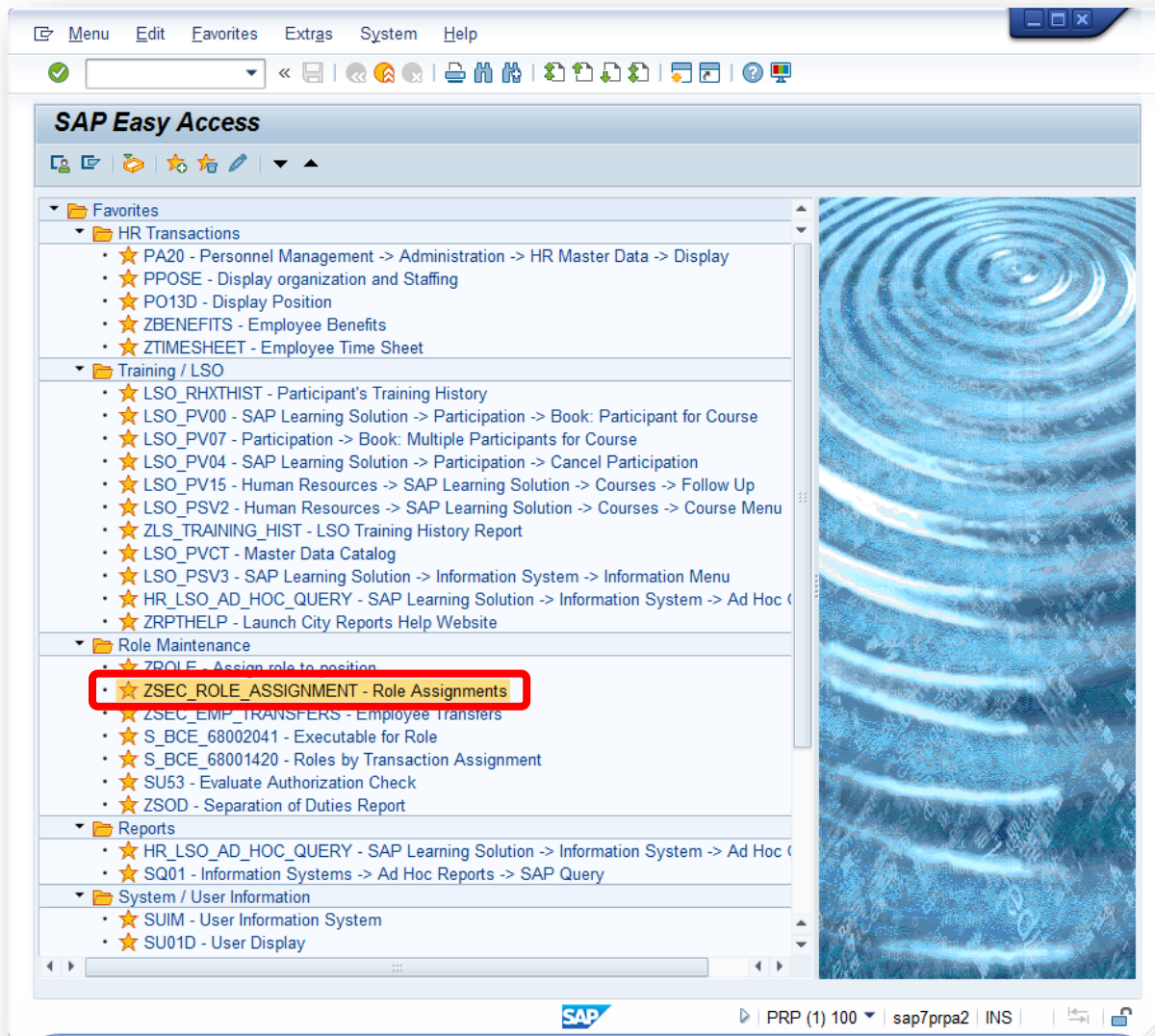


Change Agents: Annual Role Auditing Procedure

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.

