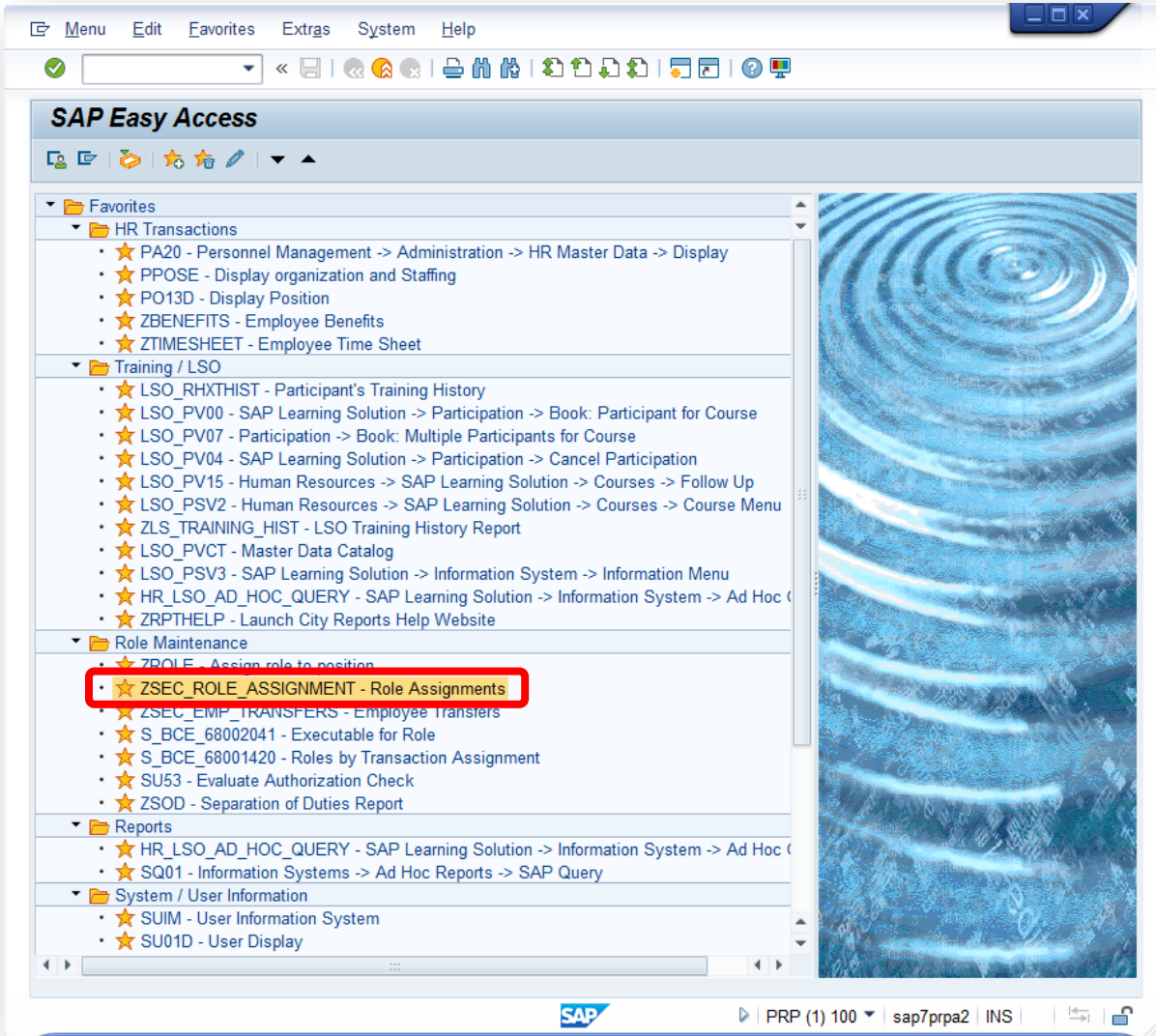


Change Agents: Annual Role Auditing Procedure

Process: Using the Role Assignment report (ZSEC_ROLE_ASSIGNMENT) Change Agents determine what roles to remove from bureau positions.



Using the Role Assignment Report, any Change Agent can obtain a list of all of their bureau's SAP users and the roles attached to their users' positions.

