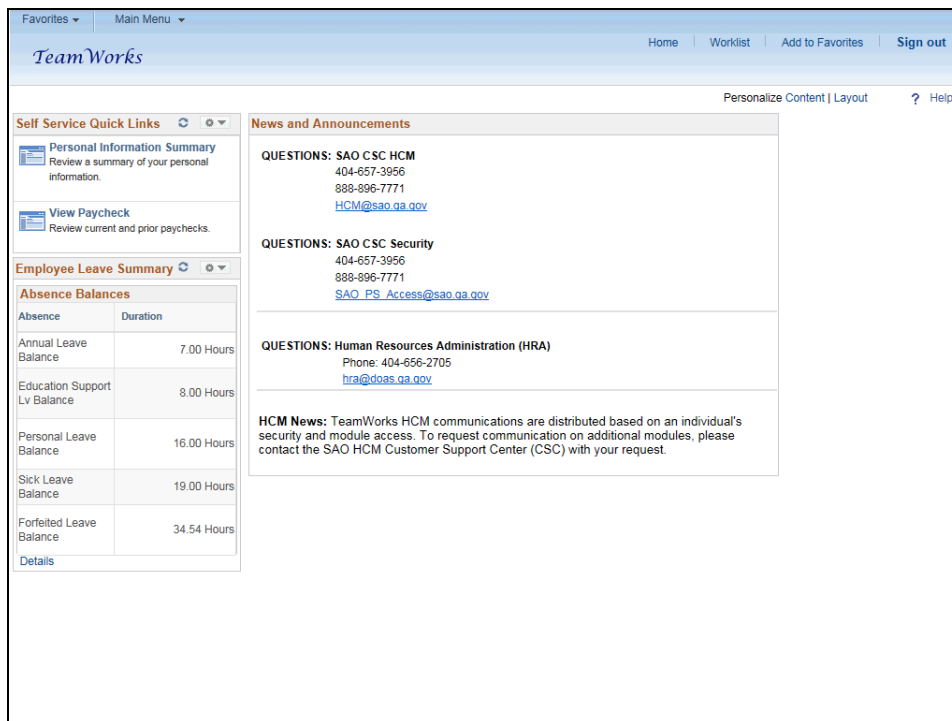# Generating Security Listing by User and Role

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 ensure compliance with your agency's requirements.
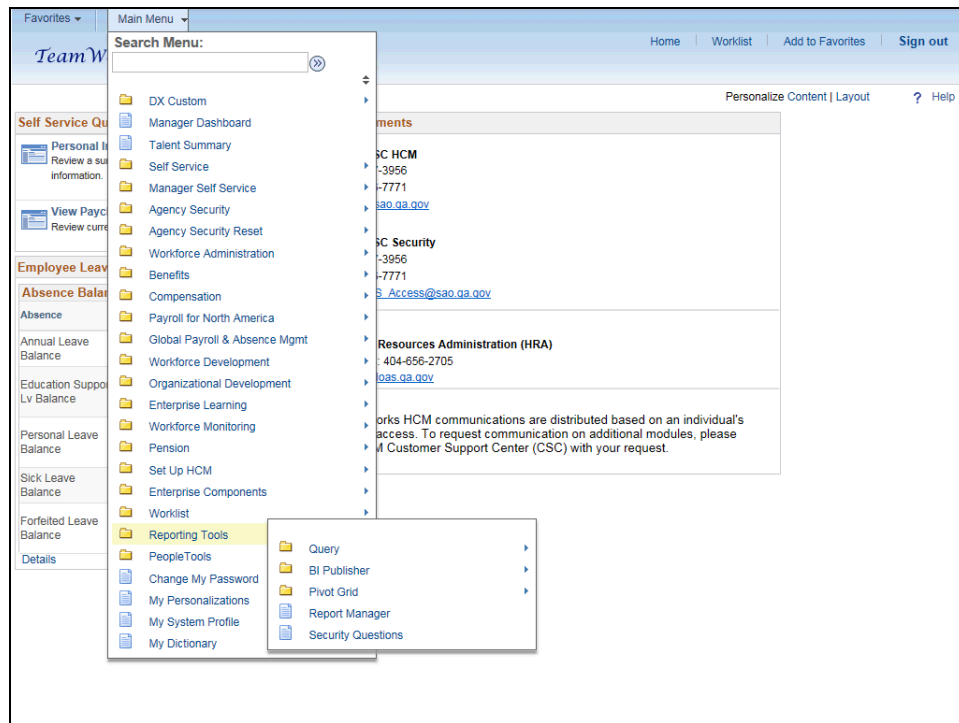
- Access HCMPROD at:
  https://hcm.teamworks.georgia.gov/psp/empl/?cmd=login&languageCd=ENG&

