



## County of Santa Clara

Policy Name: Maintaining HaRP User Security

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**Policy Type:** Administrative

**Category:** Information Technology **Sub-Category:** Information Management

**Policy Name:** Maintaining HaRP User Security

**Policy Owner:** Employee Services Agency

### Policy Purpose

The purpose of this policy is to ensure that County departments protect Human Resource Payroll System (HaRP) information, ensure that only designated staff members access HaRP information, and ensure that all HaRP users follow the HaRP Security Policy.

### Policy Summary

Only staff members designated by their department and authorized by the Employee Services Agency (ESA) may have access to the Human Resource Payroll (HaRP) system. Staff members who access HaRP will be held responsible for protecting the secrecy of their passwords in order to help prevent unauthorized access to the system. To protect confidentiality, personnel record information may be provided only to persons who have the "right to know" and the "need to know" the information requested.

All HaRP users must follow this policy, as well as the **HaRP Security Policy**, which is available at [url]/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Documents/HARP%20Security%20Policy.pdf. Additionally, all HaRP users must agree and adhere to the Santa Clara County [Information Technology User Responsibility Statement](#).



The County of Santa Clara currently uses PeopleSoft as its Human Resource Payroll system software vendor.

### Creating or Modifying a New Role in PeopleSoft

When necessary, the HaRP Team Security Administrator may create a new user role or modify an existing role in PeopleSoft security. A new role may be created when a valid business need determines that a new role is necessary. To determine if a valid business need exists, the HaRP Team Security Administrator shall consult with relevant data owners, such as consulting with ESA for human resources or benefits issues and consulting with the Controller Payroll Manager for payroll issues.

The creation or modification of a PeopleSoft security role shall be subject to a "need to know" and a "right to know" criteria. That is, the creation of a new role or the modification of an existing role shall be limited to granting access based on a valid business need as determined by the respective business owner(s) and shall provide only as much access as is warranted based on the intended user's "need to know" and "right to know" the accessible data.

### **Procedures**

#### Requesting Access for a HaRP User

- 1) The **manager** of the employee requesting access to HaRP prepares the HaRP Security Access Request Form and submits it to the department's HaRP Security Coordinator.
- 2) The **departmental HaRP Security Coordinator** reviews the HaRP request.



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- 2a) If approved, the **departmental HaRP Security Coordinator** signs the request and forwards the completed, approved request to the Employee Services Agency (ESA) HaRP Security Officer.
- 2b) If not approved, the **departmental HaRP Security Coordinator** notifies the requesting manager.
- 3) The **ESA HaRP Security Officer** reviews the HaRP Security Access Request Form.
  - 3a) If approved, the **ESA HaRP Security Officer** signs the request and faxes the approved request to the HaRP Team.
  - 3b) If not approved, the **ESA HaRP Security Officer** discusses the request with the requesting manager.
- 4) The **HaRP Team Security Administrator** reviews the request and follows up as necessary to obtain any additional necessary information.
- 5) The **HaRP Team Security Administrator** creates the HaRP user security records and creates any new user role and/or permission list.
- 6) If the new HaRP user's requested access level includes the ability to update HR records, the **HaRP Team Security Administrator** checks the Kronos system to determine if the new HaRP user also has timekeeper or approver access and sends a report to the Kronos administrator.
  - 6a) Kronos users with concurrent access to the County HR-Payroll system shall be limited to "view-only" access in the HR-Payroll system unless (a) internal/compensating controls are in place to mitigate the risk of update capability in both systems, and (b) the user's job duties require update



capability in both systems and there are no reasonable alternatives to the concurrent access levels.

- 7) The **HaRP Team Security Administrator** forwards the HaRP New User packet via email to the new HaRP user.
- 8) The **new HaRP user** completes the PeopleSoft online tutorial.
- 9) Once the new HaRP user completes the PeopleSoft tutorial, the **HaRP Team Security Administrator** provides the new HaRP user with a User ID and password.

### Monitoring HaRP Security

- 1) The **HaRP Team Security Administrator** reviews the HaRP User Status Change monitoring report (z\_pay651) each pay period. A new report is auto-generated every two weeks in DataWatch.
- 2) The **HaRP Team Security Administrator** locks out a user's account if it is involved in any Human Resources transaction that may impact the user's "right to know" and need to know relating to HaRP access. Examples include: Termination, Retirement, Transfer Out, or Leave of Absence.
  - 2a) After locking out a user, the **HaRP Team Security Administrator** follows up as necessary to obtain any necessary information related to the user and ensure that the user's department submits the necessary HaRP User Access change form.
- 3) The **HaRP Team Security Administrator** reviews user access frequency and locks out users who have not used the system for 12 months.



- 4) The **HaRP Team Security Administrator** sends the ESA HaRP Security Officer a listing of all PeopleSoft users and their corresponding roles.

### Definitions

For the purposes of this policy, the following definitions apply:

- 1) "**HaRP**" means the Human Resource Payroll system currently used in the County of Santa Clara.
- 2) "**Kronos**" means the County's current employee timekeeping software program.
- 3) "**Need to Know**" means the necessity to obtain employee record information in order to execute official responsibilities as determined by business requirements.
- 4) "**PeopleSoft**" means the software company that provides the Human Resource Payroll system software currently used by the County of Santa Clara.
- 5) "**Right to Know**" means the right to obtain information pursuant to County policy.

### Frequently Asked Questions

None.

### Related Policies

- Information Technology User Responsibility Statement - <https://iservices.sccgov.org/sccurds>



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### Related Forms and Information

- HaRP Security Access Request Form -  
[url]  
/sites/forms/harp/HARPCountywideForms/Harp%20Sec%20Form%20and%20Policy.pdf
- HaRP Security Policy - [url]/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Documents/HARP%20Security%20Policy.pdf

### History

Date	Changes Made
10/5/2017	Links updated. (David Bruno)
3/24/2014	Policy uploaded. (John Myers)