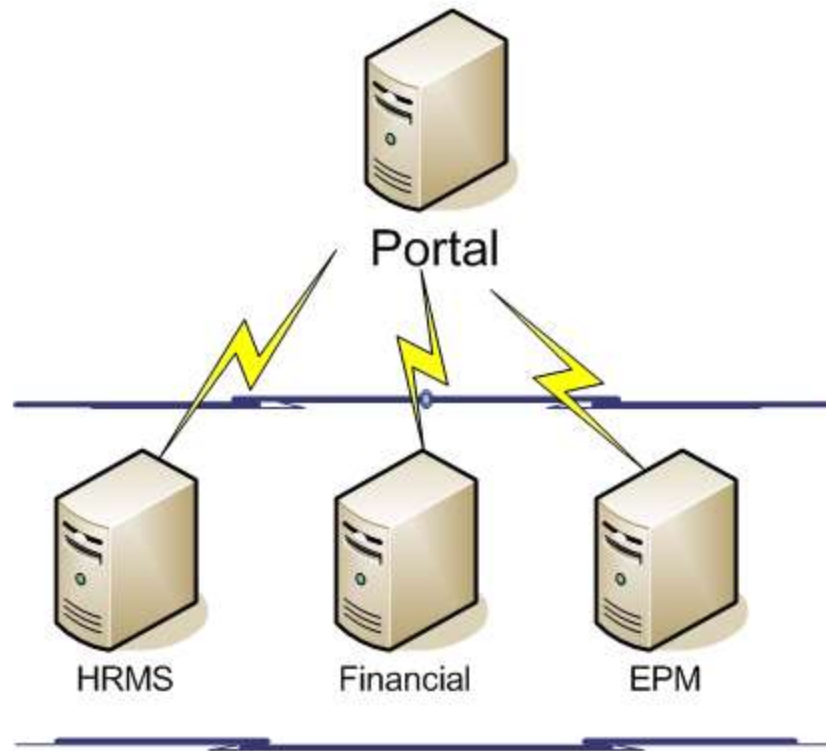




# Core-CT Application Security



# UNDERSTANDING SECURITY

# User Security

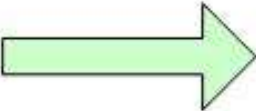
**Within Core-CT, all security is defined through the use of User Profiles, Roles, and Permission Lists.**

<b>User Profiles</b>	A set of attributes to all Core-CT user including user ID and Password
<b>Roles</b>	Assigned to User Profiles to allow access to complete assigned Core-CT functions, e.g., Requestor to create ePro Requisitions
<b>Permission Lists</b>	Assigned to Role to define specific Core-CT page access.
<b>Row Level Security</b>	Assigned to users to allow access to data tables without allowing access to all of the data on that table. E.g., access might be restricted to a selected DeptID

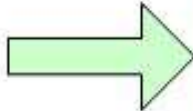
# User Security

Page Permissions -----> Role -> ----- User

**Permission List**  
Signon Time: M - S  
4 AM to 8 PM



**Role**  
Employee

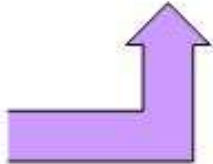


**User Profile**  
Sawyer, Tom

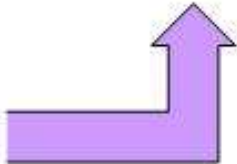
**Permission List**  
Signon Time: M -S  
4 AM to 8 PM



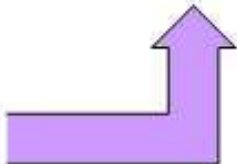
**Role**  
General Buyer



**Permission List**  
MANAGE\_PURCHASE\_O  
RDER  
Add/Update/Display



**Permission List**  
Process Monitor



# ROLES - FIN

- Role: CT GENERAL BUYER and Permission Lists assigned to the role

The screenshot shows the PeopleTools interface for configuring roles. The breadcrumb trail is: Favorites > Main Menu > Core-CT Financials > PeopleTools > Security > Permissions & Roles > Roles. Below the breadcrumb, there are three buttons: 'My HR' (highlighted in blue), 'Finance', and 'Core-CT Help'. Underneath, there are three tabs: 'General' (selected), 'Permission Lists', and 'Members'. The main content area displays the following information:

**Role Name:** CT GENERAL BUYER

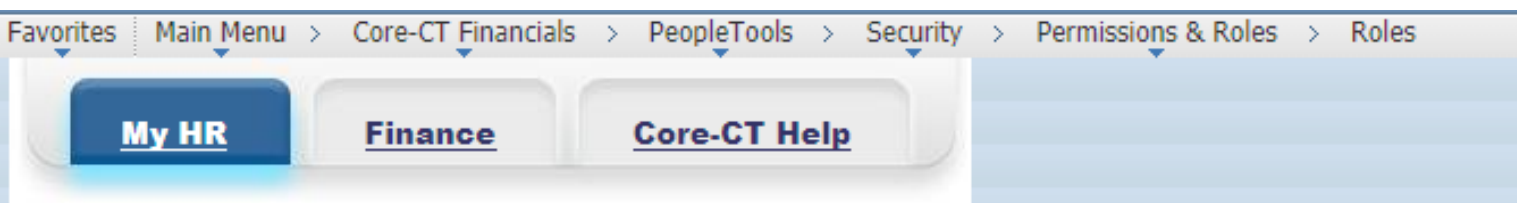
**Description:** General Buyer

**Long Description**

PO Module - TASKS: Corrects purchasing authority. Confirms orders. Processes requisitions to the appropriate next steps: RFQ, PO, standardization transaction, or cancels and orders items using the P-card. Determines the source of the purchase and processes it as a requisition, RFQ, vendor contract, or online PO. Determines who can enter or reserve PO numbers for special purposes (e.g. immediate buy from contract or emergency purchases). Adds, updates, or reviews PO header information and defaults. Defines PO schedules and distributions. Adds comments to POs. Enters PO activities. Saves POs. Updates PO status. Corrects POs. Builds and dispatches a PO outside scheduled batch processing (when applicable). Defines the run control criteria for POs. Creates PO Change Order. Run Purge Stage Table process. Starts RTV Reconciliation process.

# ROLES - FIN

- Role: CT GENERAL BUYER and Permission Lists assigned to the role



General **Permission Lists** Members

Role Name: CT GENERAL BUYER  
Description: General Buyer

Permission Lists		
Permission List	Description	View Definition
CTAGYGLRVWR	CT AGY GL REVIEWER	<a href="#">View Definition</a>
CTGENBUYER	CT GENERAL BUYER	<a href="#">View Definition</a>
CTPOVWR	CT PURCHASING VIEWER	<a href="#">View Definition</a>
CTPROCESSMONITOR	Process Monitor Access	<a href="#">View Definition</a>
CTREPORTMANAGER	Report Manager Access	<a href="#">View Definition</a>
CTVCHRVR	CT VOUCHER VIEWER	<a href="#">View Definition</a>
CTWFHISTORYINQ	CT Workflow History Viewer	<a href="#">View Definition</a>
CTWRKLISTUSER	Work List User (Non Approver)	<a href="#">View Definition</a>

According to your security access, this may appear as a link that would allow you to see the CTPOVWR Permission List

# ROLES - HRMS

Role: CT AGY PAYROLL SPECIALIST and Permission Lists assigned to the role

Favorites | Main Menu > Core-CT HRMS > PeopleTools > Security > Permissions & Roles > Roles

**My HR**   **Finance**   **Core-CT Help**

General   Members

Role Name: CT AGY PAYROLL SPECIALIST

Description: Agency Payroll - Specialist

**Long Description**

Responsible for administering payroll process

# ROLES - HRMS

[Favorites](#) | [Main Menu](#) > [Core-CT HRMS](#) > [PeopleTools](#) > [Security](#) > [Permissions & Roles](#) > [Roles](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

[General](#) | [Members](#)

Role Name: CT AGY PAYROLL SPECIALIST

Description: Agency Payroll - Specialist

User ID:

Members		
User ID	Name	View Definition
CRD-I	CRD-I	View Definition
DOC-I	DOC-I	View Definition
DEP-I	DEP-I	View Definition
CCC-I	CCC-I	View Definition
CSU(I	CSU(I	View Definition
JUD-F	JUD-F	View Definition
DMV-I	DMV-I	View Definition
CLC-C	CLC-C	View Definition
DDS-I	DDS-I	View Definition
DPS-I	DPS-I	View Definition

|  |  |

[General](#) | [Members](#)



# Role Descriptions

(from the Role Handbooks)

[http://www.core-ct.state.ct.us/security/pdf/hrms\\_role\\_handbook\\_task\\_55\\_9\\_1.pdf](http://www.core-ct.state.ct.us/security/pdf/hrms_role_handbook_task_55_9_1.pdf)

[http://www.core-ct.state.ct.us/security/fin\\_sec.html](http://www.core-ct.state.ct.us/security/fin_sec.html)

- What the description tells you

<b>Role Overview</b>	<b>Agency GL Reviewer</b> ← <b>Common Name</b>
	CT AGY GL REVIEWER ← <b>Role Name</b>
<b>Permissions</b>	Main responsibility is the review of financial information in the Core-CT General Ledger (GL) system.
	Runs reports and inquiries on both GL and Commitment Control data.
	<b>Tasks:</b>
	<b>Role Tasks</b>
	<ul style="list-style-type: none"><li>• Inquires on journals and budget ledgers</li><li>• Reviews Commitment Control budgets and transactions in budget exception</li><li>• Reviews Journal/Ledger Data</li><li>• Runs General Ledger Reports</li><li>• Runs Commitment Control Reports</li></ul>

<b>Agency Benefits - Specialist</b>	<b>General Role Name</b>
<b>Description</b>	<b>Tasks</b>
Responsible for administering open enrollment, event maintenance and COBRA.	<b>Role Tasks</b>
<b>Role Overview</b>	<ul style="list-style-type: none"><li>• Enters health &amp; life benefit elections</li><li>• Corrects any enrollment errors identified</li><li>• Initiates the reprocessing of an employee</li><li>• Processes Event Maintenance</li><li>• Records employee family status change</li><li>• Terminates benefits and generates COBRA Notification letters</li><li>• Generates reports</li></ul>

# Roles Pages and Reports Job Aid

[http://www.core-ct.state.ct.us/security/hrms\\_sec.html](http://www.core-ct.state.ct.us/security/hrms_sec.html)

Clipboard		Font		Alignment			
A2		f <sub>x</sub>					
A	B	C	D	E	F		
		CT AGY BN BILLING SPECIALIST					
			CT AGY BN BILLING VIEWER				
				CT AGY BN SPECIALIST			
					CT AGY BN VIEWER		
	Menu Path						
1	Page						
2							
3	Benefits > Employee/Dependent Information						
4	Review HR/Job/Payroll Data			X	X		
5	Update Dependent/Beneficiary			X	X		
6	Review Dep/Ben Summary			X	X		
7	Record Dep/Ben Comments			X			
8	Benefits > Review Employee Benefits						
9	Benefits Summary (w/Pay Dedns)			X	X		
10	Benefits > Enroll In Benefits						
11	Health Benefits	X	X	X	X		
12	Life and AD/D Benefits	X	X	X	X		
13	Leave Plans			X	X		
14	Assign to Benefit Program			X			
15	Benefits > Manage Automated Enrollment > Events						
16	On-Demand Event Maintenance			X			
17	Review BAS Activity			X			
18	Update Event Status			X			
19	Benefits > Manage Automated Enrollment > Participant Enrollment						
20	Print Enrollment Statements			X			
21	Print Confirmation Statements			X			
22	Reprint Selected Statements			X			
23	Perform Election Entry			X			

# Tips When Assigning Roles

- Refer to the HRMS and FIN Role handbooks for all functional role definitions
- Users who will require Transactional (add/update) access do NOT require corresponding Viewer roles as well.