This instruction will show Change Agents how to:

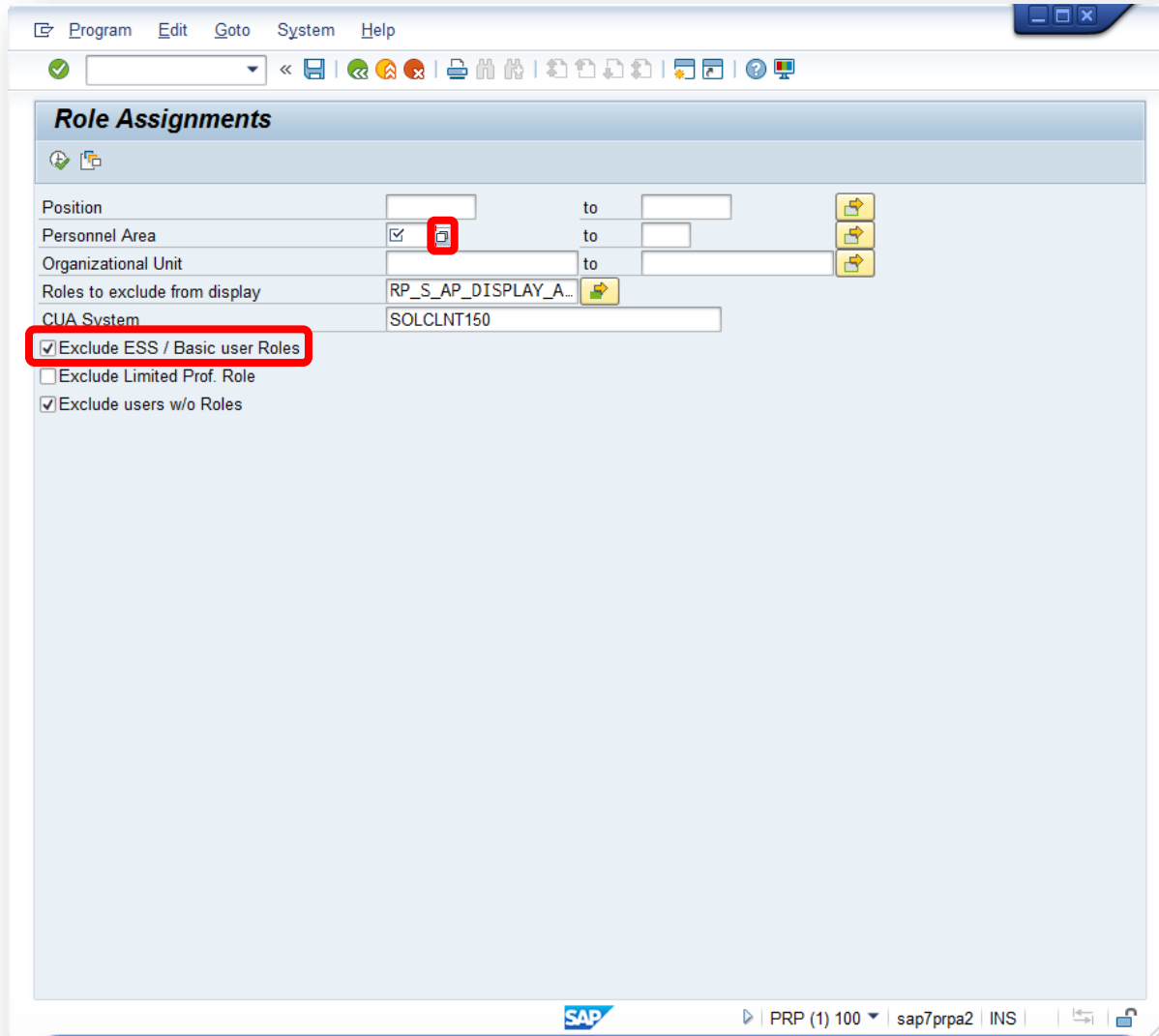
1. Run the report;
2. Export the data to a spreadsheet;
3. Review the data;
4. Send to EBS for role editing.

01: BEGIN

From the SAP Easy Access menu, enter in the t-code field **ZSEC_ROLE_ASSIGNMENT** or double-click on the transaction in the menu or your favorites.

Change Agents: Annual Role Auditing Procedure

Process: Using the Role Assignment report (ZSEC_ROLE_ASSIGNMENT) Change Agents determine what roles to remove from bureau positions.



