

TeamWorks HCM

Changes to Query Security For HR and Payroll

Presented By: Martha Varn

TeamWorks HCM Manager

Welcome!

The purpose of this webinar is to provide:

- An overview of changes in TeamWorks HCM Query to protect Personally Identifiable Information (PII)
- Changes in HCM Query
- Actions Items
- Schedule for implementing the changes
- Resources for assistance
- Opportunity to ask questions

Question Tips

- Please type any questions that you have during a Webinar in the Webinar question section.
- Questions entered during the webinar will be answered during the Q & A section of the presentation.
- Questions may also be sent to Brandon.Reed@sao.ga.gov. (Questions emailed during a webinar session will be answered after the webinar.)
- Questions will be compiled and posted on <https://sao.georgia.gov/hcm-news>.
- ❖ When submitting questions during a webinar, please provide your first name, last name, agency name and email address. This is necessary to provide you with the answer you are seeking in a timely manner.

Personally Identifiable Information

Personally Identifiable Information (PII) is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

What is changing in HCM Query?

- Queries with PII data will be available in masked and un-masked versions (based on security access)
- Additional security access will be required to view un-masked PII data
- New records were added to Query for displaying masked PII data
- Queries with un-masked data will have “_U” at the end of the name

Example: OHR000_EMPLOYEE_DETAIL_U

What Data Will Be Masked?

The following data fields will be masked:

- Social Security Number: all but the last 4 numbers. Example: XXX-XX-9999
- Birthdate: the year. Example: 04/30/XXXX
- Employee Bank Account Number: all but the last 4 characters. Example: XXXXXX1456
- Bank Routing Number: all but the last 4 characters. Example: XXXXXX1456

Action Items

All Query Users:

- Request access to un-masked data in Query (follow your agency's HCM security request process).
- Access can be requested for:
 - HR PII Data (Birthdate, SSN)
 - Payroll PII Data (Bank Routing Number, Bank Account Number, SSN)

Action Items

Query Manager Users:

- If you have private queries that use PII data and you have not been approved to view un-masked data, you will need to convert your private queries to use the new records with the masked PII data and test your queries.
- Refer to the SAO Communications for Query Manager for the list records to use for masked PII data.

Important!

Both public and private queries which use masked and un-masked data will be available through 9/17/2018.

If you do not receive access to view un-masked data by 9/17/2018:

- You will no longer be able to view your private queries that have not been converted to display masked data.
- You will no longer be able to view the public queries that display un-masked data.

NOTE: If you receive access at a later date, your private queries will be available.

Query Modification Tips

Tip: Make a copy of your query and/or take screen shots of all tabs in Query Manager before making any changes. Please delete your copy once you have verified your query if you no longer need it.

Tip: When you delete a record from a query, all references to the record, such as fields, criteria, expressions and prompts will be deleted from your query. You will need to re-add all items. Pay special attention to the criteria to ensure you add the criteria correctly.

Schedule

7/24/2018

- New records which display only masked PII data are available
- New queries which display only masked PII data are available

7/24/2108 – 9/17/18

- Request access to un-masked data (HR and/or Payroll)
- Modify private queries to use the new records with masked data

9/18/2018

- Users with access to only view masked PII data will no longer be able to view private and public queries which display un-masked data

Assistance During Transition

- **Contact the SAO Customer Support Center**
 - 404-657-3956
 - 888-896-7771
 - HCM@sao.ga.gov

- **Check SAO HCM News at**
<https://sao.georgia.gov/hcm-news>

- **Send an email to Brandon.Reed@sao.ga.gov**

Questions and Answers



Thank You