## Examples:

CT AGY HR SPECIALIST does NOT need the CT AGY HR VIEWER role

CT AGY PAYROLL SPECIALIST does NOT need the CT AGY PAYROLL VIEWER Role

Voucher Approver does NOT need the CT VOUCHER VIEWER or CT AGY AP VIEWER roles

- All Viewer roles are intended to provide non-transactional users with View-only Access, where approved

# Tips When Assigning Roles

- All HRMS and FIN transactional, reporting or viewer roles include EPM Reporting table Access.

## Examples:

CT AGY HR SPECIALIST or CT AGY HR VIEWER give access to corresponding tables in EPM Voucher Approver or CT VOUCHER VIEWER or CT AGY AP VIEWER both give access to corresponding tables in EPM

- In addition to roles that give table access in EPM, a user will also need the CT EPM PRIVATE which gives access to the EPM Query Manager Component navigation.
- EPM only roles (CT\_E%) are only required when a user does NOT have access to corresponding data (update or view) in the sources systems (HRMS or Financials).
- Employees should seek training via HR/FIN UPK exercises or Core-CT job aids or training classes prior to receiving roles

# Roles

## OSC - Accounts Payable Division Segregation of Duties

[http://www.core-ct.state.ct.us/security/fin\\_sec.html](http://www.core-ct.state.ct.us/security/fin_sec.html)

OSC - Accounts Payable Division															
Core-CT Purchasing, Accounts Payable, Inventory Functional Roles and Segregation of Duties															
REQUISITION				PURCHASE ORDER			ACCOUNTS PAYABLE			INVENTORY					
REQUESTER	REQUISITION AMOUNT APPROVER 1-4	REQUISITION BUDGET APPROVER	REQUISITION PURCHASE APPROVER	GENERAL / PROGRAM BUYER	PURCHASE ORDER AMOUNT APPROVER 1-2	PURCHASE ORDER BUDGET APPROVER	VOUCHER ADJUSTMENT / MAINTAINER / PROCESSOR	VOUCHER / ALTERNATE APPROVER	AGENCY INVENTORY PROCESSOR	AGENCY INVENTORY MSR CREATOR	AGENCY INVENTORY MSR APPROVER	AGENCY INVENTORY MSR PROCESSOR	AGENCY INVENTORY EXPRESS ISSUER	AGENCY INVENTORY ADJUSTER	AGENCY FINANCIAL INVENTORY PROCESSOR
1	X			X				X		X				X	X
2	X			X			X		X	X					
3	X				X	X	X		X	X					
4		X	X		X			X		X				X	X
5		X	X	X	X		X		X	X					
6		X	X	X		X	X		X	X					
7	X				X			X			X				X
8	X				X		X				X				X
9	X					X	X	X			X				X
10		X	X		X			X			X				X
11		X	X	X		X	X	X			X				X
12															
13	X				X			X			X				X
14	X				X		X				X				X
15	X					X	X	X			X				X
16		X	X		X			X			X				X
17		X	X	X	X		X				X				X
18		X	X	X		X	X	X			X				X
19															

# SECURITY ROLES AND RESPONSIBILITIES

# Security Roles

- CT AGY FINANCIALS SEC LIAISON
- CT AGY HRMS SECURITY LIAISON
- CT SECURITY LIAISON (Portal)
- CT\_CO1092\_LIAISON (HRMS and FIN)
- CT\_CO1092\_APPRV\_MGR (HRMS and FIN)
- CT AGY ROW TLGRP SEC (HRMS)

# Security Roles

- CT AGY FINANCIALS SEC LIAISON
- CT AGY HRMS SECURITY LIAISON
  - Both roles are responsible for monitoring and auditing all authorized access to the Core-CT application assigned to their agency personnel, and acting as point of contact for the Core-CT application Security Team for all agency Core-CT security matters



# Security Roles

- CT SECURITY LIAISON
  - Portal
    - Responsible for resetting passwords, locking out user accounts, updating email addresses, monitoring system profile setup
    - Portal access only

# Security Roles

- CT\_CO1092\_LIAISON
  - HRMS or Financial
    - Responsible for creating and managing online CO-1092 Security Requests
- CT\_CO1092\_APPRV\_MGR
  - HRMS or Financial
    - Responsible for approving or denying the online CO-1092 Security Requests

# Security Roles

- CT AGY ROW TLGRP SEC
  - HRMS only
    - Effective November 8, 2016
    - Responsible for modifying Row Level Security
    - Responsible for modifying TL Group Security

*Refer to the 'Department Row Level and Time & Labor (TL) Group Security Training for Agencies - Addendum to the CO1092 Training for Liaisons'*

# Security Roles

- DAS Review and Approval
  - HRMS Central Approval
    - HR Roles, TL Roles, PY Roles, BN Roles, EPM Roles, Core-CT Security
- OSC Review and Approval
  - Financials Central Approval
    - AM/IN Roles, CO-512, AP/PO Roles, PC/CA Roles, GL Roles, EPM Roles, Core-CT Security

# Security Roles

MEMORANDUM NO. 2014-19

## Comptroller's Core-CT Systems Security for State Employees

- **PURPOSE**

This memo replaces memoranda 2010-34 and 2011-23. The purpose of this memo is to advise all state agencies of the importance of having appropriate internal controls over and within the Core-CT Financial and Human Resource Management System (HRMS) to ensure that all transactions are properly authenticated and authorized. Guarding against unauthorized and inappropriate access to the Core-CT system is critical because of the integration of the Financial and HRMS Systems. Unrestricted access to the Core-CT system compromises the controls provided by segregation of duties and other safeguards that are part of manually operated systems.

<http://www.osc.ct.gov/2014memos/numbered/201419.htm>



# NEW HIRES

# New Hires

- New user IDs are created automatically
  - One day after the effective date of employment, or action date in Job Data, whichever is greater
  - User name is the same as the employee ID
  - Temporary password
    - First four letters of the user's last name (all UPPERCASE) followed by the last four of the user's SS #
    - Expires on first use, employee will be prompted to reset the password upon logging in

# New Hires

- Resetting that First Password – In Brief
  - The system will prompt at first sign in
    - Type in temporary password
    - Type in its replacement two times
    - Click OK
  - So long as the new password meets the requirements, it will be changed

Favorites Main Menu > My System Profile

[My HR](#) [Finance](#) [Core-CT Help](#)

### Change password

Current Password:

New Password:

Confirm Password:

### PASSWORD REQUIREMENTS

[For Help contact core.support@ct.gov](#)

- Password minimum length = 8 characters
- Password must include a minimum of 3 numbers
- Passwords are case sensitive
- Last 6 passwords cannot be reused



# New Hires

- Setting Up the Forgotten Password Help
  - General Profile Information
    - Primary Email Account
      - Check box
    - Email Type: Business, Home, Other, Work
    - Email Address
      - Ideally, you will use your State issued email
      - If you don't have a State issued email, then use a personal email.
        - » Note: You may not be able to access a personal email from a State computer
  - Click Save

The screenshot shows a web application interface for 'My System Profile'. At the top, there are navigation tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main content area is titled 'General Profile Information' and displays the user's name as 'Core-CT-Deegan Jonna Lynn'. Below this, there is a 'Password' section with a 'Change password' link and a 'Change or set up forgotten password help' link. A 'Miscellaneous User Links' section is also present. The 'Email' section features a table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The table contains one entry with a checked box for 'Primary Email Account', 'Business' for 'Email Type', and 'Jonna-Lynn.Deegan@ct.gov' for 'Email Address'. Below the table is an 'IM Information' section with a table for 'XMPP' with columns for 'Protocol', 'XMPP Domain', 'UserID', and 'Password'. A 'Save' button is located at the bottom left of the form.

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	Jonna-Lynn.Deegan@ct.gov

Protocol	XMPP Domain	UserID	Password
XMPP			

# New Hires

- Setting Up the Forgotten Password Help
  - Link: Change or set up forgotten password help
    - Select a question from the dropdown menu
    - Provide an answer
    - Click OK

**Change or set up forgotten password help**

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

# New Hires

- Dynamic Role Assignment - Initial Roles
  - CT PORTAL SIGNON REGULAR
  - CT PORTAL USER
  - CT HRMS USER
  - CT SIGNON REGULAR
  - CT\_H\_U\_EPAY
  - CT AGY TL TIME REPORTER
    - If a Time and Labor agency
  - CT AGY LIMITED TIME ENTRY
    - If the agency has this set up

# New Hires

Favorites | Main Menu > Core-CT HRMS > PeopleTools > Security > User Profiles > User Profiles

**My HR** | Finance | Core-CT Help

General | ID | **Roles** | Workflow | Audit | Links

User ID:

Description:

**Dynamic Role Rule**

Execute on Server:

Test Rule(s) Refresh

Execute Rule(s)

Process Monitor  
Service Monitor

Role Name	Description	Dynamic		View Definition
CT AGY LIMITED TIME ENTRY	Agency Limited Time Entry	<input checked="" type="checkbox"/>	Route Control	View Definition
CT AGY TL TIME REPORTER	Agency Time and Labor-TimeRept	<input checked="" type="checkbox"/>	Route Control	View Definition
CT EMPLOYEE	CT SELF SERVICE EMPLOYEE	<input checked="" type="checkbox"/>	Route Control	View Definition
CT HRMS USER	CT HRMS USER	<input checked="" type="checkbox"/>	Route Control	View Definition
CT PORTAL SIGNON REGULAR	CT PORTAL SIGNON REGULAR	<input checked="" type="checkbox"/>	Route Control	View Definition
CT PORTAL USER	CT PORTAL USER	<input checked="" type="checkbox"/>	Route Control	View Definition
CT SIGNON REGULAR	6AM - 7PM Mon-Sat SIGNON TIMES	<input checked="" type="checkbox"/>	Route Control	View Definition
CT_H_U_EPAY	CT EPay Agency Users	<input checked="" type="checkbox"/>	Route Control	View Definition

Personalize | Find | View All | First | 1-8 of 8 | Last

Save | Return to Search

[General](#) | [ID](#) | [Roles](#) | [Workflow](#) | [Audit](#) | [Links](#)

# PASSWORD RESET

EMPLOYEE

# Employee Password Reset



User ID:

Password:

**Sign In**

[Forgot your password?](#)

[Contact your agency's security liaison if you need assistance.](#)

#### Hours of System Availability

Monday - Sunday      4:00am - 8:00pm  
HRMS Confirm Thursday    4:00am - 2:00pm

For Help Desk information, and much more, see the [Core-CT Home Page](#)

**You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.**

**ORACLE**

**PEOPLESOFT ENTERPRISE**

Your password has expired.

[Click here to change your password.](#)

# Employee Password Reset

(from Home Page)

Favorites Main Menu

**My HR** Finance Core-CT Help

Personal Information

**Personal Information**  
Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Name Change
- Ethnic Groups

**My System Profile**  
Set up personal preferences, such as email and language preferences, password and forgot my password hints.

- My System Profile**
- Change My Password

Favorites Main Menu > My System Profile

**My HR** Finance Core-CT Help

## General Profile Information

CORE-Perkins Stephen E

### Password

[Change password](#)

[Change or set up forgotten password help](#)

### Miscellaneous User Links

Email Personalize | Find | First 1 of 1 Last

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business <input type="checkbox"/>	Stephen.perkins@po.state.ct.us		

IM Information Personalize | Find | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Save

# Employee Password Reset

(if Profile is Set Up)



User ID:

Password:

Sign In

[Forgot your password?](#)

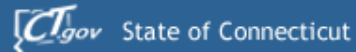
[Contact your agency's security liaison if you need assistance.](#)

#### Hours of System Availability

Monday - Sunday 4:00am - 8:00pm  
HRMS Confirm Thursday 4:00am - 2:00pm

For Help Desk information, and much more, see the [Core-CT Home Page](#)

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.



## Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

Continue



# Employee Password Reset

(if Profile is Set Up)

**Forgot My Password**

User ID: PerkinsSte  
Email ID: stephen.perkins@po.state.ct.us

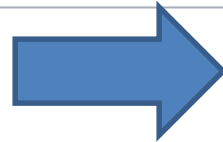
---

Please answer the following question below for user validation.

**Question:** In what city or town was your first job?

**Response:**

[Email New Password](#)



**CT.gov** State of Connecticut

**Password Emailed**

✓ Your password has been emailed.