- Login

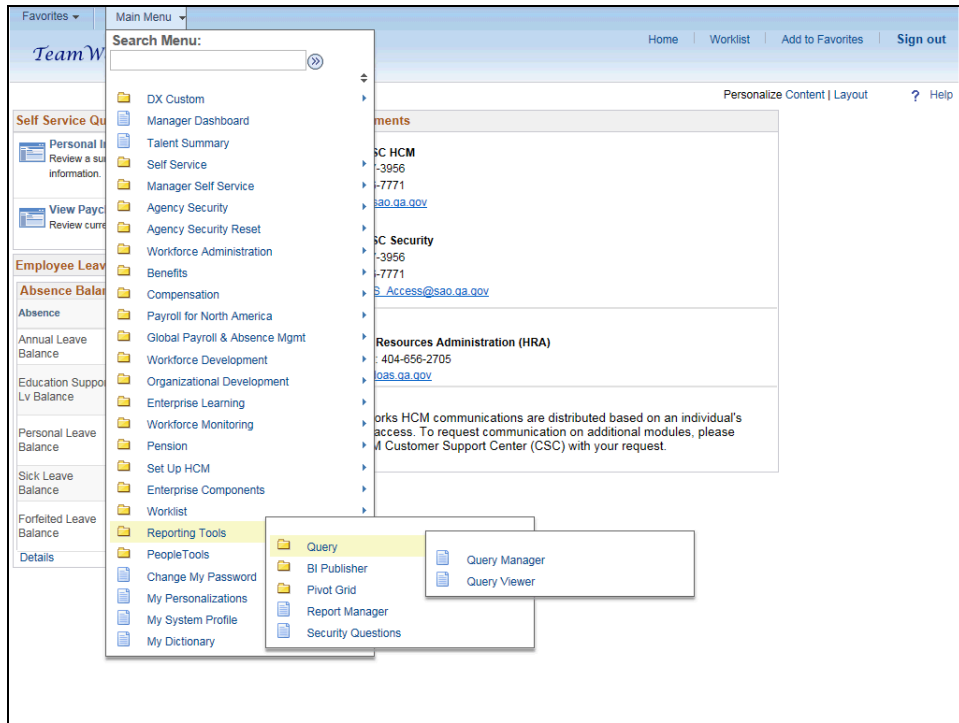| Step	Action
1.	To run the report, navigate to the query viewer page. **Note:** This simulation is an example. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation. Click