

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.

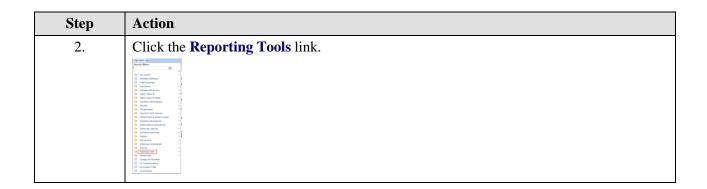
- Access HCMPROD at: https://hcm.teamworks.georgia.gov/psp/empl/?cmd=login&languageCd=ENG&
- Login

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View Payche	ormation Summary nary of your personal eck and prior paychecks.	QUESTIONS: SAO CSC HCM 404-657-3956 888-896-7771 HCM@sao.ga.gov		
	and prior payencers.	QUESTIONS: SAO CSC Security		
Employee Leave	Summary C Ov	404-657-3956		
Absence Balanc	es	888-896-7771 SAO PS Access@sao.ga.gov		
Absence	Duration			
Annual Leave Balance	7.00 Hours	QUESTIONS: Human Resources Administration (HRA) Phone: 404-656-2705		
Education Support Lv Balance	8.00 Hours	hra@doas.ga.gov		
Personal Leave Balance	16.00 Hours	HCM News: TeamWorks HCM communications are distributed based on an individual's security and module access. To request communication on additional modules, please contact the SAO HCM Customer Support Center (CSC) with your request.		
Sick Leave Balance	19.00 Hours			
Forfeited Leave Balance	34.54 Hours			

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. Main Menu 👻



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Step	Action
3.	Click the Query link.
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Step	Action
4.	Click the Query Viewer link.
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Query Viewer	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By Query Name v begins with	
Search Advanced Search	

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



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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 .



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*Search By Query Name v begins with LIST_USERS_ROLES_BY_AGENCY			
Search Advanced Search			

Step	Action
7.	Click the Search button.
	Search

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Query Name		Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
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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

	Description	Role Name	
User	Description	Role Name	

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



EPTID%			
ts			
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%.



TID% 427%			
User	Description	Role Name	

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

	or DEPTID% 427% Results			
Dowr	nload results in : Ex	cel 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.

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	User	Description	Role Name	
1	00230023	Patrick Star 656/656-6566	Basic Human Resources	
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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	
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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	
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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
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



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View R	esults		
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	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 Flinstone 463/463-4634	C427_127
1730	28812881	Wilma Flintsone 463/463-4634	ESS Electronic W2s
1731	28812881	Wilma Flinstone 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



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	User	Description	Role Name
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	00230023	Patrick Star 656/656-6566	Create Additional Pay
ļ.	00230023	Patrick Star 656/656-6566	EE Absence Long Term/Unpaid
5	00230023	Patrick Star 656/656-6566	EE Absence Short Term
5	00230023	Patrick Star 656/656-6566	ESS_TL_Timesheet
7	00230023	Patrick Star 656/656-6566	HR EE Change Pay Rate/Termin
3	00230023	Patrick Star 656/656-6566	HR EE Data Change
)	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
2	00230023	Patrick Star 656/656-6566	State User
3	00230023	Patrick Star 656/656-6566	View HR Data - Complete
4	00250025	Donald Duck 417/417-4174	ESS Electronic W2s
5	00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet
5	00250025	Donald Duck 417/417-4174	Employee Self Service TandL
7	00250025	Donald Duck 417/417-4174	H427
8	00250025	Donald Duck 417/417-4174	State User
9	00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER
20	00250025	Donald Duck 417/417-4174	TL Holiday Entitled
1	00270027	Elmer Fudd 657/657-6576	C127_427
22	00270027	Elmer Fudd 657/657-6576	Create Additional Pay
3	00270027	Elmer Fudd 657/657-6576	HR Maintain Positions
4	00270027	Elmer Fudd 657/657-6576	RO EP HR Admin
5	00270027	Elmer Fudd 657/657-6576	Run Query
6	00270027	Elmer Fudd 657/657-6576	State User
7	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER
8	00270027	Elmer Fudd 657/657-6576	TAT_RECRUITER_ADVANCED
9	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

StepAction15.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.