✉ corect@po.state.ct.us 11:37 AM

User ID Password

**User ID Password**

corect@po.state.ct.us

Sent: Tue 1/14/2014 11:34 AM

To: Perkins, Stephen

**Remember: This password expires as soon as you logon.**

---

The password for your Core-CT account has been reset to the following: Password = 4BRMT214

# Employee Password Reset (Profile Not Set Up)

Your ID did not work please contact your security liaison,.



HRMS/FINANCIALS/RE

CT.gov State of Connecticut

### Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

AgencyCode	Description	P/S	NAME	EMAIL	PHONE	FAX
AES	Agriculture Experiment Station					
AES	Agriculture Experiment Station					
APA	Auditors of Public Accounts					60-240-5292
APA	Auditors of Public Accounts					60-240-5292
APA	Auditors of Public Accounts					60-291-8092
BAA (DHE)	Board for State Academic Award					60-606-9686
BOA	Board of Accountancy	P	Audrey Pinette	<a href="mailto:audrey.pinette@ct.gov">audrey.pinette@ct.gov</a>	860-713-5273	-
CAT (ECD)	Commission on Arts and Tourism	P	Irene Matulis	<a href="mailto:irene.matulis@ct.gov">irene.matulis@ct.gov</a>	-	860-270-8188
CCC (BOR)	CT Community Colleges	P	Darlene DeFigueiredo	<a href="mailto:DeFigueiredoD@ct.edu">DeFigueiredoD@ct.edu</a>	860-723-0753	860-723-0885


**Message**

Warning -- A new password can not be sent to user. (48,224)

The user has not setup or does not have 1) a system email address 2) a hint question and response for validation or 3) permission to have the password emailed. Please contact your agency's security liaison.

Please close your browser once you are finished.


# Employee Password Reset



**HRMS Security Liaisons**

Please refresh this page by pressing F5

AgencyCode	Display Name	EMAIL
AES	Ag...	michael.last@po...
AES	Ag...	theodore.andrea...
APA	Au...	stephen.eckels@...
APA	Au...	Suzanne.Bousq...
APA	Au...	bruce.vaughan@...
BAA (DHE)	Ba...	rmcgoldrick@ch...
BOA	Ba...	audrey.pinette@...
CAT (ECD)	Ca...	irene.matulis@c...
CCC (BOR)	Ba...	DeFigueiredod@...
CCC (BOR)	Ge...	Mlabonty@gwcc...
CCC (BOR)	Ge...	Pmartin@gwcc...
CCC (BOR)	Ca...	Cagosto@ccc.c...
CCC (BOR)	Asnuntuck CC	Ccyrr@acc.comn...
CCC (BOR)	Manchester CC	Dgibson@mcc.c...
CCC (BOR)	Northwestern CC	Mhayes@nwcc.c...
CCC (BOR)	Quinebaug Valley CC	Ckegler@qvcc.c...
CCC (BOR)	Middlesex CC	Amajewski@mx...



User ID:

Password:

[Forgot your password?](#) Contact your agency's security liaison if you need assistance.

Hours of System Availability

Monday - Sunday      4:00am - 8:00pm  
 HRMS Confirm Thursday    4:00am - 2:00pm

For Help Desk information, and much more, see the [Core-CT Home Page](#)

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

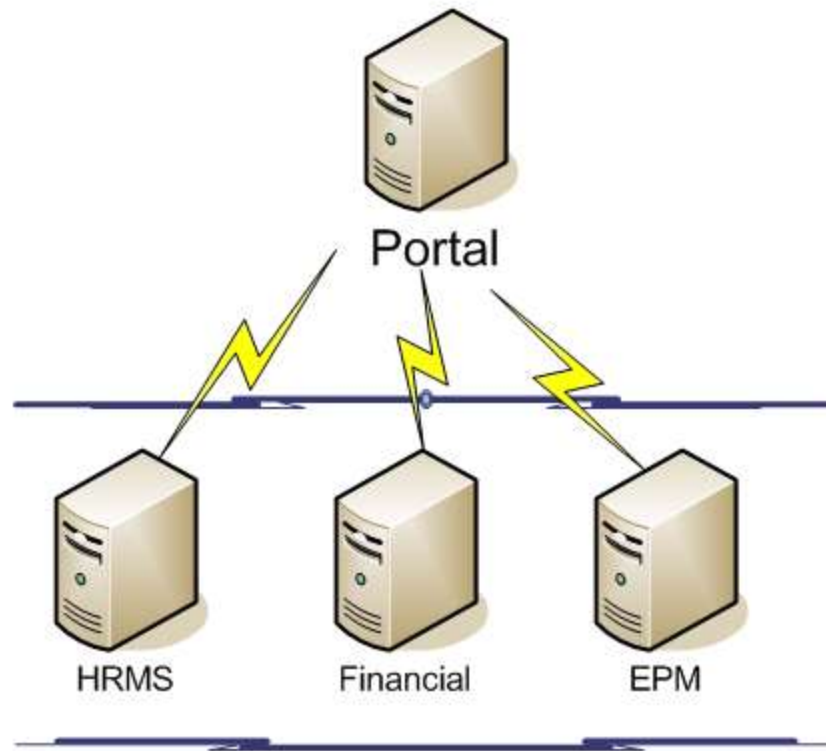
SYSTEM

# Password Policy

- All passwords expire in ninety (90) days.
- Users will be warned for fifteen (15) days prior to the password expiration.
- Five (5) logon attempts are allowed before the account is locked out.
- The password can not match the User ID.
- The password must be at least eight (8) characters in length, three (3) of which must be digits or characters.

# Password Policy

- Six (6) passwords are retained in the system.
- Both alphabetic and numerical characters are allowed.
- Passwords should be obscure rather than obvious.
- All users with valid email addresses must set up their User Profile in Core-CT to be able to use the password reset feature in Core-CT.
- Only authorized agency security liaisons can request password resets.



# DISTRIBUTED USER PROFILE

CT SECURITY LIAISON

# Distributed User Profile

- Background
  - EPM, HRMS, and Financials are separate applications
  - The Portal is a shell that sits on top and ties the three pieces together
  - Without the Portal, you would need three user IDs and three passwords
  - The Portal allows you to maintain the three user IDs and passwords as though they were one

# Distributed User Profile Password Reset – CT SECURITY LIAISON

- Navigation:  
PeopleTools >  
Security > User  
Profiles >  
Distributed User  
Profiles
  - Note: You are not navigating through HRMS or Financials. You are using the Portal

Favorites | Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

[My HR](#) [Finance](#) [Core-CT Help](#)

General | **Forgot Password**

User ID:

Description: DAS-

Account Locked Out?

**Logon Information**

Symbolic ID:

Password:   Password Expired?

Confirm Password:

User ID Alias:

[Edit Email Addresses](#) [Instant Messaging Information](#)

**General Attributes**

Language Code: English  Enable Expert Entry

Currency Code:

Default Mobile Page:

**Permission Lists**

Navigator Homepage: Primary:

Process Profile: Row Security:

General | [Forgot Password](#)



# Distributed User Profile

- Navigation: PeopleTools > Security > User Profiles > Distributed User Profiles
  - Click on the **Forgotten Password** tab

The screenshot shows the 'Forgotten Password' tab in the 'Distributed User Profiles' section. The breadcrumb navigation at the top reads: Favorites > Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles. Below the navigation are three tabs: 'My HR' (selected), 'Finance', and 'Core-CT Help'. The 'Forgotten Password' tab is active, showing two input fields: 'User ID:' and 'Description:'. Below these are two checked checkboxes: 'User has an email.' and 'User has setup the challenge question.'. At the bottom, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'. The footer of the page shows 'General | Forgotten Password'.

# Distributed User Profile

Favorites | Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

**My HR** Finance Core-CT Help

General Forgot Password

User ID:   Account Locked Out?

Description: DAS-11111111

**Logon Information**

Symbolic ID:   Password Expired?

Password:

Confirm Password:

[Edit Email Addresses](#) [Instant Messaging Information](#)

**General Attributes**

Language Code: English  Enable Expert Entry

Currency Code:

Default Mobile Page:

**Permission Lists**

Navigator Homepage: Primary:

Process Profile: Row Security:

Save Return to Search Previous in List Next in List Add Update/Display

# Distributed User Profile

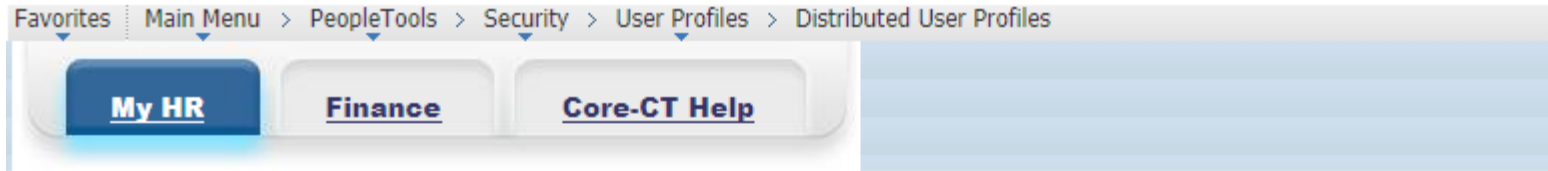
- Click OK and then Save

## Email Addresses

User ID: [redacted]

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	[redacted]@ct.gov	+	-

# Distributed User Profile



User ID:

Description: DAS-

Account Locked Out?

### Logon Information

Symbolic ID:

Password:

Confirm Password:

Password Expired?

[Edit Email Addresses](#)      [Instant Messaging Information](#)

### General Attributes

Language Code: English  Enable Expert Entry

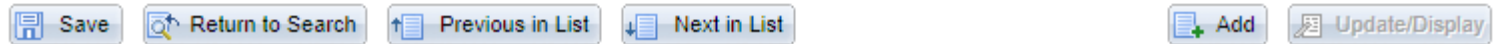
Currency Code:

Default Mobile Page:

### Permission Lists

Navigator Homepage: Primary:

Process Profile: Row Security:



General | [Forgot Password](#)

Uncheck the box and contact your employee. Ask them to use the "Forgot My Password" feature.

# Distributed User Profile

- Navigation: PeopleTools > Security > User Profiles > Distributed User Profiles
  - Click on the **Forgotten Password** tab

The screenshot shows the 'Distributed User Profiles' page in PeopleTools. The breadcrumb trail is 'Favorites > Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles'. The navigation bar includes 'My HR', 'Finance', and 'Core-CT Help'. The 'Forgotten Password' tab is selected. The user profile details are as follows:

User ID:	11111111
Description:	DAS-11111111

Checklist items:

- User has an email.
- User has not setup the challenge question.

Buttons at the bottom: Save, Return to Search, Previous in List, Next in List, Add, Update/Display.

Footer: General | Forgotten Password

# Distributed User Profile Password Reset

- Change the **Password** and **Confirm Password**
  - At least 8 characters including 3 digits
  - Case sensitive
  - Example: VRX58AB2
- Click the **Password Expired** checkbox
  - This will cause the password to expired when first used
- Optional: If the **Account Locked Out** box is checked, then click to uncheck
- Click **Save**

# Distributed User Profile Password Reset

Favorites | Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

**My HR**   **Finance**   **Core-CT Help**

---

**General**   **Forgot Password**

User ID:

Description: DAS-1   Account Locked Out?

**Logon Information**

Symbolic ID:   Password Expired?

Password:   Password Expired?

Confirm Password:

User ID Alias:

[Edit Email Addresses](#)   [Instant Messaging Information](#)

**General Attributes**

Language Code: English    Enable Expert Entry

Currency Code:

Default Mobile Page:

**Permission Lists**

Navigator Homepage:  Primary:

Process Profile:  Row Security:

General | [Forgot Password](#)

Five (5) logon attempts are allowed before the account is locked out

# Distributed User Profile

Favorites | Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

[My HR](#) [Finance](#) [Core-CT Help](#)

**General** | [Forgot Password](#)

User ID:

Description:   Account Locked Out?

**Logon Information**

Symbolic ID:

Password:   Password Expired?