the **Main Menu** link.
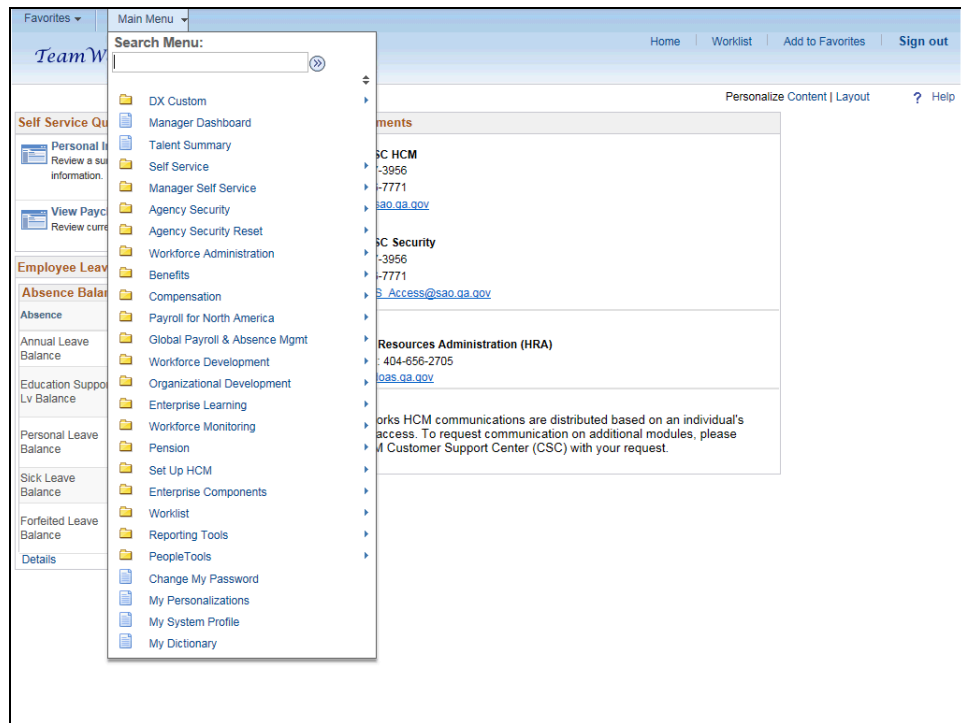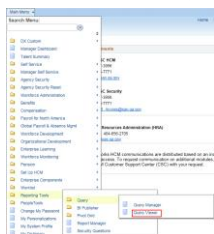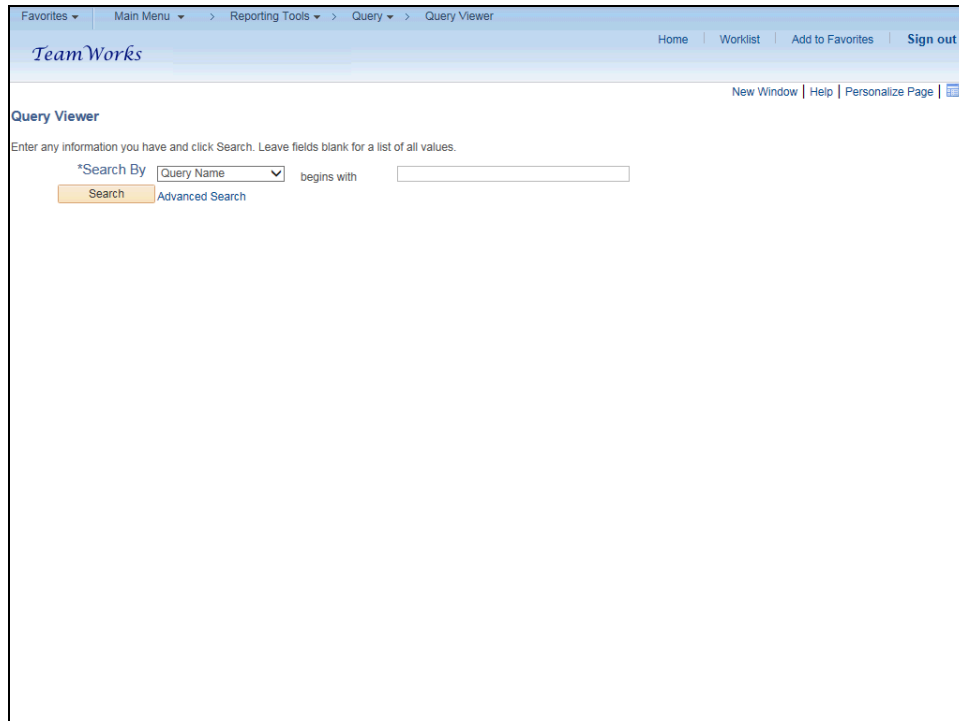
Step	Action
2.	Click the **Reporting Tools** link.