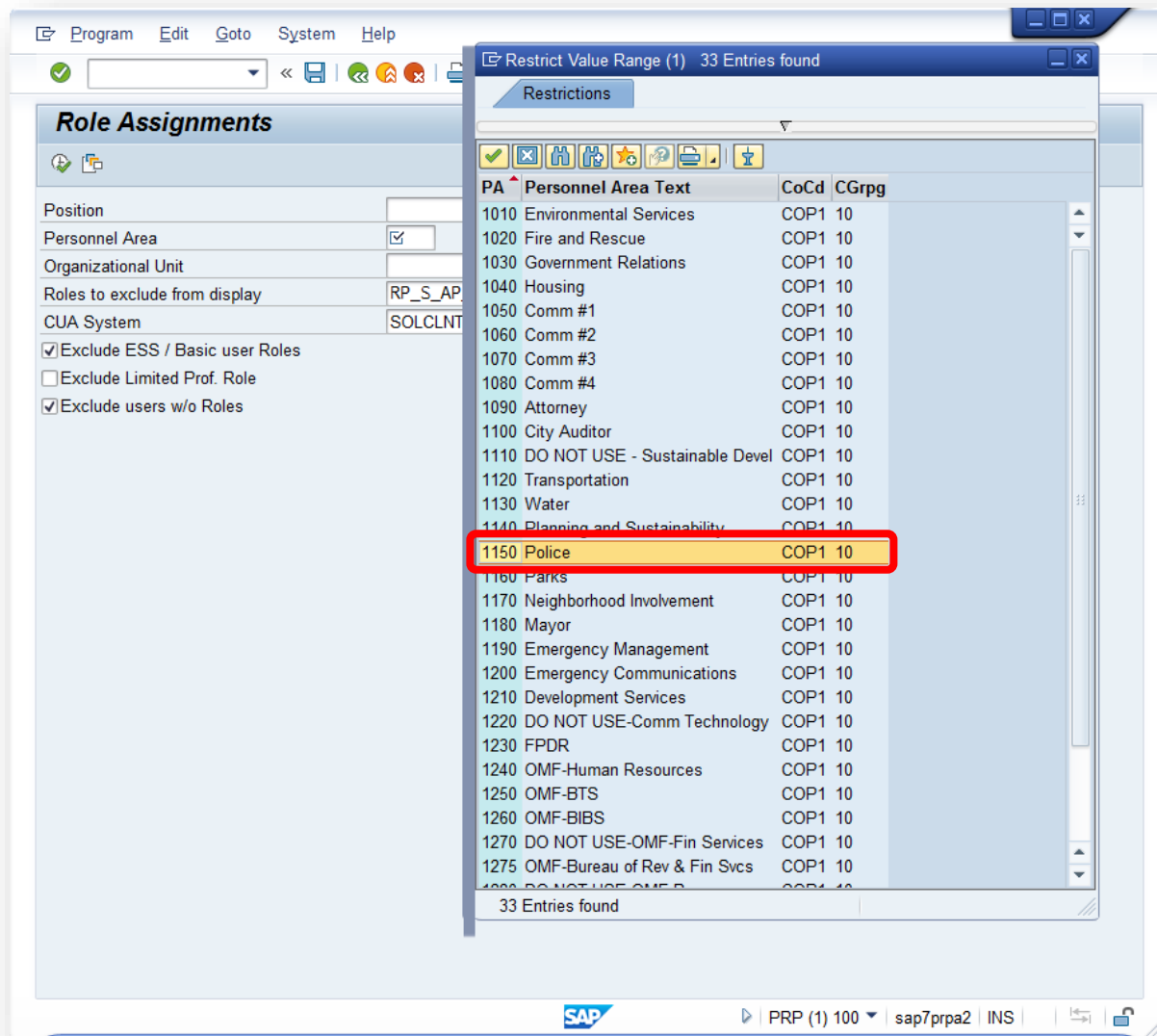
02

From the Role Assignments screen, click the check box to Exclude ESS / Basic User Roles.

Then click the match-code box for the Personnel Area to select your bureau.

Change Agents: Annual Role Auditing Procedure

Process: Using the Role Assignment report (ZSEC_ROLE_ASSIGNMENT) Change Agents determine what roles to remove from bureau positions.



