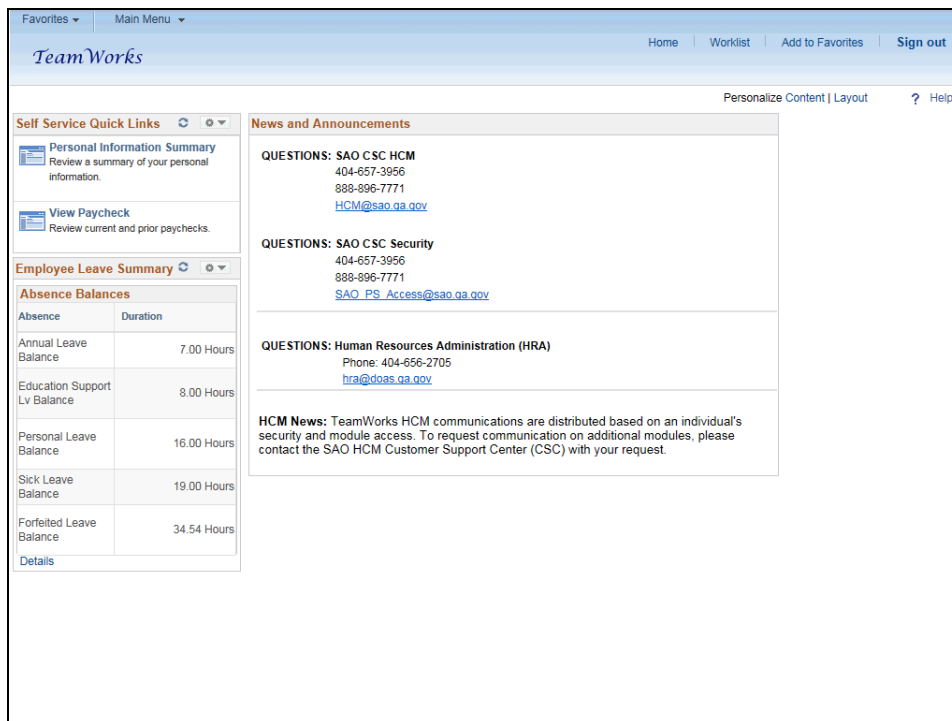


Generating Security Listing by User and Role

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.

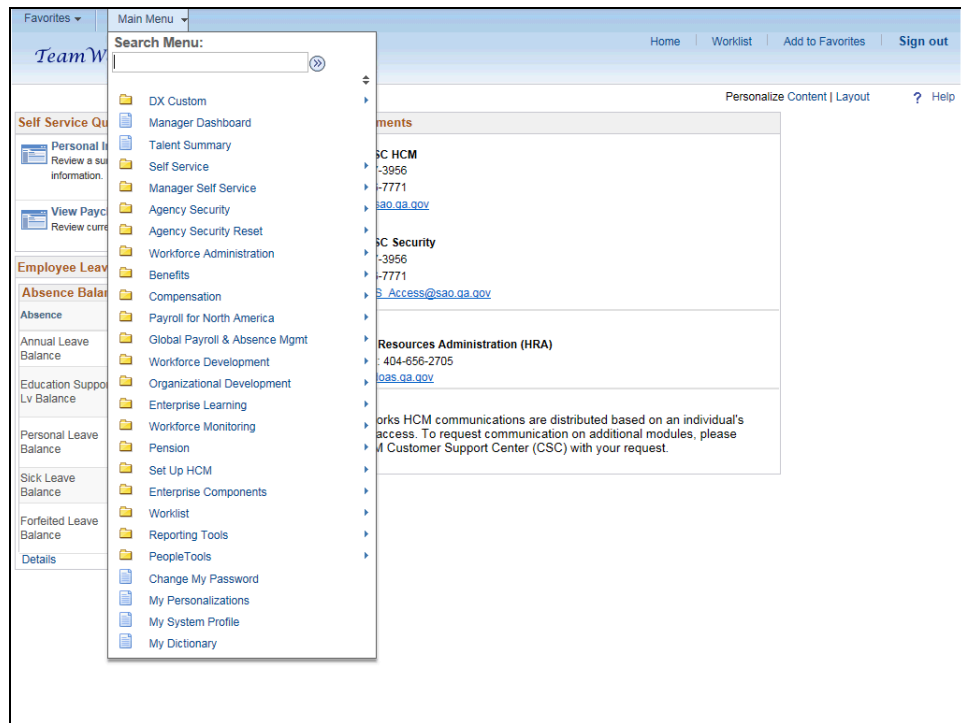
- Access HCMPROD at:
<https://hcm.teamworks.georgia.gov/psp/empl/?cmd=login&languageCd=ENG&>
- Login