Step	Action
3.	Click the **Query** link.

Job Aid

Step	Action
4.	Click the **Query Viewer** link.

Date Created: 12/4/2019 10:02:00 AM

Step	Action
5.	Here is where the query name will be entered. The query to determine user roles and access is: LIST_USERS_ROLES_BY_AGENCY Click in the **begins with** field. begins with

Job Aid

Step	Action
6.	Here is where the query name will be entered. The query to determine user roles and access is: LIST_USERS_ROLES_BY_AGENCY
	Enter the appropriate information into the **begins with** field.
	For this example, type **LIST_USERS_ROLES_BY_AGENCY**.

Step	Action
7.	Click the **Search** button.

Step	Action
8.	The output can be viewed in either HTML or Excel. For this example, the output will be in HTML.
	Click the **HTML** link.

Run to
HTML

HTML

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID%

View Results

User	Description	Role Name

Step	Action
9.	Click in the **DeptID or DEPTID%** field.

DeptID or DEPTID%

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID% [   ]

[View Results]

	User	Description	Role Name

Step	Action
10.	Enter the information appropriate to the Agency. Instead of the **00** that follows a Dept ID number, use the **%**. Enter the appropriate information into the **DeptID or DEPTID%** field. For this example, type **427%**.

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID% 427%

View Results

	User	Description	Role Name

Step	Action
11.	Click the **View Results** button. View Results

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID% 427%

View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (332 kb)

View All   First 1-100 of 1786 Last

	User	Description	Role Name
1	00230023	Patrick Star 656/656-6566	Basic Human Resources
2	00230023	Patrick Star 656/656-6566	C427_127
3	00230023	Patrick Star 656/656-6566	Create Additional Pay
4	00230023	Patrick Star 656/656-6566	EE Absence Long Term/Unpaid
5	00230023	Patrick Star 656/656-6566	EE Absence Short Term
6	00230023	Patrick Star 656/656-6566	ESS_TL_Timesheet
7	00230023	Patrick Star 656/656-6566	HR EE Change Pay Rate/Termin
8	00230023	Patrick Star 656/656-6566	HR EE Data Change
9	00230023	Patrick Star 656/656-6566	HR EE Hire
10	00230023	Patrick Star 656/656-6566	HR EE Transfer/Rehire
11	00230023	Patrick Star 656/656-6566	HR Maintain Positions
12	00230023	Patrick Star 656/656-6566	State User
13	00230023	Patrick Star 656/656-6566	View HR Data - Complete
14	00250025	Donald Duck 417/417-4174	ESS Electronic W2s
15	00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet
16	00250025	Donald Duck 417/417-4174	Employee Self Service TandL
17	00250025	Donald Duck 417/417-4174	H427
18	00250025	Donald Duck 417/417-4174	State User
19	00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER
20	00250025	Donald Duck 417/417-4174	TL Holiday Entitled
21	00270027	Elmer Fudd 657/657-6576	C127_427
22	00270027	Elmer Fudd 657/657-6576	Create Additional Pay
23	00270027	Elmer Fudd 657/657-6576	HR Maintain Positions
24	00270027	Elmer Fudd 657/657-6576	RO EP HR Admin
25	00270027	Elmer Fudd 657/657-6576	Run Query
26	00270027	Elmer Fudd 657/657-6576	State User
27	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER
28	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER_ADVANCED
29	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITMENT_COORD
30	00270027	Elmer Fudd 657/657-6576	View HR Data - Basic
31	00270027	Elmer Fudd 657/657-6576	View HR Data - Complete

Step	Action
12.	The results can be reviewed by scrolling down the page.

Step	Action
13.	With a list that spans many pages, there is an option to go to the end of the list. Click the **Last** link. Last

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID% 427%

View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (332 kb)

View All   First ◁ 1701-1786 of 1786 Last

	User	Description	Role Name
1701	01070107	Minnie Mouse 404/404-4044	PY - PII Data Access
1702	01070107	Minnie Mouse 404/404-4044	Personal Leave Letter Text
1703	01070107	Minnie Mouse 404/404-4044	Rapid Entry Paysheet
1704	01070107	Minnie Mouse 404/404-4044	Record Direct Deposit
1705	01070107	Minnie Mouse 404/404-4044	Run Query
1706	01070107	Minnie Mouse 404/404-4044	Service Date Changes
1707	01070107	Minnie Mouse 404/404-4044	State User
1708	01070107	Minnie Mouse 404/404-4044	Update Employee Tax Data
1709	01070107	Minnie Mouse 404/404-4044	View HR Data - Basic
1710	01070107	Minnie Mouse 404/404-4044	View HR Data - Complete
1711	01070107	Minnie Mouse 404/404-4044	View PY Data
1712	01080108	Mickey Mouse 559/559-5595	Create Additional Pay
1713	01080108	Mickey Mouse 559/559-5595	H427
1714	01080108	Mickey Mouse 559/559-5595	State User
1715	01080108	Mickey Mouse 559/559-5595	View HR Data - Basic
1716	01080108	Mickey Mouse 559/559-5595	View HR Data - Complete
1717	01080108	Mickey Mouse 559/559-5595	View PY Data
1718	22822282	Olive Oyl 656/656-6566	C427_127
1719	22822282	Olive Oyl 656/656-6566	Create Additional Pay
1720	22822282	Olive Oyl 656/656-6566	Dashboard User
1721	22822282	Olive Oyl 656/656-6566	Manager Dashboard
1722	22822282	Olive Oyl 656/656-6566	Manager Self Service w AM
1723	22822282	Olive Oyl 656/656-6566	RO EP HR Admin
1724	22822282	Olive Oyl 656/656-6566	Run Query
1725	22822282	Olive Oyl 656/656-6566	State User
1726	22822282	Olive Oyl 656/656-6566	View HR Data - Basic
1727	22822282	Olive Oyl 656/656-6566	View HR Data - Complete
1728	22822282	Olive Oyl 656/656-6566	View PY Data
1729	28812881	Wilma Flintsone 463/463-4634	C427_127
1730	28812881	Wilma Flintsone 463/463-4634	ESS Electronic W2s
1731	28812881	Wilma Flintsone 463/463-4634	Manager Self Service w AM