Confirm Password:

User ID Alias:

[Edit Email Addresses](#) [Instant Messaging Information](#)

**General Attributes**

Language Code:   Enable Expert Entry

Currency Code:

Default Mobile Page:

**Permission Lists**

Navigator Homepage:  Primary:

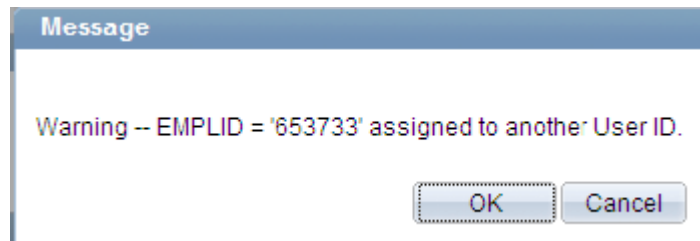
Process Profile:  Row Security:

[General](#) | [Forgot Password](#)



# Distributed User Profile Password Reset

- Click OK if you get this warning



- The user password has been reset
  - Email or directly contact the user with their new password

# Distributed User Profile

## Auditing Email and Profiles

- If the user has not set up their forgotten password help
  - Contact the user and instruct them to complete
  - <http://www.core-ct.state.ct.us/support/ppt/pwreset.pps>
  - If a User's email is invalid and they use the Forgot Your Password? feature, the Password email will be routed to the Outlook Undeliverable email server. The Core-CT help desk will forward these emails to the Security Liaisons for correction. The attachment in the email will include the new temporary password for this user.

# Distributed User Profile

## Lock Out a Former Employee

Favorites Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

**My HR** Finance Core-CT Help

**General** Forgot Password

User ID:

Description: DAS-

Account Locked Out?

**Logon Information**

Symbolic ID:

Password:

Confirm Password:

Password Expired?

[Edit Email Addresses](#) [Instant Messaging Information](#)

**General Attributes**

Language Code: English  Enable Expert Entry

Currency Code:

Default Mobile Page:

**Permission Lists**

Navigator Homepage: Primary:

Process Profile: Row Security:

# THE CO-1092

Application Security Request Form

CT\_CO1092\_LIAISON (HRMS and FIN)

CT\_CO1092\_APPRV\_MGR (HRMS and FIN)

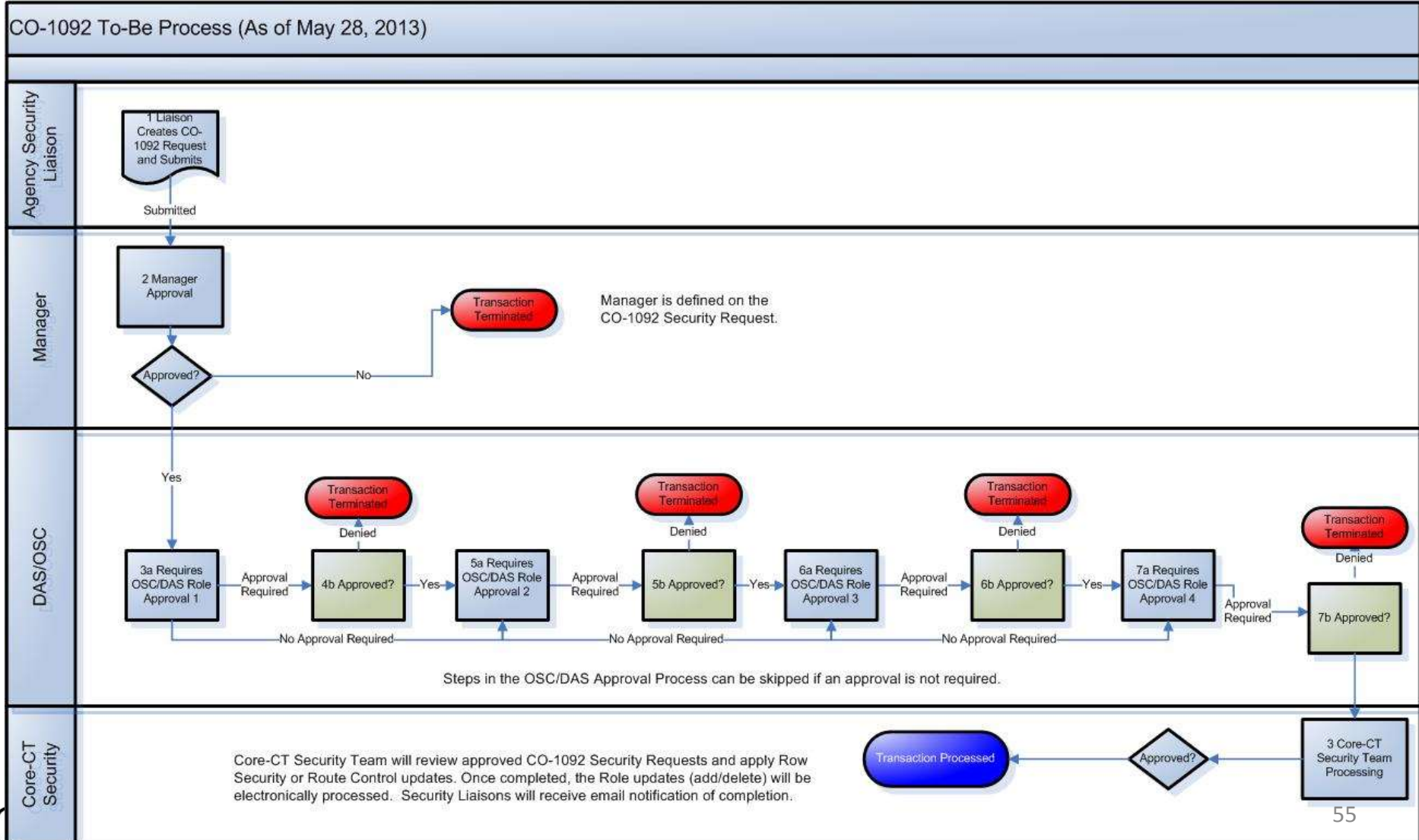
# CO-1092

- Each agency is responsible for maintaining their user access in Core-CT
  - Roles
    - Segregation of Duties
    - Job duty changes
  - Deletion of Access upon Separation
    - Agency separation or transfer
    - Security Audit

# CO-1092

- Roles and access are maintained online
  - Because HRMS and Financials are really two different applications, they require separate maintenance
    - EPM access is assigned along with HRMS or FIN roles
      - The EPM Private role gives access to the application. View or Edit roles give access to the information tables.
    - Some roles require additional information
    - One agency approval – multiple central approvals

# The Automated Process



# Transaction Numbers

Favorites | Main Menu > Core-CT HRMS > PeopleTools > Security > CO-1092 Security > CO-1092 Security Request

**My HR** | Finance | Core-CT Help

CO-1092 Security Request

Find an Existing Value | Add a New Value

Transaction Number:

Transaction Date:

User ID:

Add

Find an Existing Value | Add a New Value

Favorites | Main Menu > Core-CT HRMS > PeopleTools > Security > CO-1092 Security > CO-1092 Security Request

**My HR** | Finance | Manage CRM | My CRM | Core-CT Help | CT Interfaces

CO-1092 Security Request | Comments

Transaction No.	Transaction Date	Workflow Status
	11/01/2016	Not Available

**Request Details**

\*User ID:  \*Manager User ID:

Empl ID:  Manager ID:

Name:  \*Manager Name:

Email ID:  Manager E-mail:

Telephone:  Row Security:

Department ID:

[View Existing Roles](#)

**Security Roles (Add/Delete)** Personalize | Find | View All | First 1 of 1 Last

*Role Name	*Role Actions	Description
1 <input type="text"/>	Add <input type="text"/>	This is a Valid Role.

Submit



# HRMS CO-1092 Form

Favorites | Main Menu > Core-CT HRMS > PeopleTools > Security > CO-1092 Security > CO-1092 Security Request

**My HR**   **Finance**   **Core-CT Help**

CO-1092 Security Request   Comments

Transaction No.   Transaction Date 02/25/2014   Workflow Status Not Available

**Request Details**

*User ID	<input type="text"/>	*Manager User ID	GrzybS
Empl ID	000000	Manager ID	440247
Name	XXXXXXXXXX	*Manager Name	Grzyb,Shari T
Email ID	XXXXXXXXXX@CT.Gov	Manager E-mail	
Telephone	XXXXXXXXXX-4590	Row Security	
Department ID	DAS23000		

[View Existing Roles](#)

**Security Roles (Add/Delete)**

*Role Name	*Role Actions	Description
1 <input type="text"/>	Add	This is a Valid

Submit

Favorites | Main Menu > Core-CT HRMS > PeopleTools > Security > CO-1092 Security > CO-1092 Security Request

**My HR**   **Finance**   **Core-CT Help**

**Existing Security Roles**

Personalize | Find | First 1-7 of 7 Last

Role Name	Description		
1 CT AGY TL TIME REPORTER	Agency Time and Labor-TimeRept	+	-
2 CT EMPLOYEE	CT SELF SERVICE EMPLOYEE	+	-
3 CT HRMS USER	CT HRMS USER	+	-
4 CT PORTAL SIGNON REGULAR	CT PORTAL SIGNON REGULAR	+	-
5 CT PORTAL USER	CT PORTAL USER	+	-
6 CT SIGNON REGULAR	6AM - 7PM Mon-Sat SIGNON TIMES	+	-
7 CT_H_U_EPAY	CT EPay Agency Users	+	-

OK   Cancel

# HRMS CO-1092 Form

[Favorites](#) | [Main Menu](#) > [Core-CT HRMS](#) > [PeopleTools](#) > [Security](#) > [CO-1092 Security](#) > [CO-1092 Security Request](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

[CO-1092 Security Request](#) | [Comments](#)

**Transaction No.**      **Transaction Date** 02/25/2014      **Workflow Status** Not Available

**Request Details**

*User ID	<input type="text"/>	*Manager User ID	GrzybS
Empl ID	<input type="text"/>	Manager ID	440247
Name	<input type="text"/>	*Manager Name	Grzyb,Shari T
Email ID	<input type="text"/> @ct.gov	Manager E-mail	shari.grzyb@ct.gov
Telephone	<input type="text"/> -2184	Row Security	DPDAS093
Department ID	DAS23000		

[View Existing Roles](#)      [Edit Departments](#)      [Edit TL Groups](#)

**Security Roles (Add/Delete)**      [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

	*Role Name	*Role Actions	Description		
1	CT AGY HR SPECIALIST	Add ▼	Segregation of Duties Conflict.	+	-
2	CT AGY TL SPECIALIST	Add ▼	Segregation of Duties Conflict.	+	-
3	CT AGY PAYROLL SPECIALIST	Add ▼	Segregation of Duties Conflict.	+	-
4	CT AGY HR JOB CODE VIEWER	Add ▼	This is a Valid Role.	+	-

# HRMS CO-1092 Form

CO-1092 Security Request    **Comments**

---

Transaction Number                      Transaction Date 02/25/2014                      User ID GuarinoDu

**Scroll Area**                      Find | View All    First ◀ 1 of 1 ▶ Last

Effective Date 02/25/2014 + -

**Comments/  
Business  
Justification**

Sample Justification:  
Requester/Approver's name: John Smith  
Title: Fiscal Administrative Manager  
Agency: Department of the People  
Telephone: 860 XXX-XXXX  
E-mail: John.Smith@xx.xx  
The roles are requested for David Black, Fiscal Administrative Officer, so that he can serve as a backup to Susan White, Fiscal Administrative Supervisor. I need David to learn all the HR & Payroll duties. The Department of the People is a small agency (53 employees) and David handles HR and payroll. Susan will train David and review all transactions processed by him.