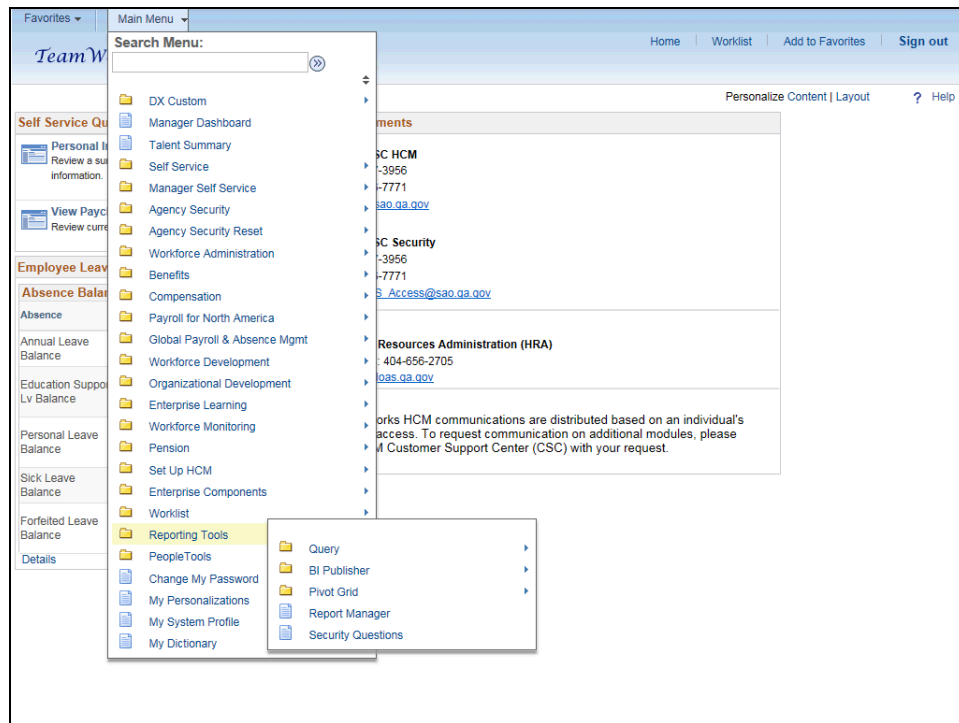
The screenshot displays the TeamWorks HCM system interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Home | Worklist | Add to Favorites | Sign out'. Below this, the 'TeamWorks' logo is visible. The main content area is divided into three sections: 'Self Service Quick Links', 'Employee Leave Summary', and 'News and Announcements'. The 'Self Service Quick Links' section includes links for 'Personal Information Summary' and 'View Paycheck'. The 'Employee Leave Summary' section shows a table of absence balances. The 'News and Announcements' section contains contact information for various departments and a notice about HCM News.