Step	Action
14.	This page displays the end of the list of the result. There is also an option to return to the beginning of the list. Click the **First** link. First ◁

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID% 427%

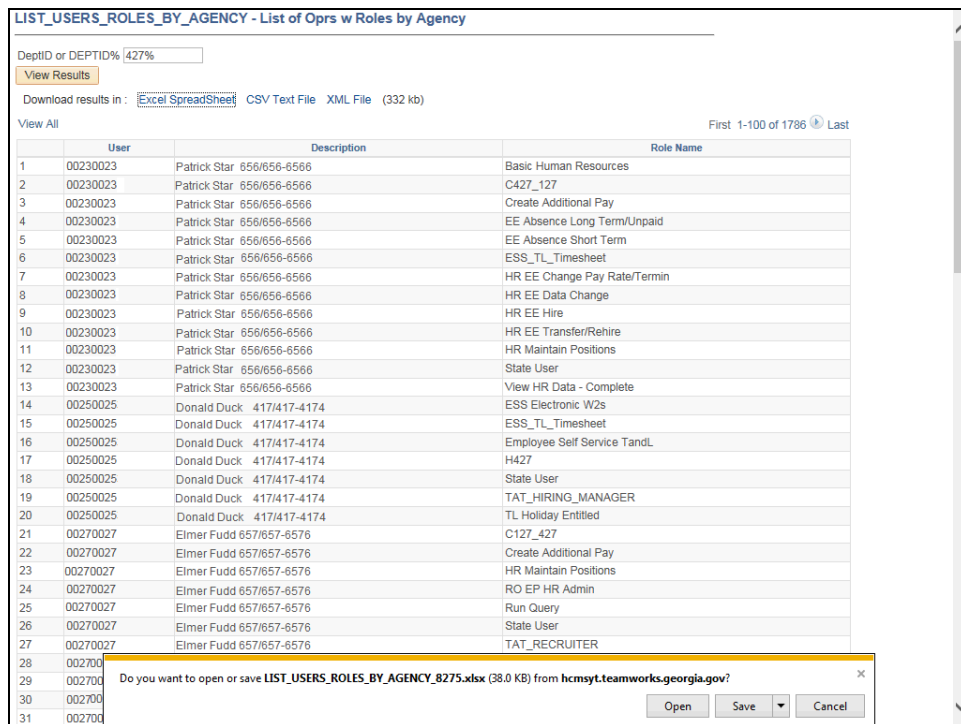View Results
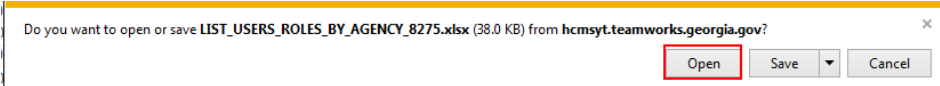
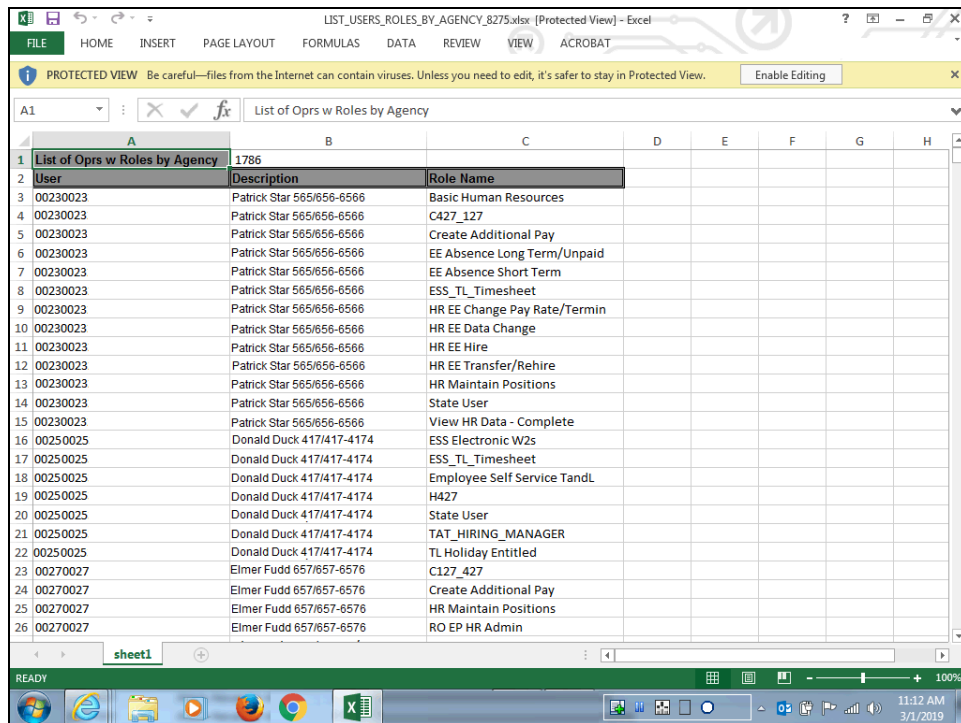Download results in : Excel SpreadSheet CSV Text File XML File (332 kb)