**Attached File**

---

CO-1092 Security Request | Comments

# HRMS CO-1092 Form



**Core-CT** HRMS/FINANCIALS/REPORTING SYSTEM

[Home](#) [About Us](#) [Help](#) [Contact](#)

**LOGIN**

**SELF-SERVICE HRMS**

**FINANCIALS**

**EPM**

**SECURITY**

**TRAINING**

**DAILY MAIL**

**CATALOG OF REPORTS**

**9.1 UPGRADE**

**HRMS Security Forms/Handbooks/Documentation**

- [Role Handbook](#)
- [Segregation of Duties](#)
- [CO-1092 Training for Approving Managers](#)
- [CO-1092 Training for Security Liaisons](#)
- [Automated CO-1092 Presentation](#)
- [CO-1092 Frequently Asked Questions](#)
- [CO-1092 Completion Guide](#)
- [Roles Pages and Reports](#)
- [How to Guide: Dept ID Information](#)
- [How to Guide: TL Groups](#)
- [HRMS Security Liaisons](#)

[http://www.core-ct.state.ct.us/security/hrms\\_sec.html](http://www.core-ct.state.ct.us/security/hrms_sec.html)

# FIN CO-1092 Form

Favorites | Main Menu > Core-CT Financials > PeopleTools > Security > CO-1092 Security > CO-1092 Security Request

**My HR** | Finance | Core-CT Help

CO-1092 Security Request | Comments

Transaction No. | Transaction Date 02/25/2014 | Workflow Status

**Request Details**

*User ID	<input type="text"/>	*Manager User ID	MichaelJ
Empl ID	<input type="text"/>	Manager ID	434217
Name	<input type="text"/>	*Manager Name	Michael,V Jean
Email ID	<input type="text"/> @ct.gov	Manager E-mail	jean.michael@ct.gov
Telephone	<input type="text"/> -2184	Primary Permission	<input type="text"/>

[Edit Business Units](#)

**CO-1092 Departments for Rowsec**

Personalize | Find | View All | First 1 of 1 Last

Business Unit	Description
1 <input type="text"/>	

OK Cancel

Personalize | Find | View All | First 1 of 1 Last

Description

This is a Valid Role.

# FIN CO-1092 Form

Favorites | Main Menu > Core-CT Financials > PeopleTools > Security > CO-1092 Security > CO-1092 Security Request

**My HR** | Finance | Core-CT Help

CO-1092 Security Request | Comments

Transaction No. | Transaction Date 02/25/2014 | Workflow Status

**Request Details**

*User ID	<input type="text"/>	*Manager User ID	MichaelJ
Empl ID	<input type="text"/>	Manager ID	434217
Name	<input type="text"/>	*Manager Name	Michael,V Jean
Email ID	<input type="text"/> @ct.gov	Manager E-mail	jean.michael@ct.gov
Telephone	<input type="text"/> -2184	Primary Permission	PPFNDASM1

[View Existing Roles](#) | [Edit Business Units](#)

**Security Roles (Add/Delete)** | Personalize | Find | View All | First | 1 of 1 | Last

*Role Name	*Role Actions	Description
1 <input type="text"/>	Add ▼	This is a Valid Role.

Submit

# FIN CO-1092 Form

Favorites | Main Menu > Core-CT Financials > PeopleTools > Security > CO-1092 Security > CO-1092 Security Request

[My HR](#) [Finance](#) [Core-CT Help](#)

CO-1092 Security Request [Comments](#)

Transaction No.      Transaction Date 05/30/2014      Workflow Status

**Request Details**

\*User ID  × 🔍      \*Manager User ID  🔍

Empl ID       Manager ID

Name       \*Manager Name

Email ID  @CT.Gov      Manager E-mail

Telephone       Primary Permission  🔍

[View Existing Roles](#)      [Edit Business Units](#)

**Security Roles (Add/Delete)**      Personalize | Find | View All | 1 of 1 | First | Last

*Role Name	*Role Actions	Description		
1 <input type="text"/> 🔍	Add ▼	This is a Valid Role.	<a href="#">+</a>	<a href="#">-</a>

# Roles Requiring FIN Appendix

CO-1092 Security Request Comments

Transaction No.      Transaction Date 02/25/2014      Workflow Status

**Request Details**

\*User ID       \*Manager User ID

Empl ID       Manager ID 714011

Name       \*Manager Name

Email ID       Manager E-mail

Telephone 860/...      Primary Permission

[View Existing Roles](#)      [Edit Business Units](#)

**Security Roles (Add/Delete)**      Personalize | Find | View All | First 1-4 of 4 Last

	*Role Name	*Role Actions	Description		
1	<input type="text" value="CT GENERAL BUYER"/>	Add ▼	The User Profile already has this Security Role.	+	-
2	<input type="text" value="CT GL REPORT_DAS"/>	Add ▼	This is a Valid Role.	+	-
3	<input type="text" value="Voucher Approver"/>	Add ▼	Segregation of Duties Conflict.	+	-
4	<input type="text" value="CT VOUCHER_PROCESSOR"/>	Add ▼	Segregation of Duties Conflict.	+	-



# Roles Requiring FIN Appendix

CO-1092 Security Request **Comments**

Transaction No. Transaction Date 02/25/2014 Workflow Status

**Request Details**

\*User ID [ ] \*Manager User ID BellamoJ  
Empl ID [ ] Manager ID 714011  
Name [ ] \*Manager Name Bellamo,Joann E  
Email ID [ ]@CT.GOV Manager E-mail joann.bellamo@po.state.ct.us  
Telephone 860. [ ] Primary Permission PPFNDASM1  
[View Existing Roles](#) [Edit Business Units](#)

**Security Roles (Add/Delete)** Personalize | Find | View All | First 1 of 1 Last

*Role Name	*Role Actions	Description
1 CT GENERAL BUYER	Add	The User Profile already has this Security Role.

Submit

# FIN Appendix

CO-1092 Security Request **Comments**

Transaction Number      Transaction Date 02/25/2014      User ID [REDACTED]

Scroll Area Find | View All First 1 of 1 Last

Effective Date 02/25/2014

Comments/  
Business  
Justification      Supplemental Information.

**Attached File**

CO-1092 Security Request **Comments**

Transaction Number      Transaction Date 02/25/2014      User ID [REDACTED]

Scroll Area Find | View All First 1 of 1 Last

Effective Date 02/25/2014

Comments/  
Business  
Justification      Supplemental Information.

**Attached File** [REDACTED] 20140225.xls

# FIN Appendix Form

[http://www.core-ct.state.ct.us/security/xls/fin\\_appdx.xls](http://www.core-ct.state.ct.us/security/xls/fin_appdx.xls)

Naming Convention: LastNameDate (example: Doe20130523)

Employee Name: _____		
<b><u>Financials Appendix - Required Additional Role Information</u></b>		
General Buyer	OR	Program Buyer
Ship To Location _____	Department _____	Origin _____
Buyers Authorized (on behalf of): _____ _____		
<b>Purchase Order Amount Approver 1</b>		
Business Units: _____		
Add Origins: _____		
Remove Origins: _____		
<b>Purchase Order Amount Approver 2</b>		
Business Units: _____		
Add Origins: _____		
Remove Origins: _____		

# Fin Appendix

- OSC/APD Requires the appendix for
  - Origins, AP/PO Business Units, Ship-to-Locations, etc.
    - The comments page should NOT be used for identifying this information
  - OSC/APD will not process Financial CO-1092 Forms that contain conflicting roles.
    - Agency Security Liaisons should research the user's profile and ensure forms with conflicts have the necessary Delete/Add combinations and Agency Liaisons should remove the conflict upon receiving the warning message
  - OSC/APD requires agencies to submit a new or updated CO-512 when requesting any final approval roles within five days

# Roles Requiring FIN Appendix

- General or Program Buyer
- Purchase Order Amount Approver 1, 2
- Purchase Order Budget Approver (CO-512 also required)
- Requester
- Catalog Viewer
- Requisition Amount Approver 1, 2, 3, 4
- Requisition Budget Approver
- Requisition Purchasing Approver (CO-512 also required)
- Alternate Approver (CO-512 also required)
- Adjustment Voucher Processor
- Journal Voucher Processor
- Voucher Maintenance Processor
- Voucher Processor
- Voucher Approver (CO-512 also required)

# FIN Roles - Appendix

- The CO-1092 Financial Appendix is available on-line
  - [http://www.core-ct.state.ct.us/security/xls/fin\\_appdx.xls](http://www.core-ct.state.ct.us/security/xls/fin_appdx.xls)
  - This form can be completed and attached to the on-line CO-1092 Form
- The Comments Page cannot be used in lieu of the FIN Appendix
- For more information on Roles requiring route controls values, please go to the Core-CT Security Website
  - <http://www.core-ct.state.ct.us/security/>

# FIN CO-1092 Form



## HRMS/FINANCIALS/REPORTING SYSTEM

[Home](#)

[About Us](#)

[Help](#)

[Contact](#)

### LOGIN

SELF-SERVICE  
HRMS  
FINANCIALS  
EPM  
SECURITY  
TRAINING  
DAILY MAIL  
CATALOG OF  
REPORTS  
9.1 UPGRADE

### FIN Security Forms/Handbooks/Documentation

[How to Guide: Origin and Business Unit for Approval Roles](#)

[How to Guide: Purchase Order Origin](#)

[How to Guide: Requesters and Buyers](#)

[How to Guide: Ship to Locations](#)

[How to Guide: Voucher Processor Origin](#)

[When to Use Financials Appendix Page](#)

[CO-1092 Training for Approving Managers](#)

[CO-1092 Training for Security Liaisons](#)

[Financial Appendix Form](#)

[Automated CO-1092 Presentation](#)

[CO-1092 Frequently Asked Questions](#)

[CO-1092 Completion Guide](#)

[CO-1092 IR IDs](#)

[CO-1092 24/7 IDs \(DOT only\)](#)

[OSC Claims Authorization Form \(CO-512\)](#)

[Role Handbook](#)

[Role Needed to Access Financial Reports](#)

[Security Liaisons Job Aid \(FIN Workflow Routing Template\)](#)

[Segregation of Duties](#)

[Financial Security Liaisons](#)



[http://www.core-ct.state.ct.us/security/fin\\_sec.html](http://www.core-ct.state.ct.us/security/fin_sec.html)



# Submit Request

CO-1092 Security Request Comments

Transaction No.      Transaction Date 02/25/2014      Workflow Status

---


**Request Details**

\*User ID        \*Manager User ID  

Empl ID       Manager ID 714011



Name       \*Manager Name





Email ID       Manager E-mail

Telephone 860/       Primary Permission  

[View Existing Roles](#)      [Edit Business Units](#)

---

**Security Roles (Add/Delete)** Personalize | Find | View All |  |  First 1-4 of 4 Last

	*Role Name	*Role Actions	Description		
1	<input type="text" value="CT GENERAL BUYER"/> 	Add <input type="button" value="v"/>	The User Profile already has this Security Role.	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="CT GL REPORT_DAS"/> 	Add <input type="button" value="v"/>	This is a Valid Role.	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="CT VOUCHER PROCESSOR"/> 	Add <input type="button" value="v"/>	This is a Valid Role.	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="CT CASUAL RECEIVER"/> 	Delete <input type="button" value="v"/>	The User Profile already has this Security Role.	<input type="button" value="+"/>	<input type="button" value="-"/>



# FIN Approval Routing

## Route to Approving Manager

TRANSACTION\_NBR=3, TRANSACTION\_DT=2013-05-24, OPRID=MYABROSKY:Approved

Manager Approval

Approved

Core-CT-Yabrosky Mary  
CO-1092 Approving Manager  
05/24/13 - 2:34 PM

## AM/INV Role Approver

TRANSACTION\_NBR=3, TRANSACTION\_DT=2013-05-24, OPRID=MYABROSKY:Pending

AM/INV Role Approver

Pending

Multiple Approvers  
CO-1092 Approval 1

## CO512 Approver

TRANSACTION\_NBR=3, TRANSACTION\_DT=2013-05-24, OPRID=MYABROSKY:Awaiting Further Approvals

CO512 Approver

Not Routed

Multiple Approvers  
CO-1092 Approval 2

## AP PO Role Approvers

TRANSACTION\_NBR=3, TRANSACTION\_DT=2013-05-24, OPRID=MYABROSKY:Awaiting Further Approvals

