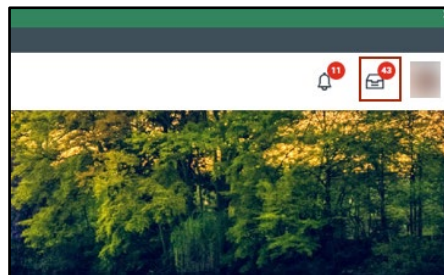## Approvals

Why are approvals important in GA@WORK?
Approvals are what keep business processes moving in GA@WORK. Approvals are the checks and balances that provide for accountability and awareness. Approvals are required on many business processes.

Where do Managers learn what approvals are waiting on their action?
After a Manager signs into GA@WORK, any pending approvals will be visible in My Tasks, located on the home screen.

How do Managers see the next step in approvals for a business process?
If there are additional approvals required in the business process, a Manager can navigate to the archive section of their My Tasks Inbox to view the process history. After selecting the process, a Manager can then see what the next step is to be completed in the business process.

The My Tasks Inbox

Delegations

What is delegation?
Delegation is when an Employee formally delegates their approval or initiation responsibilities to another qualified individual for a set period of time.

Why would someone delegate?
Delegation of approval or initiation responsibilities means that business processes do not stop while an Employee is out of the office. This is meant as a temporary shift of responsibilities.

When would someone delegate?
Often individuals would delegate when going on PTO, LOA, or when out of the office for an extended period of time.

Does delegation require an approval?
Delegation requires an approval process. After an Employee requests delegation, it has to be approved by their Manager, and the Agency Security Partner will have a task to confirm accuracy of the request.

More information about delegation will be provided in training.

Role Mapping Explanation Summary

Role Mapping

- Role mapping was an important activity completed by agencies in 2025 in preparation for the implementation of GA@WORK.

- Employees may see that their everyday **job title** does not exactly match their **role title** in GA@WORK.

- Roles in GA@WORK are tied to security access – Employees need the right access to fulfill their job responsibilities.

Role-Based Security Groups

- Role-based security groups are assigned to specific roles or positions.

- Security groups are assigned based on the position's responsibilities associated with each position.

- When an employee with specific role-based access departs, their successor will automatically inherit the security access unless the role is removed before the employee's departure.

Examples

- As a Human Resource Director, I am responsible for approving new hires at my agency. To fulfill this duty, I require the "HR Partner" Security Role in GA@WORK, which will enable me to review and approve new hires effectively.

- As an Accounts Receivable Operations Lead, I am responsible for approving processes within the Accounts Receivable domain. To fulfill this duty, I require specific access to the financial population I support ensuring I can effectively manage approvals within this scope.