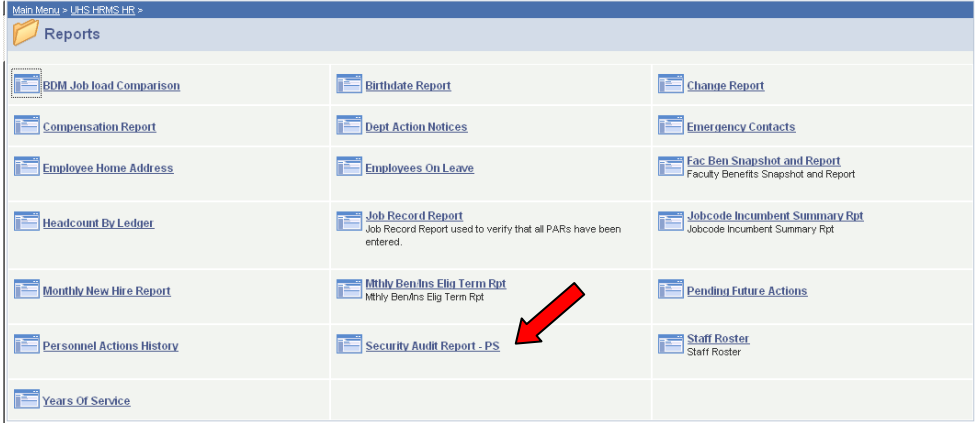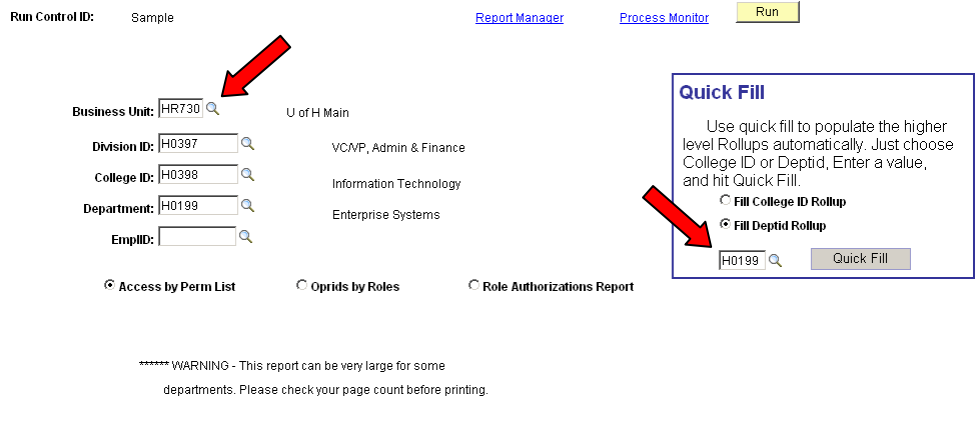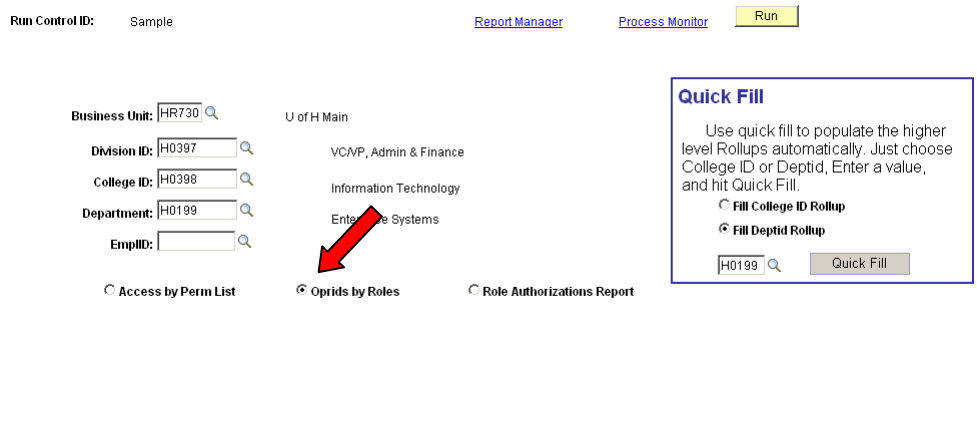# Security Audit Report (UPER070)

The Security Audit Report is used to verify employee security.

Security that should be added or removed should be noted on the report and sent to the HRMS Office.

Navigation: UHS HRMS HR > Reports > Security Audit Report – PS Enter your run control.	
Run Control Page: Enter the College ID or Dept ID in the Quick Fill box. Click Quick Fill. Quick Fill will populate the associated information. Or Enter the Business Unit for a campus-wide report.	
Run Control Page: Select "Operids by Roles" Click Run. "Access by Perm List" and "Role Authorization Report" are large reports that show what pages a user can access and are not required to be verified.	

Security Audit Report (UPER070)

Process Scheduler: Server Name: PSUNX Type: Web Format: PDF Click OK. Click on Process Monitor.	
Process Monitor: Click Refresh Button. Click on Process Monitor to monitor report. Click on Details to view the report.	

The report will display the Oper ID (Empl ID), User Name (Employee Name) and Roles assigned to the user.

Print the report; verify the users listed are active and their assigned roles are still correct; sign and date the last page of the report, and send the approved report to the HRMS Office.

Security Audit Report (UPER070)

Standard HR Roles:

UHX_HC_EMPLOYEE	Employee self service, or PASS
UHS_HC_ABS_EMPLOYEE	Employee role for access to Absence Management
UHS_HC_TL_REPORTER_MO	Monthly (salaried) time reporter
UHS_HC_TL_REPORTER_HR_WEBCLK	Hourly-paid time reporter punching in on Web Clock
UHS_HC_TL_REPORTER_HR_TCD	Hourly-paid time reporter punching in on Time Collection Device
UHS_ADMIN_USER	Administrative role required for HR and/or SA user access
UHC_HC_VIEW UHD_HC_REGVW UHM_HC_DEPTVW UHV_HC_VIEW	HR View
UHM_HC_CDBAVW UHC_HC_ALLVIEW UHV_HC_HRPER	HR View with access to Personal Data
UHS_FINANCE_USER	Administrative role required for Finance user access (maintained by Kirk Williams)
UHS_HC_REPORTS	Run Queries
GT_UHC_HC_INITIATOR GT_UHD_HC_INITIATOR GT_UHM_HC_INITIATOR GT_UHV_HC_INITIATOR	ePAR Initiator
GT_UHC_HC_COLLEGE/DIVISION GT_UHD_HC_COLLBUSMGR/DEPTDIR GT_UHD_HC_DIVBUSMGR/DIVHEAD GT_UHM_HC_DEPARTMENT GT_UHM_HC_COLLEGE/DIVISION GT_UHV_HC_DEAN/DEPTDIR	ePAR Approvers
UHC_HC_TLTIMEAPPRVR UHD_HC_TLTIMEAPPRVR UHM_HC_TLTIMEAPPRVR UHV_HC_TLTIMEAPPRVR	T&L Time Approvers
UHC_HC_TLPAYROLLAPPRVR UHD_HC_TLPAYROLLAPPRVR UHM_HC_TLPAYROLLAPPRVR UHV_HC_TLPAYROLLAPPRVR	T&L Payroll Approvers