Absence	Duration
Annual Leave Balance	7.00 Hours
Education Support Lv Balance	8.00 Hours
Personal Leave Balance	16.00 Hours
Sick Leave Balance	19.00 Hours
Forfeited Leave Balance	34.54 Hours

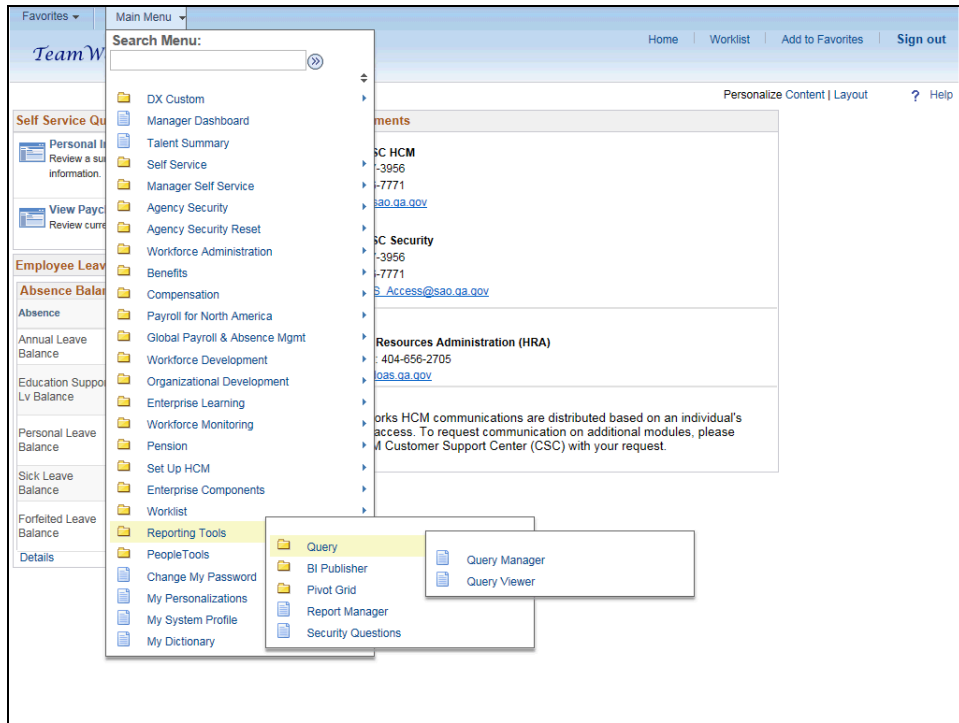
Step	Action
1.	<p>To run the report, navigate to the query viewer page.</p> <p>Note: This simulation is an example. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click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

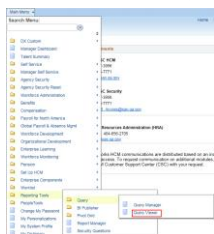


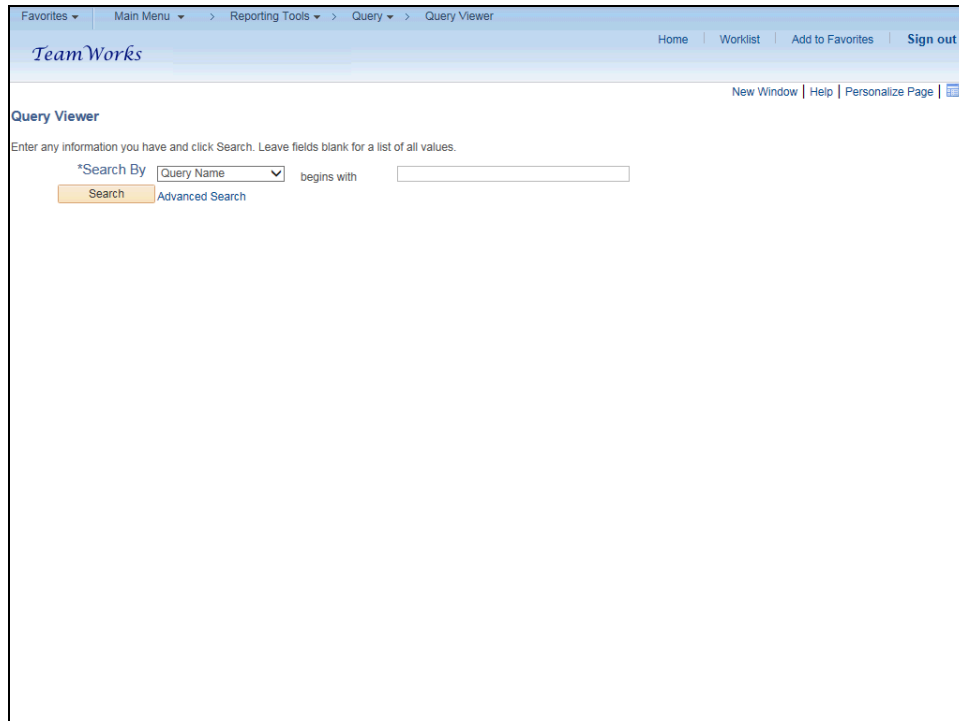
Step	Action
2.	Click the Reporting Tools link.