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View	Results			
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	User	Description	Role Name	
1	00230023	Patrick Star 656/656-6566	Basic Human Resources	
2	00230023	Patrick Star 656/656-6566	C427 127	
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9	00230023	Patrick Star 656/656-6566	HREE Hire	
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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	
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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

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	User	Description	Role Name			
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2	00230023	Patrick Star 656/656-6566	C427 127			
3	00230023	Patrick Star 656/656-6566	Create Additional Pay			
1	00230023	Patrick Star 656/656-6566	EE Absence Long Term/Unpaid			
5	00230023	Patrick Star 656/656-6566	EE Absence Short Term			
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7	00230023	Patrick Star 656/656-6566	HR EE Change Pay Rate/Termin			
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0	00230023	Patrick Star 656/656-6566	HR EE Transfer/Rehire			
1	00230023	Patrick Star 656/656-6566	HR Maintain Positions			
2	00230023	Patrick Star 656/656-6566	State User			
3	00230023	Patrick Star 656/656-6566	View HR Data - Complete			
4	00250025	Donald Duck 417/417-4174	ESS Electronic W2s			
5	00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet			
6	00250025	Donald Duck 417/417-4174	Employee Self Service TandL			
7	00250025	Donald Duck 417/417-4174	H427			
8	00250025	Donald Duck 417/417-4174	State User			
19	00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER			
0	00250025	Donald Duck 417/417-4174	TL Holiday Entitled			
21	00270027	Elmer Fudd 657/657-6576	C127_427			
2	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			
5	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	002700					
29	002100	u want to open or save LISI_USERS_ROLES_BY_AGENCY	28275.xlsx (38.0 KB) from hcmsyt.teamworks.georgia.gov?			
30	002700					

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



PROTECTED VIEW Be ca	areful—files from the Internet can contain virus	es. Unless you need to edit, it's safer to stay in	Protected Vie	ew.	Enable Editing		
A1 • : 🗙	$\checkmark f_x$ List of Oprs w Roles by Ag	gency					
Α	В	С	D	E	F	G	н
List of Oprs w Roles by	Agency 1786						
User	Description	Role Name					
00230023	Patrick Star 565/656-6566	Basic Human Resources					
00230023	Patrick Star 565/656-6566	C427_127					
00230023	Patrick Star 565/656-6566	Create Additional Pay					
00230023	Patrick Star 565/656-6566	EE Absence Long Term/Unpaid					
00230023	Patrick Star 565/656-6566	EE Absence Short Term					
00230023	Patrick Star 565/656-6566	ESS_TL_Timesheet					
00230023	Patrick Star 565/656-6566	HR EE Change Pay Rate/Termin					
00230023	Patrick Star 565/656-6566	HR EE Data Change					
00230023	Patrick Star 565/656-6566	HR EE Hire					
2 00230023	Patrick Star 565/656-6566	HR EE Transfer/Rehire					
3 00230023	Patrick Star 565/656-6566	HR Maintain Positions					
4 00230023	Patrick Star 565/656-6566	State User					
5 00230023	Patrick Star 565/656-6566	View HR Data - Complete					
00250025	Donald Duck 417/417-4174	ESS Electronic W2s					
7 00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet					
3 00250025	Donald Duck 417/417-4174	Employee Self Service TandL					
00250025	Donald Duck 417/417-4174	H427					
00250025	Donald Duck 417/417-4174	State User					
1 00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER					
2 00250025	Donald Duck 417/417-4174	TL Holiday Entitled					
3 00270027	Elmer Fudd 657/657-6576	C127_427					
4 00270027	Elmer Fudd 657/657-6576	Create Additional Pay					
5 00270027	Elmer Fudd 657/657-6576	HR Maintain Positions					
5 00270027	Elmer Fudd 657/657-6576	RO EP HR Admin					
→ sheet1	(+)	: 1					

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.