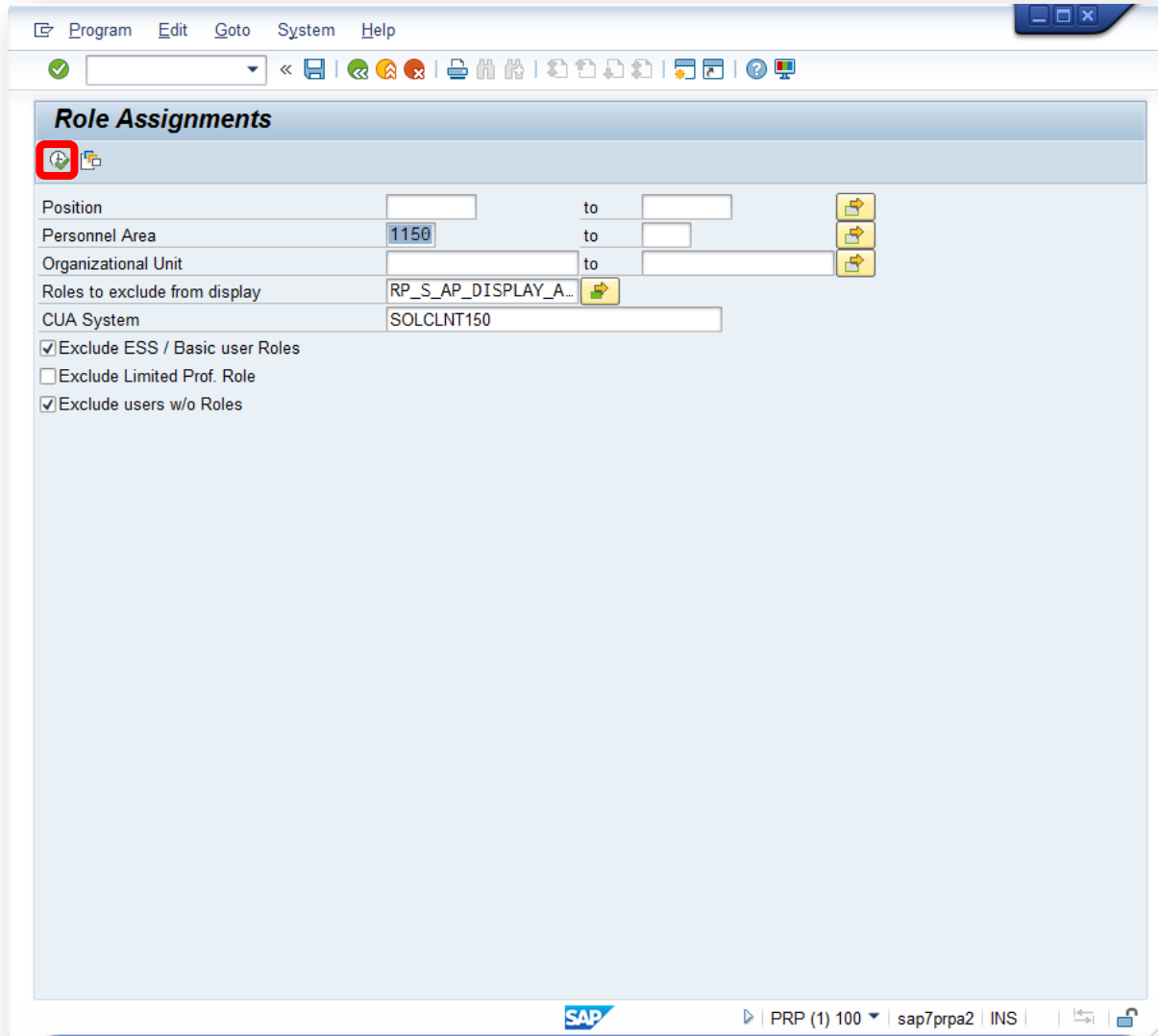
03

Choose your bureau from the list.

In this example, the **Police Bureau** which is Personnel Area **1150**.

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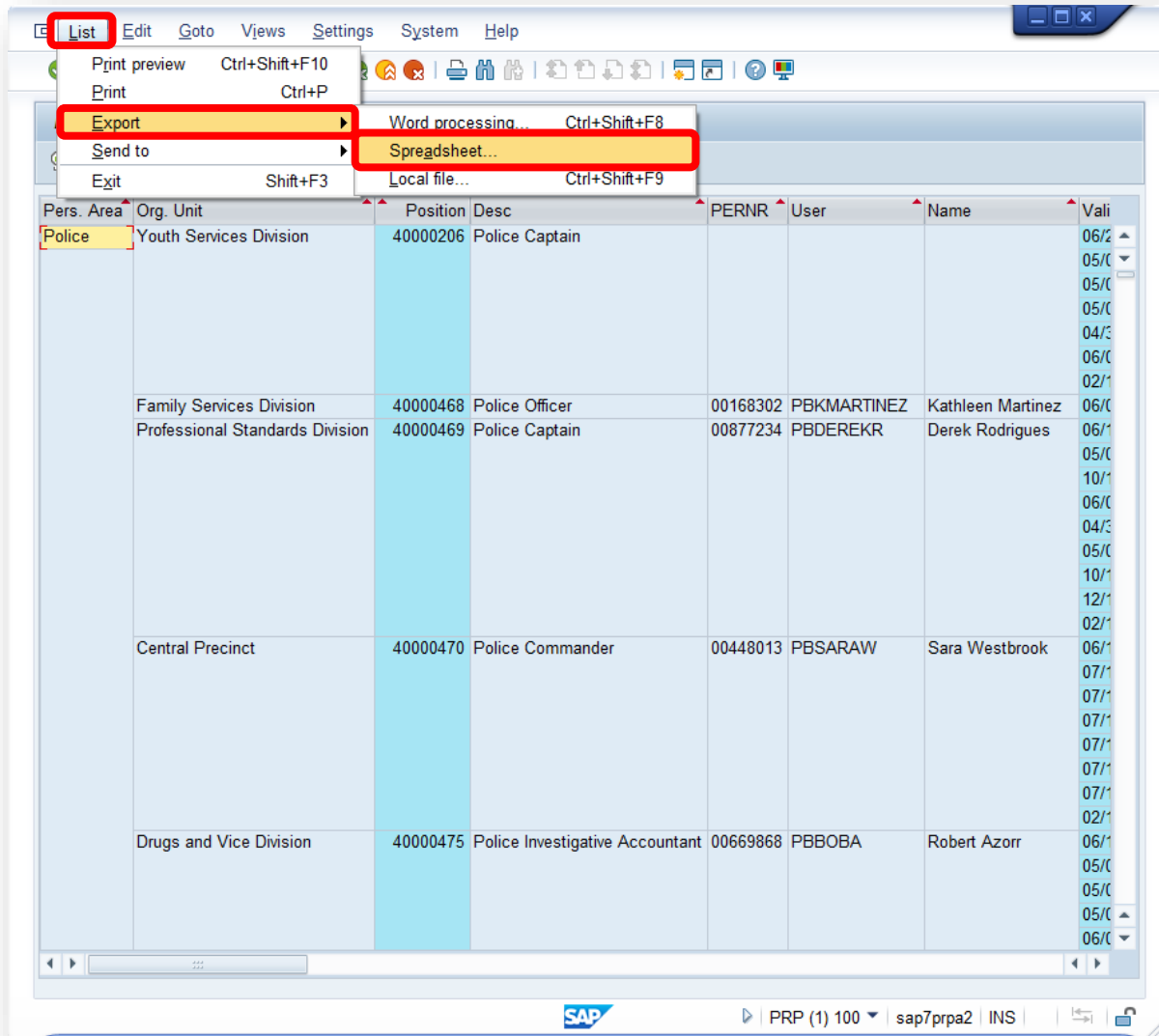