Step	Action
3.	Click the Query link.



Step	Action
4.	<p>Click the Query Viewer link.</p> 



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with


[Advanced Search](#)

Step	Action
5.	<p>Here is where the query name will be entered. The query to determine user roles and access is: LIST_USERS_ROLES_BY_AGENCY</p> <p>Click in the begins with field.</p> <p>begins with <input type="text"/></p>

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

TeamWorks

[New Window](#) | [Help](#) | [Personalize Page](#) | 

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

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

TeamWorks

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Step	Action
7.	Click the Search button.

TeamWorks

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LIST_USERS_ROLES_BY_AGENCY	List of Oprs w Roles by Agency	Public		<input type="button" value="HTML"/>	<input type="button" value="Excel"/>	<input type="button" value="XML"/>	<input type="button" value="Schedule"/>	<input type="button" value="Lookup References"/>	<input type="button" value="Favorite"/>

Step	Action
8.	<p>The output can be viewed in either HTML or Excel. For this example, the output will be in HTML.</p> <p>Click the HTML link.</p> <div> <div>Run to HTML</div> <div>HTML</div> </div>

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID%

View Results

User	Description	Role Name
------	-------------	-----------

Step	Action
9.	<p>Click in the DeptID or DEPTID% field.</p> <p>DeptID or DEPTID% <input type="text"/></p>

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID%

View Results

User	Description	Role Name
------	-------------	-----------

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

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID%

[View Results](#)

User	Description	Role Name
------	-------------	-----------

Step	Action
11.	Click the View Results button.

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID%

[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.

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
13.	<p>With a list that spans many pages, there is an option to go to the end of the list.</p> <p>Click the Last link.</p> <p>Last</p>

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID%

[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 Flintstone 463/463-4634	C427_127
1730	28812881	Wilma Flintstone 463/463-4634	ESS Electronic W2s
1731	28812881	Wilma Flintstone 463/463-4634	Manager Self Service w AM

Step	Action
14.	<p>This page displays the end of the list of the result. There is also an option to return to the beginning of the list.</p> <p>Click the First link.</p> <p>First</p>