View All   First 1-100 of 1786 ⊙ Last

	User	Description	Role Name
1	00230023	Patrick Star 656/656-6566	Basic Human Resources
2	00230023	Patrick Star 656/656-6566	C427_127
3	00230023	Patrick Star 656/656-6566	Create Additional Pay
4	00230023	Patrick Star 656/656-6566	EE Absence Long Term/Unpaid
5	00230023	Patrick Star 656/656-6566	EE Absence Short Term
6	00230023	Patrick Star 656/656-6566	ESS_TL_Timesheet
7	00230023	Patrick Star 656/656-6566	HR EE Change Pay Rate/Termin
8	00230023	Patrick Star 656/656-6566	HR EE Data Change
9	00230023	Patrick Star 656/656-6566	HR EE Hire
10	00230023	Patrick Star 656/656-6566	HR EE Transfer/Rehire
11	00230023	Patrick Star 656/656-6566	HR Maintain Positions
12	00230023	Patrick Star 656/656-6566	State User
13	00230023	Patrick Star 656/656-6566	View HR Data - Complete
14	00250025	Donald Duck 417/417-4174	ESS Electronic W2s
15	00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet
16	00250025	Donald Duck 417/417-4174	Employee Self Service TandL
17	00250025	Donald Duck 417/417-4174	H427
18	00250025	Donald Duck 417/417-4174	State User
19	00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER
20	00250025	Donald Duck 417/417-4174	TL Holiday Entitled
21	00270027	Elmer Fudd 657/657-6576	C127_427
22	00270027	Elmer Fudd 657/657-6576	Create Additional Pay
23	00270027	Elmer Fudd 657/657-6576	HR Maintain Positions
24	00270027	Elmer Fudd 657/657-6576	RO EP HR Admin
25	00270027	Elmer Fudd 657/657-6576	Run Query
26	00270027	Elmer Fudd 657/657-6576	State User
27	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER
28	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER_ADVANCED
29	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITMENT_COORD
30	00270027	Elmer Fudd 657/657-6576	View HR Data - Basic
31	00270027	Elmer Fudd 657/657-6576	View HR Data - Complete

Step	Action
15.	The results may be needed in a version that can be viewed outside of TeamWorks. There are options for downloading the results in to an Excel file, a CSV Text file or an XML file.

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID% 427%

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (332 kb)