04

Click **Execute**.

Change Agents: Annual Role Auditing Procedure

Process: Using the Role Assignment report (ZSEC_ROLE_ASSIGNMENT) Change Agents determine what roles to remove from bureau positions.



05

The report will now display all of your bureau's SAP users along with their User ID, name, and the roles that they have assigned to their position.

Export the data to an Excel spreadsheet.

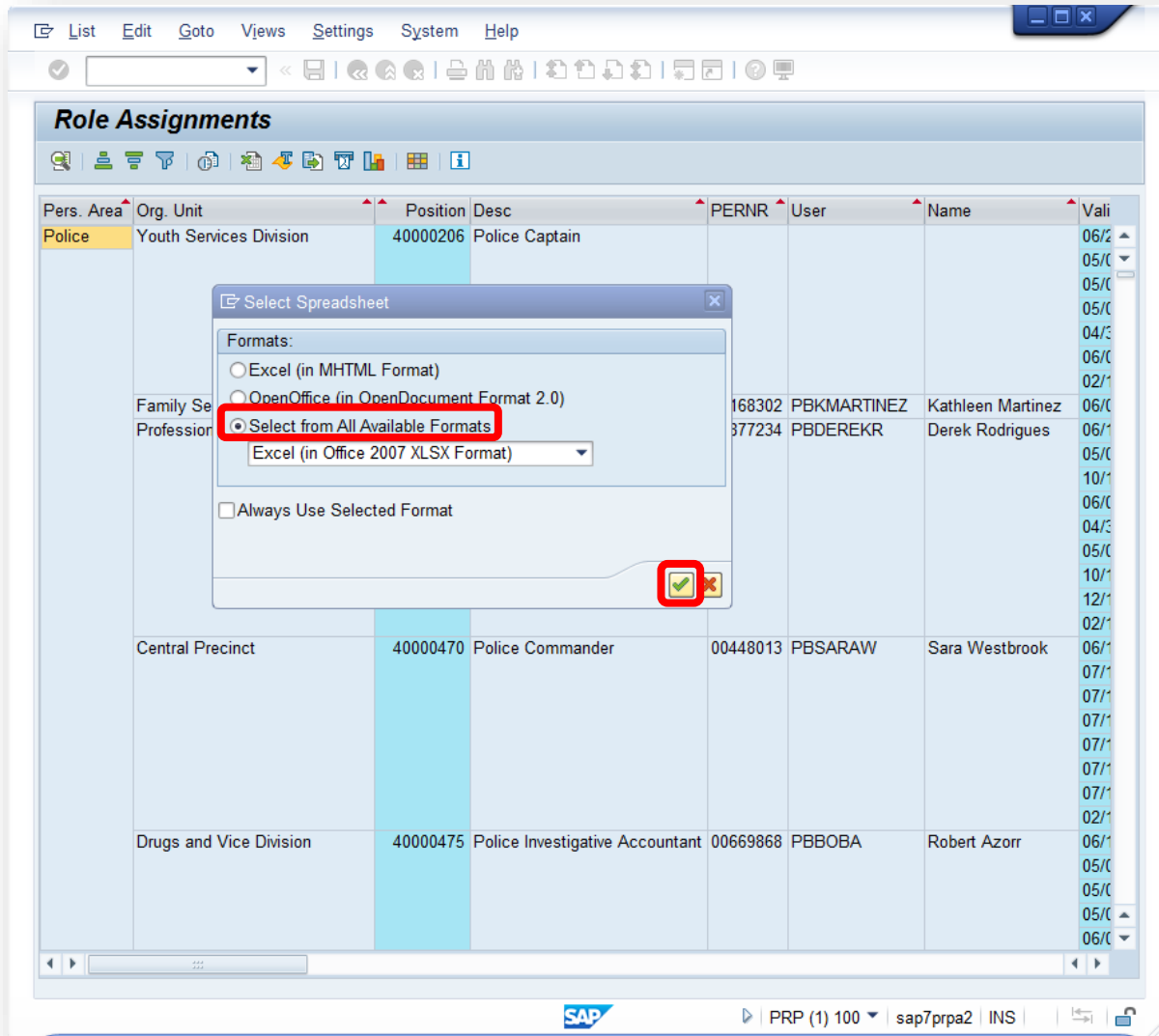
Click **List**.