AP PO Role Approvers

Not Routed

Multiple Approvers  
CO-1092 Approver 3

## PC CA Role Approvers

TRANSACTION\_NBR=3, TRANSACTION\_DT=2013-05-24, OPRID=MYABROSKY:Awaiting Further Approvals

PC CA Role Approvers

Not Routed

Multiple Approvers  
CO-1092 Approver 4

## EPM Role Approver

TRANSACTION\_NBR=3, TRANSACTION\_DT=2013-05-24, OPRID=MYABROSKY:Awaiting Further Approvals

EPM Role Approver

Not Routed

Core-CT-Yabrosky Mary  
CO-1092 Approver 6

## Route to Core-CT Sec Admins

TRANSACTION\_NBR=3, TRANSACTION\_DT=2013-05-24, OPRID=MYABROSKY:Awaiting Further Approvals

Core-CT Security Admins

Not Routed

Multiple Approvers  
Core-CT Security Admins

# HRMS Approval Routing

## Route to Approving Manager

TRANSACTION\_NBR=20, TRANSACTION\_DT=2013-05-15, OPRID=AlvesRob:Approved

Manager Approval

Approved



Approving Manager 3  
CO-1092 Approving Manager  
05/15/13 - 11:46 AM

## Route to HR Role Approvers

TRANSACTION\_NBR=20, TRANSACTION\_DT=2013-05-15, OPRID=AlvesRob:Pending

HR Role Approvers

Pending



Multiple Approvers  
CO-1092 - HR Role Approver

## Route to TL Role Approvers

TRANSACTION\_NBR=20, TRANSACTION\_DT=2013-05-15, OPRID=AlvesRob:Awaiting Further Approvals

TL Role Approvers

Not Routed



Multiple Approvers  
CO-1092 - TL Role Approver

## Route to PY Role Approvers

TRANSACTION\_NBR=20, TRANSACTION\_DT=2013-05-15, OPRID=AlvesRob:Awaiting Further Approvals

PY Role Approvers

Not Routed



Multiple Approvers  
CO-1092 - PY Role Approver

## Route to BN Role Approvers

TRANSACTION\_NBR=20, TRANSACTION\_DT=2013-05-15, OPRID=AlvesRob:Awaiting Further Approvals

BN Role Approvers

Not Routed



Multiple Approvers  
CO-1092 - BN Role Approver

## Route to Core-CT Sec Admins

TRANSACTION\_NBR=20, TRANSACTION\_DT=2013-05-15, OPRID=AlvesRob:Awaiting Further Approvals

Core-CT Security Admins

Not Routed



Multiple Approvers  
Core-CT Security Admins

# Deleting Roles If You Do Not Have Access To The Employees Account

- It's important that Users are inactivated before their Job Data record is terminated or transferred to the gaining agency.
- What is your agency policy when you need to inactivate a user? Lock Account!
- Please contact [CoreCT.Security@ct.gov](mailto:CoreCT.Security@ct.gov) for guidance.

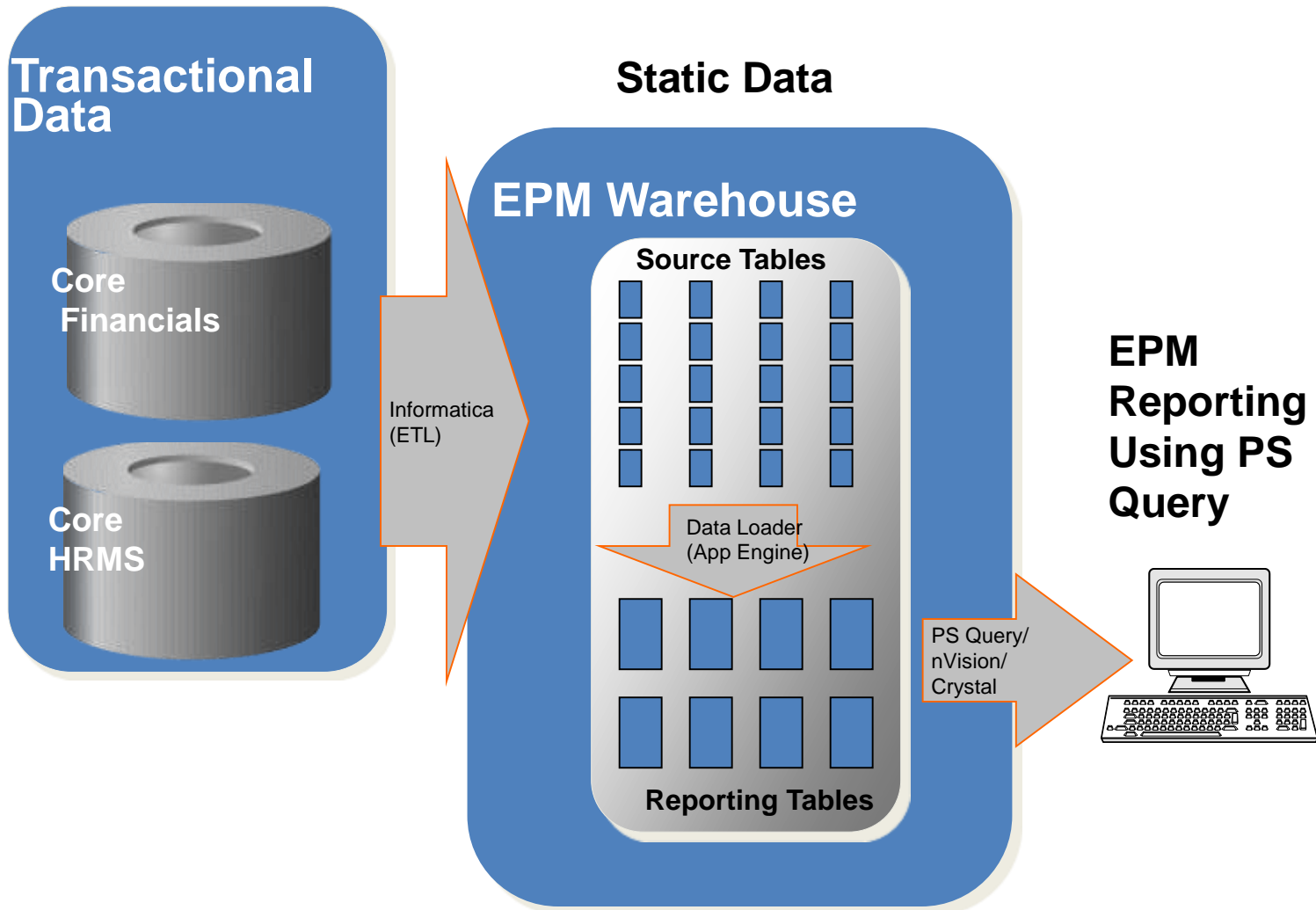
# QUERIES

# Objectives

- In this part of the training, you will learn to:
  - Use the basic concept of Query in Core-CT. We will specifically focus on the following topics:
    - Running an Existing Core Security Query and Viewing Results

# Data Architecture

## Live Data



# Know your Terms

- **Field:** Single piece of data
- **Table:** Collection of data fields arranged in columns and rows
- **Staging Tables:** Copies of the HRMS and Financial transactional tables
- **Reporting Tables:** Denormalized Tables
- **Denormalize:** The process of pulling information stored in separate tables together into one table.

# Key Fields

Core-CT

Home Worklist Add to My Links Sign out

My Links: [ ]

New Window | Help | Customize Page

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias Record

A CT\_EMPLOYEE\_VW - Employee Info. Reporting Table Hierarchy Join

Check All Fields Uncheck All Fields

Fields	Find	View 100	First	1-50 of 111	Last
<input type="checkbox"/> EMPLID - EmplID					
<input type="checkbox"/> EMPL_RCD - Empl Rcd Nbr					
<input type="checkbox"/> EFFDT - Effective Date					
<input type="checkbox"/> EFFSEQ - Effective Sequence					
<input type="checkbox"/> NAME - Name					
<input type="checkbox"/> JOB_INDICATOR - Job Indicator					
<input type="checkbox"/> DEPTID - Department					
<input type="checkbox"/> CT_DEPT_DESCR - Department Description					
<input type="checkbox"/> POSITION_NBR - Position Number					
<input type="checkbox"/> CT_POSITION_DESCR - Position Description					
<input type="checkbox"/> BUSINESS_TITLE - Business Title					
<input type="checkbox"/> JOBCODE - Job Code					
<input type="checkbox"/> CT_JOBCODE_DESCR - Job Code Description					

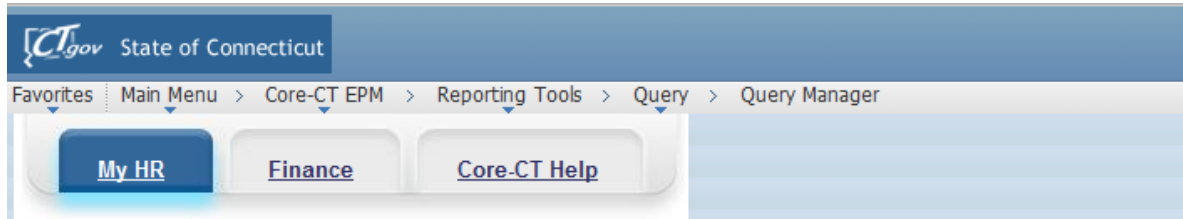
Done Internet 9:54 AM



# Security Reporting Tables

- CTW\_TL\_GROUP – Time/Labor Group
- CTW\_TLGROUP\_DTL – Time/Labor Group Detail
- CTW\_NAMES – Names table
- CTW\_PERSNL\_DATA – Personal Data
- CTW\_TL\_WRKGRP – Time/Labor Workgroup
- CTW\_TLEMPDATA – Time/Labor Employee Data Rpt
- CTW\_TL\_GRP\_SEC – HR TL\_Group\_Security
- CTW\_SCRTYTBLDEP – HR Dept Security Table
- CTW\_PSROLEUSEHR – HR Role User
- CTW\_PSROLEUSEFN – FN Role User
- CTW\_PSROLECLSHR – HR Role Classes
- CTW\_PSROLECLSFN – FN Role Classes
- CTW\_PSOPERDEFNHR – HR Operator Definition
- CTW\_PSOPERDEFNFN – FN Operator Definition
- CTW\_EMPLOYEE\_VW – Employee Information View

- Navigation:
- Core-CT EPM> Reporting Tools>Query>Query Manager>Advanced Search



### Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

Query Name	begins with	<input type="text"/>
Description	begins with	<input type="text"/>
Uses Record Name	begins with	<input type="text"/>
Uses Field Name	begins with	<input type="text"/>
Access Group Name	begins with	<input type="text"/>
Folder Name	begins with	<input type="text" value="CORE_SEC"/>
*Query Type =		<input type="text" value="User"/>
Owner =		<input type="text"/>

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)

# Query List

Favorites | Main Menu > Core-CT EPM > Reporting Tools > Query > Query Manager

My HR | Finance | Core-CT Help

Search [ ] Clear Basic Search

**Search Results**

\*Folder View -- All Folders --

Check All Uncheck All \*Action -- Choose -- Go

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	CT_CORE_SEC_AGY_ACRONYM_MATCH	UserID Does Not Match DeptID	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_EMP_SYSTEM_PROFILE	Employee System Profile Info	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_FNACCT_LOCKED	FN UserID Locked Out Or Not?	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_FNROLES_BY_EMPLID	FN Roles by EmplID	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_FNROLES_EMP_ACTIVE	FIN Roles Audit for Active Emp	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_FNROLES_EMP_TERMED	FIN Roles Assigned/Termed Empl	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_FNUSERID_BY_ROLE	Core FN UserID by Role Name	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_GROUP_ID_DETAIL	Core Security GroupID Detail	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_HRACCT_LOCKED	HR UserID Locked Out Or Not?	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_HRROLES_BY_EMPLID	HR Roles by EmplID	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_HRROLES_EMP_ACTIVE	HR Roles Audit for Active Emp	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_HRROLES_EMP_TERMED	HR Roles Assigned/Termed Empl	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_HRSPC_SEG_DUTY	HR Specialist Seg of Duty	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_HRUSERID_BY_ROLE	Core HR UserID by Role Name	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_ROWSEC_HR_DEPTID	Row Sec & HR DeptID Access	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_ROWSEC_NOT_DPTLR	Dynamic Only Users w/Out DPTLR	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_ROWSEC_TLGRP_APPV	Row Sec & TL Groups for Appvrs	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_TIME_APPROVERS	Time Approvers by Location	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	CT_CORE_SEC_USERID_BY_EMPLID	Oprid by Emplid Search	Public	CORE_SEC	<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>

