

TeamWorks HCM Security – HR and Payroll Query Security

Access to Personally Identifiable Information in Query Manager

The State Accounting Office is implementing additional safeguards to protect Personally Identifiable Information (PII) in TeamWorks HCM Query and Query Manager. These changes will be implemented over a 45-day period to provide transition time for HCM Query users.

Beginning **07/23/18**, changes will be applied to TeamWorks HCM to mask the following PII data in Query Manager and Query Viewer:

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

To accomplish the data masking, we did the following:

- Created copies of records that contain PII data. PII data in the new records will be masked while PII data in the existing records will be unmasked.
- Modified the existing queries to use the new records with masked data. Names of the modified queries were not changed. For example: OHR000_EMPLOYEE_DETAIL now uses the records that have PII data in the masked format.
- Created new queries to use the new records containing unmasked PII data. These queries have “_U” added to the end of the name. These queries are the same as the masked version of the query. For example: OHR000_EMPLOYEE_DETAIL_U.

As a result, there will be 2 versions of queries that report PII data: a version for PII data in the masked format and a version for PII data in the unmasked format. NOTE: All queries that use records containing PII data will be modified to use the masked version of the records even if the PII data is not included in the results. If PII data is not included in the query results, then the “_U” version of the query was not created.

During the transition, you will have access to both the masked and unmasked version of the queries. On **09/17/18** the access to the unmasked versions of the queries will be removed for those who are not authorized to view unmasked PII data.

Which queries will have masked and unmasked versions?

Please refer to the [Query Changes Chart](#) at the end of this communication for a list of queries that are changing and the [Record Changes Chart](#) for a list of records that are changing.

What if I need to view the PII data in an unmasked format after the transition?

If you need to view this data in its unmasked format, please submit a **TeamWorks Security Request** per your agency’s normal request process for one or both of the following groups. The request must be entered in the Comments section of a Security Request.

- HR PII data access – this group provides access to Social Security Number and Birthdate

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- Payroll PII data access – this group provides access to Social Security, Employee Bank Account Number and Bank Routing Number.

Agency Security Officers have been notified of this change and will be able to process your request.

How will private queries be affected?

You will need to modify your private queries to use the version of the record that masks the data before **09/17/18**. After this date, you will no longer be able to access your private queries. If you receive access to unmasked PII data, then you do not need to modify your queries.

Action Items

- If approved to view PII data by your agency, request access through your agency's security process. Once your access has been granted, validate that you can see the '_U' version of the queries listed below in the **Query Changes Chart**.
- If you have private queries and you have not been approved view PII data, you will need to modify any of your private queries that use any of the Current Records in the **Record Changes Chart** below. The queries will need to be modified to use the new Replacement Records.

Query modifications need to be completed before **09/17/18**.

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.

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.

Questions?

SAO will be hosting a webinar on two different dates to review this change and provide an opportunity for you to ask questions. The same information will be presented in both webinars. Representatives from TeamWorks HCM and HCM Security will be available.

These webinar sessions are scheduled for one hour however we do not expect them to take longer than thirty minutes. You may send questions prior to the first webinar session on 7/24 to Brandon.Reed@sao.ga.gov, and we will try our best to answer those questions during both sessions.

Please join us at one of the following sessions:

Session 1

Tuesday, July 24, 2018 1:00 PM - 2:00 PM EDT [Register](#)

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Session 2

Thursday, July 26, 2018 2:00 PM - 3:00 PM EDT [Register](#)

Session 3

Tuesday, August 7, 2018 2:00 PM - 3:00 PM EDT [Register](#)

You can also contact the SAO Customer Service Center at:

404-657-3956

888-896-7771

HCM@sao.ga.gov

Modified and New Queries

The table below provides the list of public queries with PII data. The first column lists the queries which will be modified to display only masked PII data. The second column provides the new versions which provide PII data in an un-masked format. The Security Request column provides the security access needed to be able to view un-masked data.

Query Changes Chart		
Modified Query PII Data is masked	New Query PII Date is unmasked	Security Request Access
OHR000_EMPLOYEE_DETAIL	OHR000_EMPLOYEE_DETAIL_U	HR PII data access
OHR000_EMPLOYEE_DETAIL_AUDIT	OHR000_EMPLOYEE_DETAIL_AUDIT_U	HR PII data access
OHR001_EMPLOYEE_STATUS_INFO	OHR001_EMPLOYEE_STATUS_INFO_U	HR PII data access
OHR002_EMPLOYEE_TURNOVER_ACTNS	OHR002_EMPLOYEE_TURNOVER_ACT_U	HR PII data access
OHR002_EMPL_TURNOVER_ACTNS_NEW	OHR002_EMPL_TURNOVER_ACTNS_N_U	HR PII data access
OHR006_BIRTHDAY_LISTING	OHR006_BIRTHDAY_LISTING_U	HR PII data access
OHR007_EMPLID_XREF	OHR007_EMPLID_XREF_U	HR PII data access
OHR025_HIRE_ACTIONS_FIX	OHR025_HIRE_ACTIONS_FIX_U	HR PII data access
OHR026_EMPLOYEE_DEMOGRAPHICS	OHR026_EMPLOYEE_DEMOGRAPHICS_U	HR PII data access
OPH003A_EMP_DETAIL_AS_OF_ALL	OPH003A_EMP_DETAIL_AS_OF_ALL_U	HR PII data access
OPY045_DIR_DEPOSIT_INFORMATION	OPY045_DIR_DEPOSIT_INFORMATI_U	Payroll PII data access
OPY060_ESS_DIR_DEPOSIT_TRANX	OPY060_ESS_DIR_DEPOSIT_TRANX_U	Payroll PII data access

Note: Some of the names for the new queries had to be shortened due to the size limit for query names.

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Replacement Records

The table below provides the list of records that currently have unmasked PII data and the corresponding replacement records. This table also provides the security access needed to be able to view un-masked data.

Record Changes Chart			
Current Record PII Data is unmasked	New Record PII Data is masked	Masked Data	Security Request
DX_EMPLOYEES_VW	DX_EMPLOYEE_VW	Birthdate, SSN	HR PII data access
EMPLOYEES	DX_EMPLYNT_VW	Birthdate, SSN	HR PII data access
DX_JOB_PER_VW	DX_JOB_PERS_VW	Birthdate, SSN	HR PII data access
PERSON_VW	DX_PERSON_VW	Birthdate	HR PII data access
PS_PERSONAL_DATA	DX_PRSN_DATA_VW	Birthdate	HR PII data access
DIR_DEP_DISTRIB	DX_DIR_DEP_DIST	Bank Routing Number, Employee Bank Account Number	Payroll PII data access
PAY_DISTRIBUTN	DX_PAY_DISTRIB	Bank Routing Number, Employee Bank Account Number	Payroll PII data access