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PROTECTED VIEW Be	careful—files from the Internet can contain vi	iruses. Unless you need to edit, it's safer to stay i	n Protected Vi	ew.	Enable Editing	,	
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2 User	Description	Role Name	1				
3 00230023	Patrick Star 565/656-6566	Basic Human Resources					
4 00230023	Patrick Star 565/656-6566	C427 127					
5 00230023	Patrick Star 565/656-6566	Create Additional Pay					
5 00230023	Patrick Star 565/656-6566	EE Absence Long Term/Unpaid					
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3 00230023	Patrick Star 565/656-6566	HR Maintain Positions					
4 00230023	Patrick Star 565/656-6566	State User					
5 00230023	Patrick Star 565/656-6566	View HR Data - Complete					
6 00250025	Donald Duck 417/417-4174	ESS Electronic W2s					
7 00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet					
8 00250025	Donald Duck 417/417-4174	Employee Self Service TandL					
9 00250025	Donald Duck 417/417-4174	H427					
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1 00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER					
2 00250025	Donald Duck 417/417-4174	TL Holiday Entitled					
3 00270027	Elmer Fudd 657/657-6576	C127_427					
4 00270027	Elmer Fudd 657/657-6576	Create Additional Pay					
25 00270027	Elmer Fudd 657/657-6576	HR Maintain Positions					
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Step	Action
19.	Click the Enable Editing button.
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2	User	Description	Role Name				
3	00230023	Patrick Star 565/656-6566	Basic Human Resources				
4	00230023	Patrick Star 565/656-6566	C427_127				
5	00230023	Patrick Star 565/656-6566	Create Additional Pay				
6	00230023	Patrick Star 565/656-6566	EE Absence Long Term/Unpaid				
7	00230023	Patrick Star 565/656-6566	EE Absence Short Term				
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9	00230023	Patrick Star 565/656-6566	HR EE Change Pay Rate/Termin				
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1	00230023	Patrick Star 565/656-6566	HR EE Hire				
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3	00230023	Patrick Star 565/656-6566	HR Maintain Positions				
4	00230023	Patrick Star 565/656-6566	State User				
5	00230023	Patrick Star 565/656-6566	View HR Data - Complete				
6	00250025	Donald Duck 417/417-4174	ESS Electronic W2s				
7	00250025	Donald Duck 417/417-4174	ESS TL Timesheet				
8	00250025	Donald Duck 417/417-4174	Employee Self Service TandL				
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1	00250025	Donald Duck 417/417-4174	TAT HIRING MANAGER				
2	00250025	Donald Duck 417/417-4174	TL Holiday Entitled				
3	00270027	Elmer Fudd 657/657-6576	C127_427				
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	sheet1 (+)						•

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.



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View	Results		
Down	load results in : Ex	cel SpreadSheet CSV Text File XML File (332 kb)	
/iew A		·····,	First 1-100 of 1786 🕩 Last
	User	Description	Role Name
	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
5	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
5	00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet
6	00250025	Donald Duck 417/417-4174	Employee Self Service TandL
7	00250025	Donald Duck 417/417-4174	H427
8	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
21.	If the user wants to view the entire list of results at once, use the View All link.

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View	/ Results		
Dowr	nload results in : Ex	cel SpreadSheet CSV Text File XML File (332 kb)	
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	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
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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



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

DeptID	or DEPTID% 427%			
View	Results			
Down	load results in : Exc	el SpreadSheet CSV Text File XML File (332 kb)		
View 1	00		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	
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17	00250025	Donald Duck 417/417-4174	H427	
18	00250025	Donald Duck 417/417-4174	State User	
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25	00270027	Elmer Fudd 657/657-6576	Run Query	
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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
23.	This page displays the full list of the result. Users can click the vertical scroll bar to view all results.



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View	Results		
Downl	oad results in : Exc	el SpreadSheet CSV Text File XML File (332 kb)	
View 1	00		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
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12	00230023	Patrick Star 656/656-6566	State User
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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 (<u>https://www.surveymonkey.com/r/25KG2HH</u>) to take a quick survey.

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Down	load results in : Exce	el SpreadSheet CSV Text File XML File (332 kb)	
View 1	00		First 1-1786 of 1786 Las
	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
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30	00270027	Elmer Fudd 657/657-6576	View HR Data - Basic
31	00270027	Elmer Fudd 657/657-6576	View HR Data - Complete



Step	Action
25.	End of Procedure.