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID%

[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%

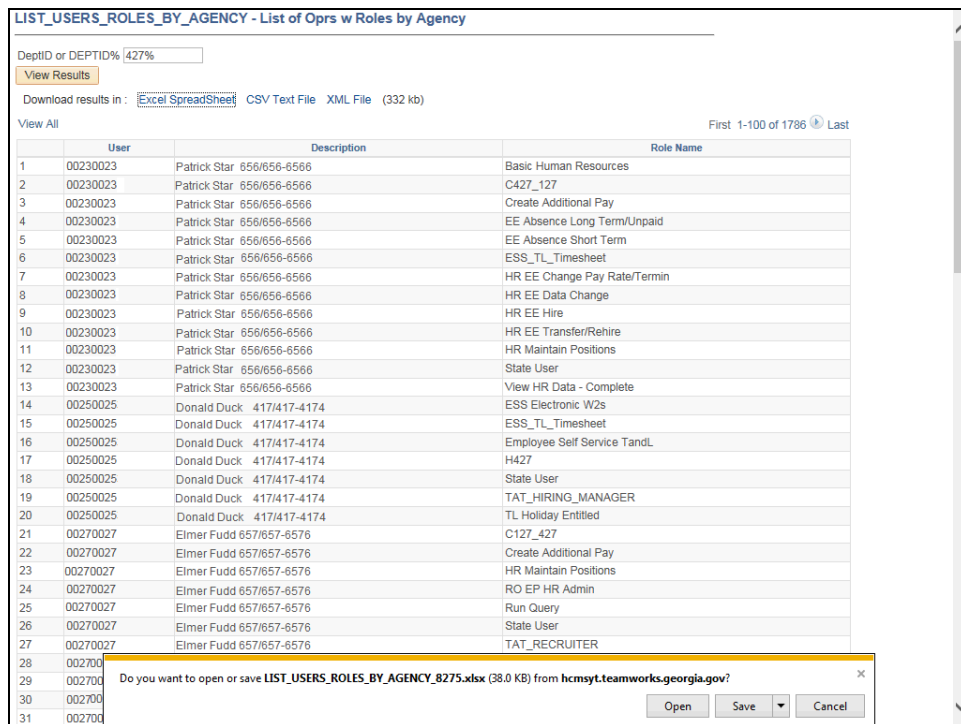
[View Results](#)

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
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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
16.	<p>Though HTML was the original chosen output, the results can still be downloaded to an Excel Spreadsheet.</p> <p>Click the Excel Spreadsheet link.</p> <p>Excel Spreadsheet</p>



LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

DeptID or DEPTID% 427%

View Results

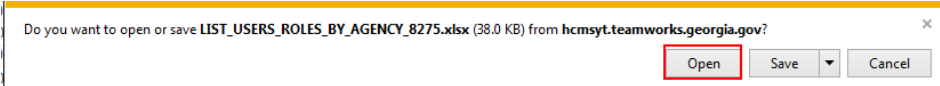
Download results in : [Excel Spreadsheet](#) CSV Text File XML File (332 kb)

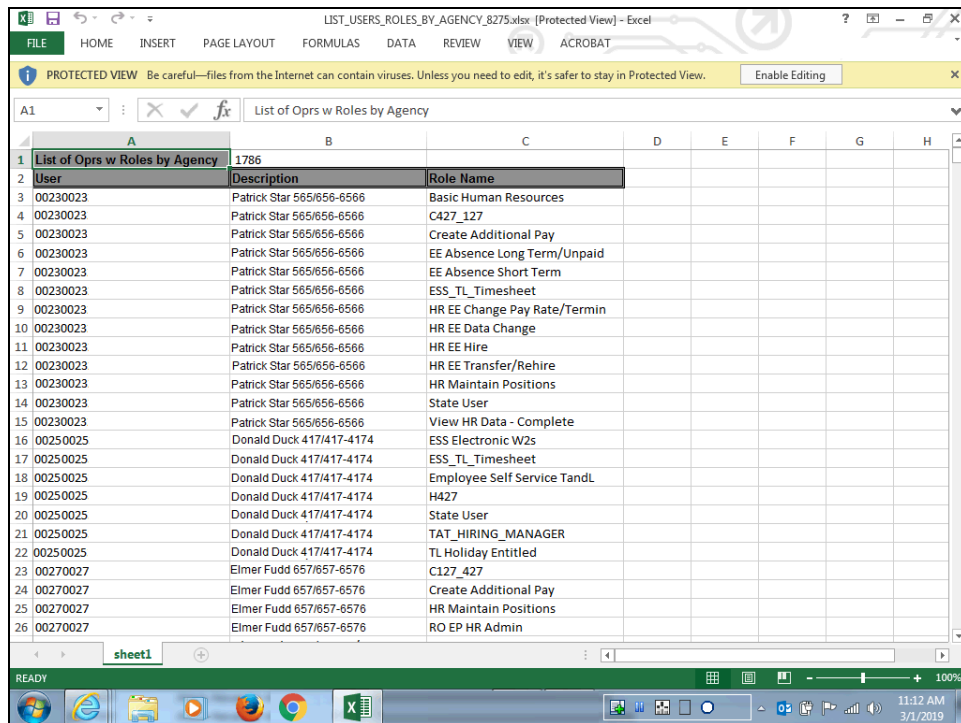
View All First 1-100 of 1786 Last

	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		
29	00270027		
30	00270027		
31	00270027		