Personalize | Find | View All | First 1-19 of 19 Last

# CT\_CORE\_SEC\_AGY\_ACRONYM\_MATCH

UserID Does Not Match DeptID - Prompt for DeptID and returns a list of all Core UserID's where the agency acronym in the description does not match the DeptID in Job Data. \*\*Central Security will be running this report monthly

Records Query Expressions Prompts Fields Criteria Having View SQL Run

DeptID (like%) = MHA53100

View All | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#)

First 1-63 of 63 Last

	DeptID	Deptid Descr	EmplID#	Rcd#	Name	UserID	Description	Role Name	Dynamic
1	MHA53100	Office of the Commissioner		0			DSS-Andre	CT AGY LIMITED TIME ENTRY	Y
2	MHA53100	Office of the Commissioner		0			DSS-Andre	CT AGY TIMEKEEPER	N
3	MHA53100	Office of the Commissioner		0			DSS-Andre	CT AGY TL REPORT GENERATOR	N
4	MHA53100	Office of the Commissioner		0			DSS-Andre	CT AGY TL TIME APPROVER	N
5	MHA53100	Office of the Commissioner		0			DSS-Andre	CT AGY TL TIME REPORTER	Y
6	MHA53100	Office of the Commissioner		0			DSS-Andre	CT AGY VENDOR VIEWER	N

# CT\_CORE\_SEC\_FNACCT\_LOCKED

# CT\_CORE\_SEC\_HRACCT\_LOCKED

Using the FN or HR Security tables this report returns all users with Job Data Employee Status and whether or not they are locked out of the system.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

DeptID (like%) = MHA%,Locked Out? 0 = No; 1 = Yes=1

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First  Last

	Core UserID	Description	Locked Out?	Empl Status from Job Data	EmpID#	Rcd#	Last Signon Dat
1	007190		1	Terminated	007190	0	
2	011469		1	Terminated	011469	0	
3	011576		1	Terminated	011576	0	
4	019089		1	Deceased	019089	0	
5	021663		1	Terminated	021663	0	10/10/2012 1:23:23PM
6	022516		1	Terminated	022516	0	11/27/2013 1:18:30PM
7	024261		1	Deceased	024261	0	
8	024610		1	Terminated	024610	0	11/17/2013 4:29:53AM
9	031788		1	Terminated	031788	0	
10	033571		1	Terminated	033571	0	11/08/2012 4:03:15PM
11	034130		1	Terminated	034130	1	
12	041003		1	Terminated	041003	0	
13	043632		1	Terminated	043632	0	07/23/2013 3:11:35PM
14	048295		1	Terminated	048295	0	
15	050959		1	Terminated	050959	0	
16	053929		1	Terminated	053929	0	
17	063817		1	Active	063817	0	07/03/2013 12:14:32PM
18	064262		1	Leave W/Py	064262	0	03/07/2014 3:00:32PM
19	066762		1	Active	066762	0	03/21/2014 10:05:48AM
20	068718		1	Terminated	068718	0	

# CT\_CORE\_SEC\_FNROLES\_EMP\_ACTIVE

# CT\_CORE\_SEC\_HRROLES\_EMP\_ACTIVE

Using the FN or HR security tables this report returns roles for active agency employees. Use for Segregation of Duty & other role audits.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run						
<b>DeptID (like%) = MHA%</b>														
<a href="#">View All</a>   <a href="#">Rerun Query</a>   <a href="#">Download to Excel</a>   <a href="#">Download to XML</a>									First	1-100 of 8259	Last			
	DeptID	Location	Name	EmpID#	Rcd#	Indicator	Job Cd Descr	Status	Term Date	User	Description	Role Name	Locked Out?	
1	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT AGY GL SYS TECH RESOURCE	N	
2	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT HRMS USER	N	
3	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT BILLING VIEWER	N	
4	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT BUDGET CHECK PROCESSOR	N	
5	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT CANCEL PURCHASE ORDERS	N	
6	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT CONTRACT APPROVER	N	
7	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT CONTRACT CLOSER	N	
8	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT CONTRACT CREATOR	N	
9	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT CONTRACT HOLDER	N	
10	MHA53100	MHA064A58			0	Primary Job	AssociateAccountsExaminer	Active				CT EPM PRIVATE	N	

# CT\_CORE\_SEC\_FNROLES\_EMP\_TERMED

## CT\_CORE\_SEC\_HRROLES\_EMP\_TERMED

Using the FN or HR security tables this report returns roles that a terminated employee is still assigned. It will let you know if the UserID is locked out or not. \*\*Central Security will be running this report monthly.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

DeptID (like%) = MHA%

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First  Last

	DeptID	Location	Name	EmpID#	Rcd#	Indicator	Job Cd Descr	Status	Term Date	User	Description	Role Name	Locked Out?
1	MHA53100	MHA064A26			0	Primary Job	SummerWorker	Terminated	01/14/2012			CT AGY LIMITED TIME ENTRY	Y
2	MHA53100	MHA064A26			0	Primary Job	SummerWorker	Terminated	01/14/2012			CT EMPLOYEE	Y
3	MHA53100	MHA064442			0	Primary Job	GeneralWorker	Terminated	06/22/2004			CT_H_U_EPAY	N
4	MHA53100	MHA064442			0	Primary Job	GeneralWorker	Terminated	06/22/2004			CT SIGNON REGULAR	N
5	MHA53100	MHA064442			0	Primary Job	GeneralWorker	Terminated	06/22/2004			CT EMPLOYEE	N
6	MHA53100	MHA064442			0	Primary Job	GeneralWorker	Terminated	06/22/2004			CT PORTAL SIGNON REGULAR	N
7	MHA53100	MHA064442			0	Primary Job	GeneralWorker	Terminated	06/22/2004			CT AGY TL TIME REPORTER	N
8	MHA53100	MHA064442			0	Primary Job	GeneralWorker	Terminated	06/22/2004			CT HRMS USER	N
9	MHA53100	MHA064442			0	Primary Job	GeneralWorker	Terminated	06/22/2004			CT PORTAL USER	N
10	MHA53100	MHA064442			0	Primary Job	GeneralWorker	Terminated	06/22/2004			CT AGY LIMITED TIME ENTRY	N
11	MHA53100	MHA064A56			0	Secondary Job	DMHASDirOfPlanning	Terminated	03/31/2013			CT SIGNON REGULAR	N

# CT\_CORE\_SEC\_FNUSERID\_BY\_ROLE

## CT\_CORE\_SEC\_HRUSERID\_BY\_ROLE

Using the FN or HR Security tables this report is designed to return USERID's associated with a specific Role name and Agency. Role names do not include always underscores, for example: CT AGY HRMS SECURITY LIAISON.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Agency (like %) = MHA%,Role Name=CT SECURITY LIAISON

View All | Rerun Query | Download to Excel | Download to XML

First 1-13 of 13 Last

	User	Description	Role Name	Locked Out?
1	RobinsonDeb	MHA-Robinson Deborah	CT SECURITY LIAISON	0
2	JacksonH	MHA-Jackson Harlynn	CT SECURITY LIAISON	0
3	DesaiA	MHA-Desai Amisha S	CT SECURITY LIAISON	0
4	GuireP	MHA-Guire Patricia	CT SECURITY LIAISON	0
5	CastaldoJ	MHA-Castaldo Joann	CT SECURITY LIAISON	0
6	ThompsonC	MHA-Thompson Cheryl	CT SECURITY LIAISON	0
7	HechtE	MHA-Hecht Evette	CT SECURITY LIAISON	0
8	ClemsonDo	MHA-Clemson Doreen	CT SECURITY LIAISON	0
9	DeeganJon	MHA-Deegan Jonna-Lynn	CT SECURITY LIAISON	0
10	McBrienN	MHA-McBrien Nancy	CT SECURITY LIAISON	0
11	LewisH	MHA-Lewis Heather	CT SECURITY LIAISON	0
12	WoznikaitisL	MHA-Woznikaitis Linda	CT SECURITY LIAISON	0
13	006807	MHA-Wiley Kyle M	CT SECURITY LIAISON	0



# CT\_CORE\_SEC\_FNROLES\_BY\_EMPLID

## CT\_CORE\_SEC\_HRROLES\_BY\_EMPLID

Using the FN or HR Security tables this report is designed to return all roles that an employee is assigned. Prompt for EmplID#

CT\_CORE\_SEC\_HRROLES\_BY\_EMPLID - HR Roles by EmplID

EmplID =: 005907 x

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

View All

	User	Description	ID	Locked Out?	Role Name
1	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT AGY HRMS SECURITY LIAISON
2	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT AGY PAYROLL RPT GENERATOR
3	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT CNTRL TRNG ADMINISTRATORS
4	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT EPM PUBLIC
5	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT EPM QUERY
6	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT EPM USER
7	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT HRMS PROD SUPPORT FULL
8	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT EPM REPORTING
9	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT EPM SUPPORT
10	COREDeeganJon	Core-CT-Deegan Jonna Lynn	005907	0	CT HR AUDITOR TECHFUNC

# CT\_CORE\_SEC\_GROUP\_ID\_DETAIL

Using the Security Tables this query returns all active members of a specific, GroupID.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

GroupID (like%) = 58Z%

View All | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-93 of 93 Last

	TL Group ID	Descr	Short Desc	Long Descr	ID	Empl Rcd#	Name
1	58Z00	OOCAffirmative Action	OCC AA 3	FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL (TL_GRP_BATCH_WHERE_BASE,%P(1)) AND ((JOB.SETID_LOCATION='AGNCY' AND JOB.LOCATION = 'MHA083A29'))	379684	0	
2	58Z00	OOCAffirmative Action	OCC AA 3	FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL (TL_GRP_BATCH_WHERE_BASE,%P(1)) AND ((JOB.SETID_LOCATION='AGNCY' AND JOB.LOCATION = 'MHA083A29'))	510403	0	
3	58Z00	OOCAffirmative Action	OCC AA 3	FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL (TL_GRP_BATCH_WHERE_BASE,%P(1)) AND ((JOB.SETID_LOCATION='AGNCY' AND JOB.LOCATION = 'MHA083A29'))	626987	0	
4	58Z00	OOCAffirmative Action	OCC AA 3	FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL (TL_GRP_BATCH_WHERE_BASE,%P(1)) AND ((JOB.SETID_LOCATION='AGNCY' AND JOB.LOCATION = 'MHA083A29'))	864746	0	
5	58Z01	OOC Group ID 58Z01	OOC58Z01	FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL (TL_GRP_BATCH_WHERE_BASE,%P(1)) AND ((JOB.SETID_LOCATION='AGNCY' AND JOB.LOCATION = 'MHA083A39') OR (JOB.SETID_LOCATION='AGNCY' AND JOB.LOCATION = 'MHA083A40'))	491947	0	
6	58Z03	OOC Group ID 58Z03	OOC 58Z03	FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL (TL_GRP_BATCH_WHERE_BASE,%P(1)) AND ((JOB.SETID_LOCATION='AGNCY' AND JOB.LOCATION = 'MHA064A74'))	010640	0	

# CT\_CORE\_SEC\_ROWSEC\_HR\_DEPTID

Row Sec & HR DeptID Access - Using the HRMS security tables this report returns a list of all HRMS Users, their Row Security and what DeptID's they have access to.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