Then **Export**.

Select the **Spreadsheet** option.

Change Agents: Annual Role Auditing Procedure

Process: Using the Role Assignment report (ZSEC_ROLE_ASSIGNMENT) Change Agents determine what roles to remove from bureau positions.



06

A pop-up appears.

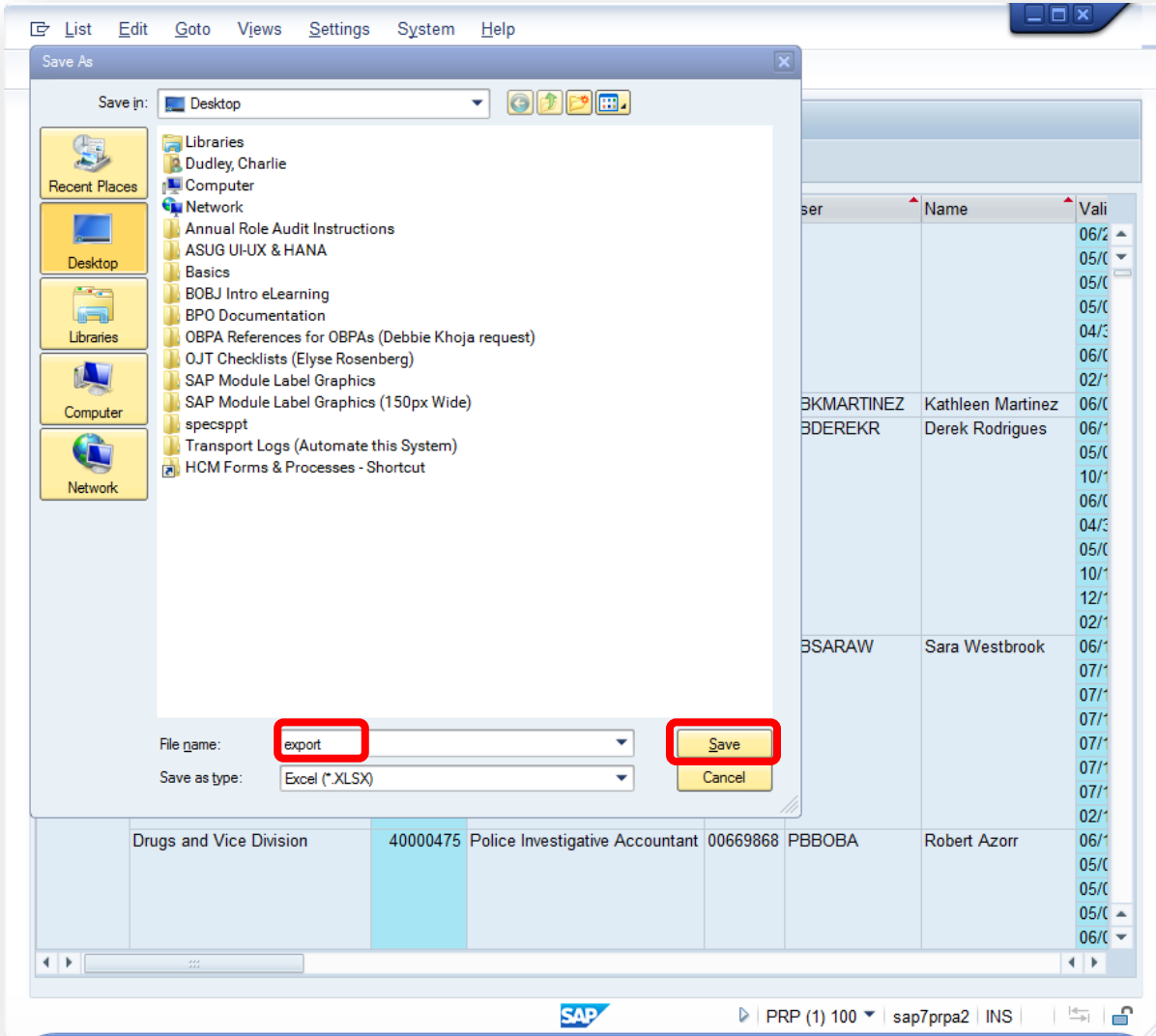
Choose **Select from All Available Formats**.