Do you want to open or save LIST_USERS_ROLES_BY_AGENCY_8275.xlsx (38.0 KB) from hcmsyt.teamworks.georgia.gov?

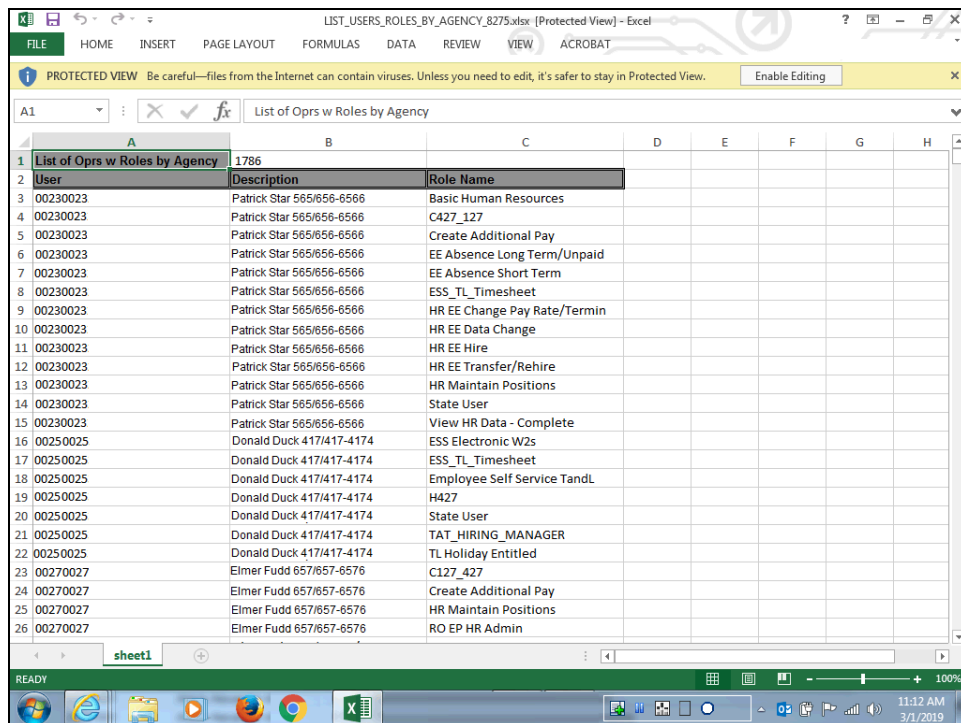
Open Save Cancel

Step	Action
17.	<p>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.</p> <p>Click the Open button.</p> 



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
00230023	Patrick Star 565/656-6566	HR EE Transfer/Rehire
00230023	Patrick Star 565/656-6566	HR Maintain Positions
00230023	Patrick Star 565/656-6566	State User
00230023	Patrick Star 565/656-6566	View HR Data - Complete
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00250025	Donald Duck 417/417-4174	Employee Self Service TandL
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00250025	Donald Duck 417/417-4174	State User
00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER
00250025	Donald Duck 417/417-4174	TL Holiday Entitled
00270027	Elmer Fudd 657/657-6576	C127_427
00270027	Elmer Fudd 657/657-6576	Create Additional Pay
00270027	Elmer Fudd 657/657-6576	HR Maintain Positions
00270027	Elmer Fudd 657/657-6576	RO EP HR Admin