View All   First 1-100 of 1786 ⊙ Last

	User	Description	Role Name
1	00230023	Patrick Star 656/656-6566	Basic Human Resources
2	00230023	Patrick Star 656/656-6566	C427_127
3	00230023	Patrick Star 656/656-6566	Create Additional Pay
4	00230023	Patrick Star 656/656-6566	EE Absence Long Term/Unpaid
5	00230023	Patrick Star 656/656-6566	EE Absence Short Term
6	00230023	Patrick Star 656/656-6566	ESS_TL_Timesheet
7	00230023	Patrick Star 656/656-6566	HR EE Change Pay Rate/Termin
8	00230023	Patrick Star 656/656-6566	HR EE Data Change
9	00230023	Patrick Star 656/656-6566	HR EE Hire
10	00230023	Patrick Star 656/656-6566	HR EE Transfer/Rehire
11	00230023	Patrick Star 656/656-6566	HR Maintain Positions
12	00230023	Patrick Star 656/656-6566	State User
13	00230023	Patrick Star 656/656-6566	View HR Data - Complete
14	00250025	Donald Duck 417/417-4174	ESS Electronic W2s
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24	00270027	Elmer Fudd 657/657-6576	RO EP HR Admin
25	00270027	Elmer Fudd 657/657-6576	Run Query
26	00270027	Elmer Fudd 657/657-6576	State User
27	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER
28	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER_ADVANCED
29	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITMENT_COORD
30	00270027	Elmer Fudd 657/657-6576	View HR Data - Basic
31	00270027	Elmer Fudd 657/657-6576	View HR Data - Complete

Step	Action
16.	Though HTML was the orginal chosen output, the results can still be downloaded to an Excel Spreadsheet. Click the **Excel SpreadSheet** link. Excel SpreadSheet

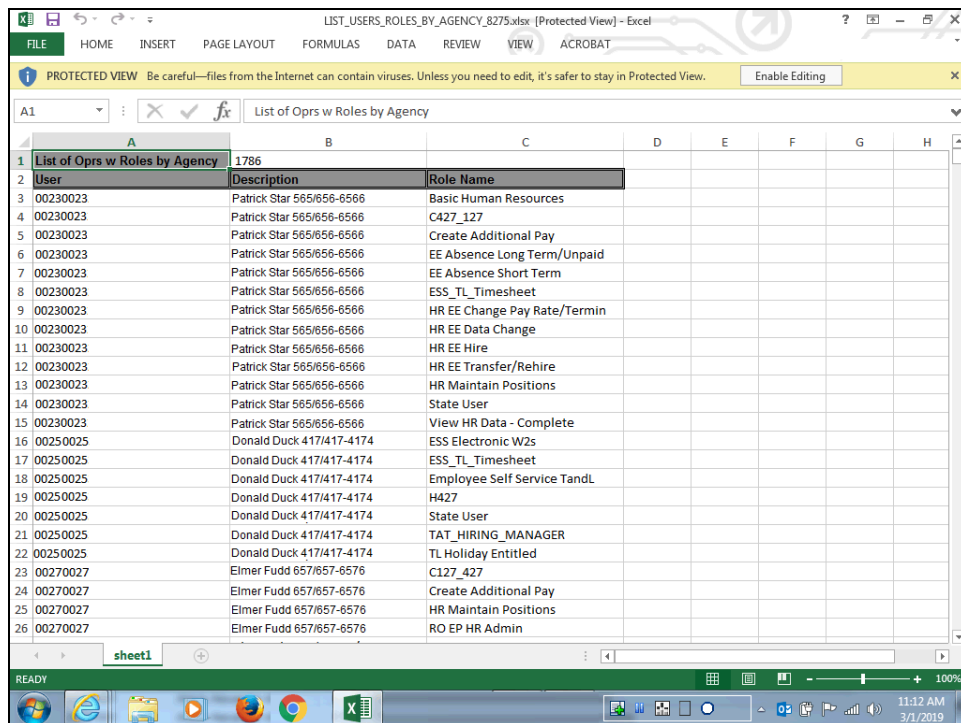| Step	Action
17.	A menu will pop up asking the user what to do with the file. Choose to open the file so that the results can be reviewed before saving. Click the **Open** button. Do you want to open or save LIST_USERS_ROLES_BY_AGENCY_8275.xlsx (38.0 KB) from **hcmsyt.teamworks.georgia.gov**? Open Save ▼ Cancel

Date Created: 12/4/2019 10:02:00 AM

Step	Action
18.	Here are the results for the query in an excel spreadsheet. This allows the user to use excel functions while viewing the data.