Make sure to choose **Excel (in Office 2007 XLSX Format)** from the drop-down – which is also the default.

Click the **green check**.

Change Agents: Annual Role Auditing Procedure

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07

Name your file (preferably with your bureau's name).

Click **Save**.

Change Agents: Annual Role Auditing Procedure

Process: Using the Role Assignment report (ZSEC_ROLE_ASSIGNMENT) Change Agents determine what roles to remove from bureau positions.

08

sheet and

How do you know what roles to remove? What's the criteria?

Vacant Positions

Are there vacant positions with roles on them? Vacant positions should not have roles on them.

All Other Roles

As for all other roles, the Change Agent needs to do an assessment based on what they know about their bureau as to the appropriateness of the role assignment. That may require consultation with a supervisor or other bureau staff who can help inform the analysis.

Segregation of Duties <<< Informational

Role conflicts are not something you will have to look for, as EBS can spot these through a security application that checks for them. If you are interested in knowing how our internal controls are configured to prevent role conflicts, you can view the rules on [this sheet](#).

User	Role	Start Date	End Date	Role Name	Role Description
PBSARAW	Sara Westbrook	6/15/2016	12/31/9999	RP_S_BO_FILO_ENDUSERS	BOBJ Role for FILO E
PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	RP_C_LIMITED_PROF_USER_DISP	Limited Professional -
PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	RP_S_GM_BUREAU_GRANT_PROJ	GM Bureau Grant Proj
PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	RP_S_HR_ESS_TIME_REQUEST	EMPLOYEE SELF SE
PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	RP_S_LSO_LEARNER	LSO Learner
PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	RP_S_MM_BUREAU_APPROVER_A	MM Bureau Approver #
PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	RP_S_MM_BUREAU_APPROVER_A	MM Bureau Approver #
PBSARAW	Sara Westbrook	2/10/2014	12/31/9999	RP_S_TM_TIME_REVIEWER	TM - Time Reviewer
PBBOBA	Robert Azorr	6/15/2016	12/31/9999	RP_S_BO_FILO_ENDUSERS	BOBJ Role for FILO E
PBBOBA	Robert Azorr	5/4/2012	12/31/9999	RP_C_LIMITED_PROF_USER_DISP	Limited Professional -
PBBOBA	Robert Azorr	5/4/2012	12/31/9999	RP_D_MM_BUREAU_BUYER_COP1	Bureau Buyer - City of
PBBOBA	Robert Azorr	5/4/2012	12/31/9999	RP_D_MM_GOODS_RECEIVER_COF	MM Goods Receiver -
PBBOBA	Robert Azorr	6/5/2013	12/31/9999	RP_S_HR_ESS_TIME_REQUEST	EMPLOYEE SELF SE
PBBOBA	Robert Azorr	4/30/2013	12/31/9999	RP_S_LSO_LEARNER	LSO Learner
PBBOBA	Robert Azorr	5/4/2012	12/31/9999	RP_S_MM_REQUISITIONER	MM Requisitioner
PBNKOTSOVO	Nicole Kotsovos	6/5/2013	12/31/9999	RP_S_HR_ESS_TIME_REQUEST	EMPLOYEE SELF SE
PBNKOTSOVO	Nicole Kotsovos	6/5/2013	12/31/9999	RP_S_HR_ESS_TIME_REQUEST	EMPLOYEE SELF SE
PBNKOTSOVO	Nicole Kotsovos	12/10/2015	12/31/9999	RP_S_LSO_LEARNER	LSO Learner

Change Agents: Annual Role Auditing Procedure

Process: Using the Role Assignment report (ZSEC_ROLE_ASSIGNMENT) Change Agents determine what roles to remove from bureau positions.