DeptID (like%) = MHA53100

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-100 of 2366 Last

	User	Description	ID	Row Sec Prm Lst	DeptID
1		MHA-		DPMHAPSR	MHA53000
2		MHA-		DPMHAPSR	MHA53100
3		MHA-		DPMHAPSR	MHA53350
4		MHA-		DPMHAPSR	MHA53400
5		MHA-		DPMHAPSR	MHA53700
6		MHA-		DPMHAPSR	MHA53810
7		MHA-		DPMHAPSR	MHA53980
8		MHA-		DPMHAPSR	MHA54000
9		MHA-		DPMHAPSR	MHA54150
10		MHA-		DPMHAPSR	MHA54300

# CT\_CORE\_SEC\_ROWSEC\_NOT\_DPTLR

Dynamic Only Users w/Out DPTLR - Using the HRMS security tables this report returns a list of all HRMS Dynamic only users with Row Security does not equal DPTLR. \*\*Central Security will be running this report monthly.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

DeptID (like%) = MHA53100

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	User ID	Dynamic	Description	ID	Row Sec Prm Lst
1	[REDACTED]	Y	MHA-[REDACTED]	[REDACTED]	DPMHA
2	[REDACTED]	Y	MHA-[REDACTED]	[REDACTED]	DPMHA
3	[REDACTED]	Y	MHA-[REDACTED]	[REDACTED]	DPMHA
4	[REDACTED]	Y	MHA-[REDACTED]	[REDACTED]	DPMHA
5	[REDACTED]	Y	MHA-[REDACTED]	[REDACTED]	DPMHA
6	[REDACTED]	Y	MHA-[REDACTED]	[REDACTED]	DPMHA
7	[REDACTED]	Y	MHA-[REDACTED]	[REDACTED]	DPMHA
8	[REDACTED]	Y	MHA-[REDACTED]	[REDACTED]	DPMHA

# CT\_CORE\_SEC\_ROWSEC\_TLGRP\_APPV

Row Sec & TL Groups for Appvrs - Using the HRMS security tables this report returns a list of all TL Approvers, their HRMS Row Security, and TL GroupID information.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

DeptID (like%) = MHA54150

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	User	Description	ID	Row Sec Prm Lst	TL Group ID	Descr
1		MHA-		DP58P25	58P25	RVS Group ID#58P25
2		MHA-		DP58P28	58P28	RVS Group ID #58P28
3		MHA-		DP58P23	58P23	RVS Group ID#58P23
4		MHA-		DP58P03	58P03	RVS Group ID#58P03
5		MHA-		DP58M08	58M08	SWCMHS Group ID#58M08
6		MHA-		DP58P24	58P24	RVS Group ID#58P24
7		MHA-		DP58P02	58P02	RVS Group ID #58P02
8		MHA-		DP58P26	58P26	RVS Group ID#58P26

# CT\_CORE\_SEC\_TIME\_APPROVERS

Time Approvers by Location - Time approvers by TL Group ID and Location, both wildcard enabled. Query returns time approvers and those employees whose time is approved. Please try to limit the output by using a location.

CT\_CORE\_SEC\_TIME\_APPROVERS - Time Approvers by Location

Depth like (%)

Location like (%)

TL Group ID like (%)

Download results in: Excel/CSV/HTML/JSON/XML (559 kb)

View ID TFP 5,138 of 1,120

	Depth	Approver Code	Approval ID	Approval Name	Approval Role Sec Proc List	TL Group ID	Approval Employee ID	Approval Name	Approval Location	Location Detail
1	00000000	A	540001	✓	0P00C100	77301	811957	000043301	000043301	Care CT 301
2	00000000	A	540001	✓	0P00C100	77315	807127	000043310	000043310	Care CT 310
3	00000000	A	540001	✓	0P00C100	77315	808805	000043310	000043310	Care CT 310
4	00000000	A	540001	✓	0P00C100	77315	402623	000043310	000043310	Care CT 310
5	00000000	A	540001	✓	0P00C100	77315	449183	000043310	000043310	Care CT 310
6	00000000	A	540001	✓	0P00C100	77316	540891	000043310	000043310	Care CT 310
7	00000000	A	540001	✓	0P00C100	77316	842590	000043310	000043310	Care CT 310
8	00000000	A	508782	✓	0P00C121	77345	903645	000043301	000043301	Rooper/Practical Analysis 340
9	00000000	A	508782	✓	0P00C121	77301	811548	000043301	000043301	Care CT 301
10	00000000	A	508782	✓	0P00C121	77301	290754	000043301	000043301	Care CT 301
11	00000000	A	508782	✓	0P00C121	77301	808742	000043301	000043301	Care CT 301
12	00000000	A	508782	✓	0P00C121	77301	828922	000043301	000043301	Care CT 301
13	00000000	A	508782	✓	0P00C121	77301	807548	000043301	000043301	Care CT 301
14	00000000	A	529932	✓	0P00C099	77325	953446	000043325	000043325	BFA 525
15	00000000	A	529932	✓	0P00C099	77301	811045	000043301	000043301	Care CT 301
16	00000000	A	529932	✓	0P00C099	77301	290754	000043301	000043301	Care CT 301
17	00000000	A	529932	✓	0P00C099	77301	808742	000043301	000043301	Care CT 301
18	00000000	A	529932	✓	0P00C099	77301	828922	000043301	000043301	Care CT 301
19	00000000	A	507782	✓	0P00C098	77301	807648	000043301	000043301	Care CT 301
20	00000000	A	507782	✓	0P00C098	77323	859000	000043323	000043323	BFA 523
21	00000000	A	507782	✓	0P00C098	77301	953446	000043301	000043301	BFA 525

# CT\_CORE\_SEC\_EMP\_SYSTEM\_PROFILE

Using the Profile information from the Portal this report will return all agency employees with email information (if entered) and will show if the security question and answer are completed.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

DeptID Like (%) = MHA%, Employee ID like (%) = %

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DeptID	DeptID Descr	Location	Location Descr	EmpID#	Rcd#	Name	Job Indicator	Job Code	Job Cdt Descr	OprID	Opr Description	Email Type	Primary Email A	Email ID	Passwd Reset Hint	Prim Perm List	Row Sec Prm List	Locked Out?	Last Signon Dat	
401	MHA53100	Office of the Commissioner	MHA064435	OOC Forensic Services 3	551781	0	Grzelak, Joseph	Primary Job	1450MP	BehavioralHealthProgramManager	GrzelakJ	MHA - Grzelak, Joseph	Business	Y	Joseph.Grzelak@ct.gov	Hint Question & Response Exist	PPHRAGYU	DPMHA	0	05/15/2014 10:14:36AM
402	MHA54350	CT Mental Health Center	MHA093Y19	CMHC General Admin 2	363243	0	Mrozinski, Gretchen	Primary Job	6214MP	DMHASBehHlthClnrDir	MrozinskiGre	MHA - Mrozinski, Gretchen	Business	Y	gretchen.mrozinski@po.state.ct.us	Hint Question & Response Exist	PPHRAGYU	DP58Y22	0	05/20/2014 11:25:50AM
403	MHA54570	Capitol Region Mental Health	MHA064R61	CRMHC YAS 7	130286	0	Barron, Dion	Primary Job	5724FJ	MentalHealthAssistant1	BarronDio	MHA-Barron Dion	Business	Y	no_email@po.state.ct.us	Hint Questn & Respn Not Exist	PPHRAGYU	DPMHA	0	05/13/2014 1:45:01PM
404	MHA53350	Conn Valley Hospital	MHA083054	CVH Nursing First Shift	448144	0	Ruiz, Margarita R	Primary Job	5723HN	MentalHealthAssistant2	448144	MHA-Ruiz, Margarita R				PPHRAGYU		0		
405	MHA54150	River Valley Services	MHA083P21	RVS Intake 0	152052	0	Tynan, Samantha A	Primary Job	6632FP	PsychologistIntern	152052	MHA-Tynan, Samantha A	Work	Y	samantha.tynan@ct.gov	Hint Question & Response Exist	PPHRAGYU	DPTLR	0	05/21/2014 3:34:33PM
406	MHA53350	Conn Valley Hospital	MHA083054	CVH Nursing First Shift	061576	0	Sullivan, Jennifer Marie	Primary Job	1989HC	Nurse	061576	MHA-Sullivan, Jennifer Marie	Work	Y	Jennifer.Sullivan@ct.gov	Hint Question & Response Exist	PPHRAGYU	DPTLR	0	05/13/2014 7:02:37AM

# CT\_CORE\_SEC\_HRSPC\_SEG\_DUTY

HR Specialist Seg of Duty - Query is designed to return USERID's for an HR Segregation of Duty report. Lists all CT AGY HR SPECIALIST and if they have either the CT AGY TL SPECIALIST and/or, CT AGY PAYROLL SPECIALIST roles.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Agency (like %) = %

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	User	Description	HR SPECIALIST ROLE	Conflicting Role Name	Locked Out?
1			CT AGY HR SPECIALIST	CT AGY PAYROLL SPECIALIST	0
2			CT AGY HR SPECIALIST	CT AGY TL SPECIALIST	0
3		AES-	CT AGY HR SPECIALIST	CT AGY PAYROLL SPECIALIST	0
4		AES-	CT AGY HR SPECIALIST	CT AGY TL SPECIALIST	0
5		AES-	CT AGY HR SPECIALIST	CT AGY PAYROLL SPECIALIST	0
6		AES-	CT AGY HR SPECIALIST	CT AGY TL SPECIALIST	0
7		AES-	CT AGY HR SPECIALIST	CT AGY PAYROLL SPECIALIST	0
8		AES-	CT AGY HR SPECIALIST	CT AGY TL SPECIALIST	0
9		APA-	CT AGY HR SPECIALIST	CT AGY PAYROLL SPECIALIST	0
10		APA-	CT AGY HR SPECIALIST	CT AGY TL SPECIALIST	0
11		APA-	CT AGY HR SPECIALIST	CT AGY PAYROLL SPECIALIST	0
12		APA-	CT AGY HR SPECIALIST	CT AGY TL SPECIALIST	0
13		APA-	CT AGY HR SPECIALIST	CT AGY PAYROLL SPECIALIST	0
14		APA-	CT AGY HR SPECIALIST	CT AGY TL SPECIALIST	0
15		APA-	CT AGY HR SPECIALIST	CT AGY PAYROLL SPECIALIST	0



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**EPM**

**Core-CT EPM Ad Hoc Reporting User Support Web Site**

This site supports Core-CT users working with Core-CT EPM Ad Hoc Reporting queries.

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- [Biweekly Table Refresh Schedule](#)

**Status by Table**

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### Catalog of Online Reports

#### EPM Queries

Welcome to the EPM Queries section of the Core-CT Catalog of Reports and Queries. Queries in this section are available through the Core-CT EPM Reporting Application. EPM Queries are custom queries created by Core-CT Financial, HR and EPM Team members with the help of agency Financial and HR specialists to help fulfill common ad-hoc reporting requirements. These public queries are available in EPM according to a user's security profiles and roles. Please follow the relevant link for a listing of queries by module.

The EPM Queries section contains information to help you locate, execute and interpret reports, including:

- Brief description of the query and its intended use
- EPM folder where the query is stored
- Reporting table(s) utilized
- Data, criteria and prompts specified
- Example of the query output (report)

The EPM Queries entries are grouped according to the following report categories:

<a href="#">General Ledger</a>	<a href="#">Purchasing</a>
<a href="#">Accounts Payable</a>	<a href="#">Help Desk</a>
<a href="#">Asset Management</a>	<a href="#">Accounts Receivable</a>
<a href="#">Inventory</a>	<a href="#">Project Costing</a>
<a href="#">Customer Contracts</a>	-
-	<a href="#">Human Resource</a>
<a href="#">Payroll</a>	<a href="#">Time and Labor</a>
<a href="#">Benefits</a>	<a href="#">Workers Compensation</a>
<a href="#">TAS Legacy</a>	<a href="#">Retirement Payroll</a>
-	-
<a href="#">Security</a>	-

[Choosing EPM Queries](#)

# Stay Tuned...

- More Security Queries are in the works!
- SEC101 – Core-CT Application Security Course will so be offered on a regular basis. Keep an eye out for Security Bulletins with the announcement!

[CoreCT.Security@ct.gov](mailto:CoreCT.Security@ct.gov)

# QUESTIONS?