Step	Action
19.	Click the **Enable Editing** button.
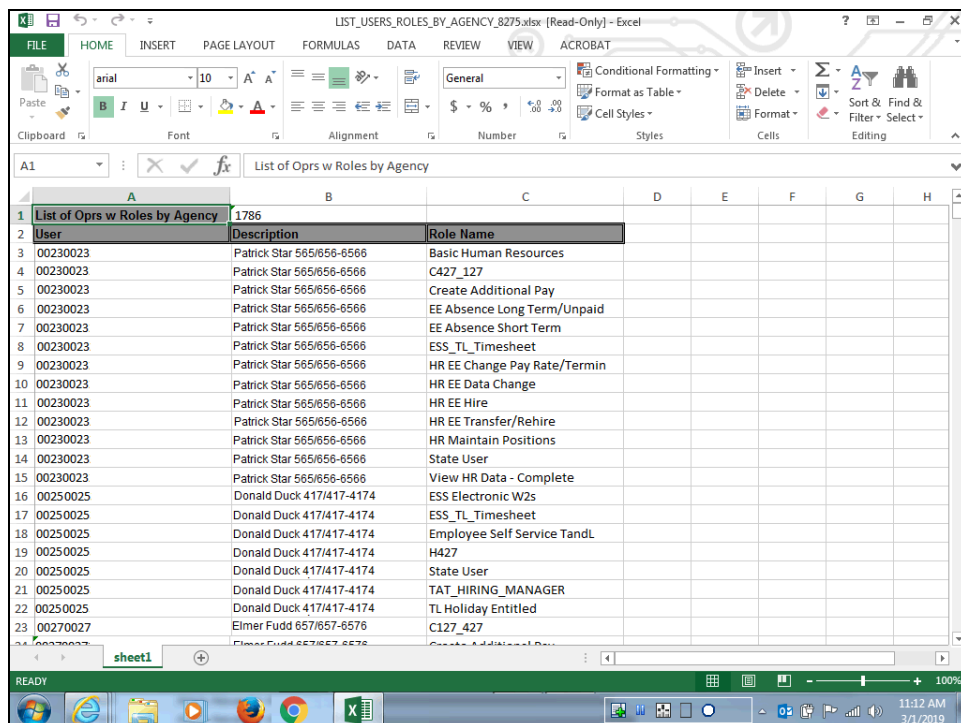
Step	Action
20.	Notice the results are now displayed in full view in Excel. After viewing the results in Excel, you can return to the TeamWorks HCM environment. Click the **X** button to close the Excel spreadsheet.

Step	Action
21.	If the user wants to view the entire list of results at once, use the **View All** link.

Step	Action
22.	Click the **View All** link. View All

Step	Action
23.	This page displays the full list of the result. Users can click the vertical scroll bar to view all results.

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID% 427%

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (332 kb)

View 100   First 1-1786 of 1786 Last

	User	Description	Role Name
1	00230023	Patrick Star 656/656-6566	Basic Human Resources
2	00230023	Patrick Star 656/656-6566	C427_127
3	00230023	Patrick Star 656/656-6566	Create Additional Pay
4	00230023	Patrick Star 656/656-6566	EE Absence Long Term/Unpaid
5	00230023	Patrick Star 656/656-6566	EE Absence Short Term
6	00230023	Patrick Star 656/656-6566	ESS_TL_Timesheet
7	00230023	Patrick Star 656/656-6566	HR EE Change Pay Rate/Termin
8	00230023	Patrick Star 656/656-6566	HR EE Data Change
9	00230023	Patrick Star 656/656-6566	HR EE Hire
10	00230023	Patrick Star 656/656-6566	HR EE Transfer/Rehire
11	00230023	Patrick Star 656/656-6566	HR Maintain Positions
12	00230023	Patrick Star 656/656-6566	State User
13	00230023	Patrick Star 656/656-6566	View HR Data - Complete
14	00250025	Donald Duck 417/417-4174	ESS Electronic W2s
15	00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet
16	00250025	Donald Duck 417/417-4174	Employee Self Service TandL
17	00250025	Donald Duck 417/417-4174	H427
18	00250025	Donald Duck 417/417-4174	State User
19	00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER
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21	00270027	Elmer Fudd 657/657-6576	C127_427
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24	00270027	Elmer Fudd 657/657-6576	RO EP HR Admin
25	00270027	Elmer Fudd 657/657-6576	Run Query
26	00270027	Elmer Fudd 657/657-6576	State User
27	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER
28	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER_ADVANCED
29	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITMENT_COORD
30	00270027	Elmer Fudd 657/657-6576	View HR Data - Basic
31	00270027	Elmer Fudd 657/657-6576	View HR Data - Complete

Step	Action
24.	Click **here (https://www.surveymonkey.com/r/25KG2HH)** to take a quick survey.

Step	Action
25.	**End of Procedure.**