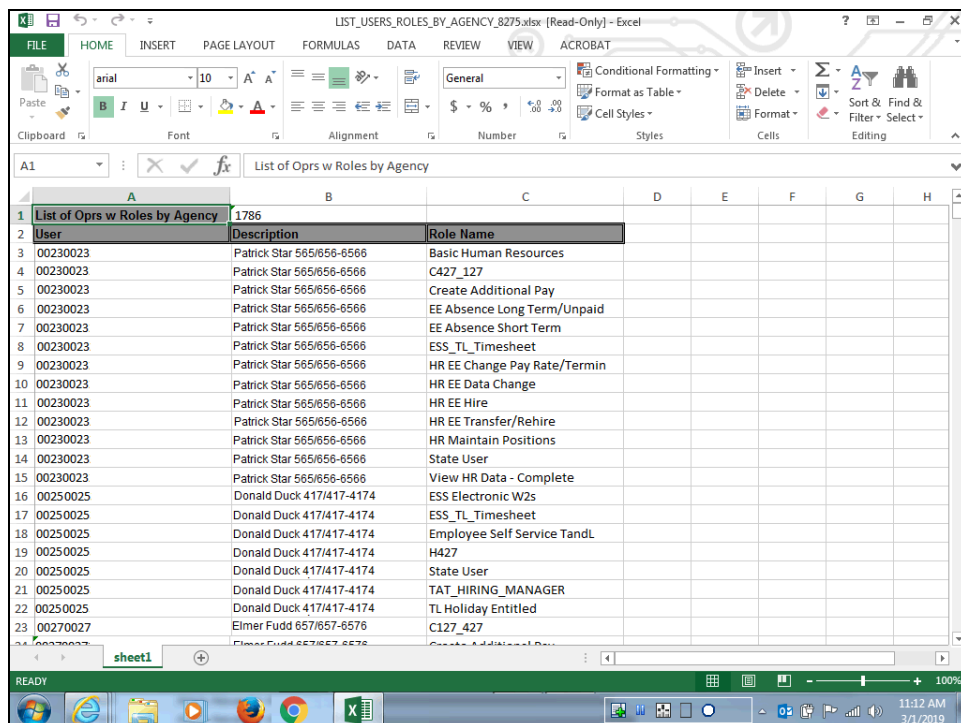
Step	Action
18.	Here are the results for the query in an excel spreadsheet. This allows the user to use excel functions while viewing the data.



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
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00230023	Patrick Star 565/656-6566	HR EE Data Change
00230023	Patrick Star 565/656-6566	HR EE Hire
00230023	Patrick Star 565/656-6566	HR EE Transfer/Rehire
00230023	Patrick Star 565/656-6566	HR Maintain Positions
00230023	Patrick Star 565/656-6566	State User
00230023	Patrick Star 565/656-6566	View HR Data - Complete
00250025	Donald Duck 417/417-4174	ESS Electronic W2s
00250025	Donald Duck 417/417-4174	ESS_TL_Timesheet
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
00250025	Donald Duck 417/417-4174	TAT_HIRING_MANAGER
00250025	Donald Duck 417/417-4174	TL Holiday Entitled
00270027	Elmer Fudd 657/657-6576	C127_427
00270027	Elmer Fudd 657/657-6576	Create Additional Pay
00270027	Elmer Fudd 657/657-6576	HR Maintain Positions
00270027	Elmer Fudd 657/657-6576	RO EP HR Admin

Step	Action
19.	Click the Enable Editing button.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing** X



Step	Action
20.	<p>Notice the results are now displayed in full view in Excel.</p> <p>After viewing the results in Excel, you can return to the TeamWorks HCM environment.</p> <p>Click the X button to close the Excel spreadsheet.</p>

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

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

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

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	User	Description	Role Name
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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
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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
22.	Click the View All link. View All

LIST_USERS_ROLES_BY_AGENCY - List of Oprs w Roles by Agency

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View 100 First 1-1796 of 1796 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
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 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
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12	00230023	Patrick Star 656/656-6566	State User
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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.

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View 100 First 1-1786 of 1786 Last

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