	F	G	H	I	J	K
1	User	Name	Valid from	Valid to	System	Role
2			6/25/2009	12/31/9999		RP_S_OM_BUREAU_OM_REPORTIN OM - Bureau OM Repc
3			5/4/2012	12/31/9999		RP_C_LIMITED_PROF_USER_DISPL Limited Professional -
4			5/4/2012	12/31/9999		RP_S_MM_BUREAU_APPROVER_A MM Bureau Approver #
5			5/4/2012	12/31/9999		RP_S_MM_BUREAU_APPROVER_A MM Bureau Approver #
6			4/30/2013	12/31/9999		RP_S_LSO_LEARNER LSO Learner
7			6/5/2013	12/31/9999		RP_S_HR_ESS_TIME_REQUEST EMPLOYEE SELF SE
8			2/10/2014	12/31/9999		RP_S_TM_TIME_REVIEWER TM - Time Reviewer
9	PBKMARTINEZ	Kathleen Martinez	6/5/2013	12/31/9999	PRPCLNT100	RP_S_HR_ESS_TIME_REQUEST EMPLOYEE SELF SE
10	PBDEREKR	Derek Rodrigues	6/15/2016	12/31/9999	PBICLNT100	BP_S_BO_FILO_ENDUSERS BOBJ Role for FILO Er
11	PBDEREKR	Derek Rodrigues	5/4/2012	12/31/9999	PRPCLNT100	RP_C_LIMITED_PROF_USER_DISPL Limited Professional -
12	PBDEREKR	Derek Rodrigues	10/10/2013	12/31/9999	PRPCLNT100	RP_S_GM_BUREAU_GRANT_PROJ GM Bureau Grant Proj
13	PBDEREKR	Derek Rodrigues	6/5/2013	12/31/9999	PRPCLNT100	RP_S_HR_ESS_TIME_REQUEST EMPLOYEE SELF SE
14	PBDEREKR	Derek Rodrigues	4/30/2013	12/31/9999	PRPCLNT100	RP_S_LSO_LEARNER LSO Learner
15	PBDEREKR	Derek Rodrigues	5/4/2012	12/31/9999	PRPCLNT100	RP_S_MM_BUREAU_APPROVER_A MM Bureau Approver #
16	PBDEREKR	Derek Rodrigues	10/10/2013	12/31/9999	PRPCLNT100	RP_S_MM_BUREAU_APPROVER_A MM Bureau Approver #
17	PBDEREKR	Derek Rodrigues	12/10/2009	12/31/9999	PRPCLNT100	RP_S_OM_BUREAU_OM_REPORTIN OM - Bureau OM Repc
18	PBDEREKR	Derek Rodrigues	2/10/2014	12/31/9999	PRPCLNT100	RP_S_TM_TIME_REVIEWER TM - Time Reviewer
19	PBSARAW	Sara Westbrook	6/15/2016	12/31/9999	PBICLNT100	BP_S_BO_FILO_ENDUSERS BOBJ Role for FILO Er
20	PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	PRPCLNT100	RP_C_LIMITED_PROF_USER_DISPL Limited Professional -
21	PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	PRPCLNT100	RP_S_GM_BUREAU_GRANT_PROJ GM Bureau Grant Proj
22	PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	PRPCLNT100	RP_S_HR_ESS_TIME_REQUEST EMPLOYEE SELF SE
23	PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	PRPCLNT100	RP_S_LSO_LEARNER LSO Learner
24	PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	PRPCLNT100	RP_S_MM_BUREAU_APPROVER_A MM Bureau Approver #
25	PBSARAW	Sara Westbrook	7/19/2013	12/31/9999	PRPCLNT100	RP_S_MM_BUREAU_APPROVER_A MM Bureau Approver #
26	PBSARAW	Sara Westbrook	2/10/2014	12/31/9999	PRPCLNT100	RP_S_TM_TIME_REVIEWER TM - Time Reviewer
27	PBBOBA	Robert Azor	6/15/2016	12/31/9999	PBICLNT100	BP_S_BO_FILO_ENDUSERS BOBJ Role for FILO Er
28	PBBOBA	Robert Azor	5/4/2012	12/31/9999	PRPCLNT100	RP_C_LIMITED_PROF_USER_DISPL Limited Professional -
29	PBBOBA	Robert Azor	5/4/2012	12/31/9999	PRPCLNT100	RP_D_MM_BUREAU_BUYER COP1 Bureau Buyer - City of
30	PBBOBA	Robert Azor	5/4/2012	12/31/9999	PRPCLNT100	RP_D_MM_GOODS_RECEIVER_COFMM Goods Receiver -
31	PBBOBA	Robert Azor	6/5/2013	12/31/9999	PRPCLNT100	RP_S_HR_ESS_TIME_REQUEST EMPLOYEE SELF SE
32	PBBOBA	Robert Azor	4/30/2013	12/31/9999	PRPCLNT100	RP_S_LSO_LEARNER LSO Learner
33	PBBOBA	Robert Azor	5/4/2012	12/31/9999	PRPCLNT100	RP_S_MM_REQUISITIONER MM Requisitioner
34	PBNKOTSOVO	Nicole Kotsovos	6/5/2013	12/31/9999	PRPCLNT100	RP_S_HR_ESS_TIME_REQUEST EMPLOYEE SELF SE
35			6/5/2013	12/31/9999		RP_S_HR_ESS_TIME_REQUEST EMPLOYEE SELF SE
36			12/10/2014	12/31/9999		RP_S_LSO_LEARNER LSO Learner

09

Highlight roles that need to be removed in yellow.

Save the file.

Send the audited role report spreadsheet to the EBS Training & Development Officer.

There is no need to create a Help Desk ticket. EBS will create a ticket based on the spreadsheet and remove the roles marked by you.

– END –