

OREGON ACCOUNTING MANUAL

 STATEWIDE POLICY	NUMBER 45.30.00	SUPERSEDES 45.30.00 Dated 06/29/2007
	EFFECTIVE DATE MM/DD/YYYY	PAGE NUMBER Pages 1 of 2
Division Chief Financial Office	REFERENCE/AUTHORITY ORS 240.145 ORS 292.018 ORS 292.036	
Policy Owner Office of the State Controller Oregon Statewide Payroll Services (OSPS)		
SUBJECT Dual Update Access to HR and Payroll Data within the Workday Payroll System.	APPROVED SIGNATURE	

PURPOSE

This policy provides guidance on internal control and security roles for payroll data in Workday.

APPLICABILITY

This policy applies to all state agencies that are subject to the Oregon Accounting Manual (OAM), as outlined in **OAM 01.05.00 Introduction: Scope and Applicability**. If any provisions of OAM policies or procedures conflict with bargaining agreements, the provisions of bargaining agreements would supersede OAM guidance.

FORMS/EXHIBITS/INSTRUCTIONS

None.

DEFINITIONS

Refer to **OAM 65.00.00 Glossary** for definitions

EXCLUSIONS AND SPECIAL SITUATIONS

None.

POLICY:

101. As a matter of internal control, no individual will be authorized to have general update authority for employee records in the Workday Payroll System for both HR and Payroll data.

102. Any agency employee who has update authority to an agency owned and operated time and attendance application which interfaces data to Workday Payroll System is considered to have been assigned the Agency Payroll Partner security role in the Workday Payroll System. This security role allows for update access which includes the ability to create a time record for another employee; add, change, or delete hours to the

time record of another employee; or enter any other transaction that would have an effect on the amount of money paid to another person. Employees with this level of access to the agency's owned time and attendance application shall not have a security role that allows for update access to the HR data within the Workday Payroll System. This does not include employees whose access to an agency's owned time and attendance application is limited or controlled to only permit them to enter their own time or supervisors who validate or approve the time of subordinates.

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