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The screenshot shows the SAP 'Role Assignments' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is titled 'Role Assignments' and contains several input fields and checkboxes:

- Position: [Empty field] to [Empty field]
- Personnel Area: [Match-code box] to [Empty field]
- Organizational Unit: [Empty field] to [Empty field]
- Roles to exclude from display: RP_S_AP_DISPLAY_A... [Match-code box]
- CUA System: SOLCLNT150
- Exclude ESS / Basic user Roles: (highlighted with a red box)
- Exclude Limited Prof. Role:
- Exclude users w/o Roles:

The SAP logo is visible in the bottom left corner, and the status bar at the bottom right shows 'PRP (1) 100 | sap7prpa2 | INS'.

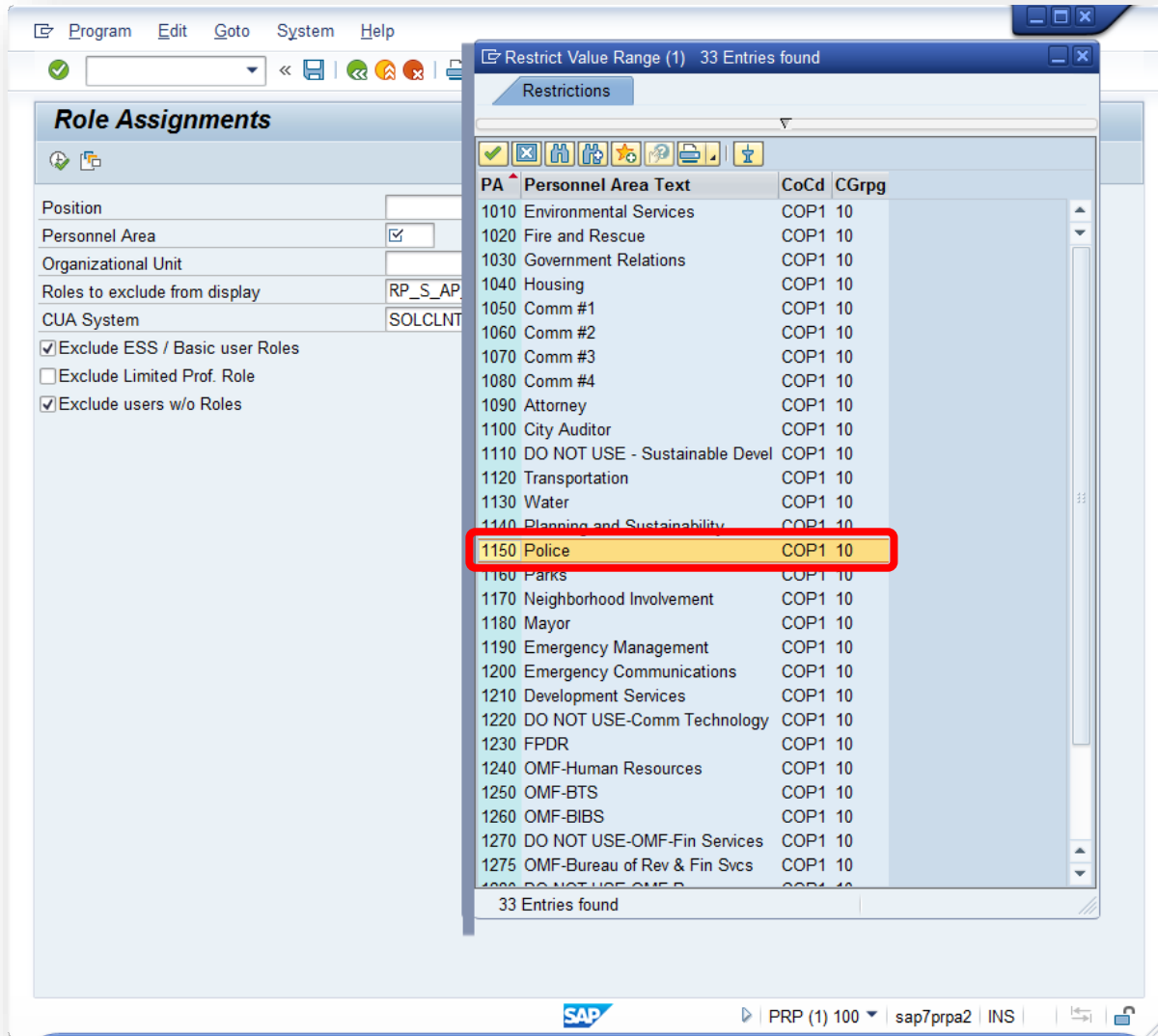
02

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.

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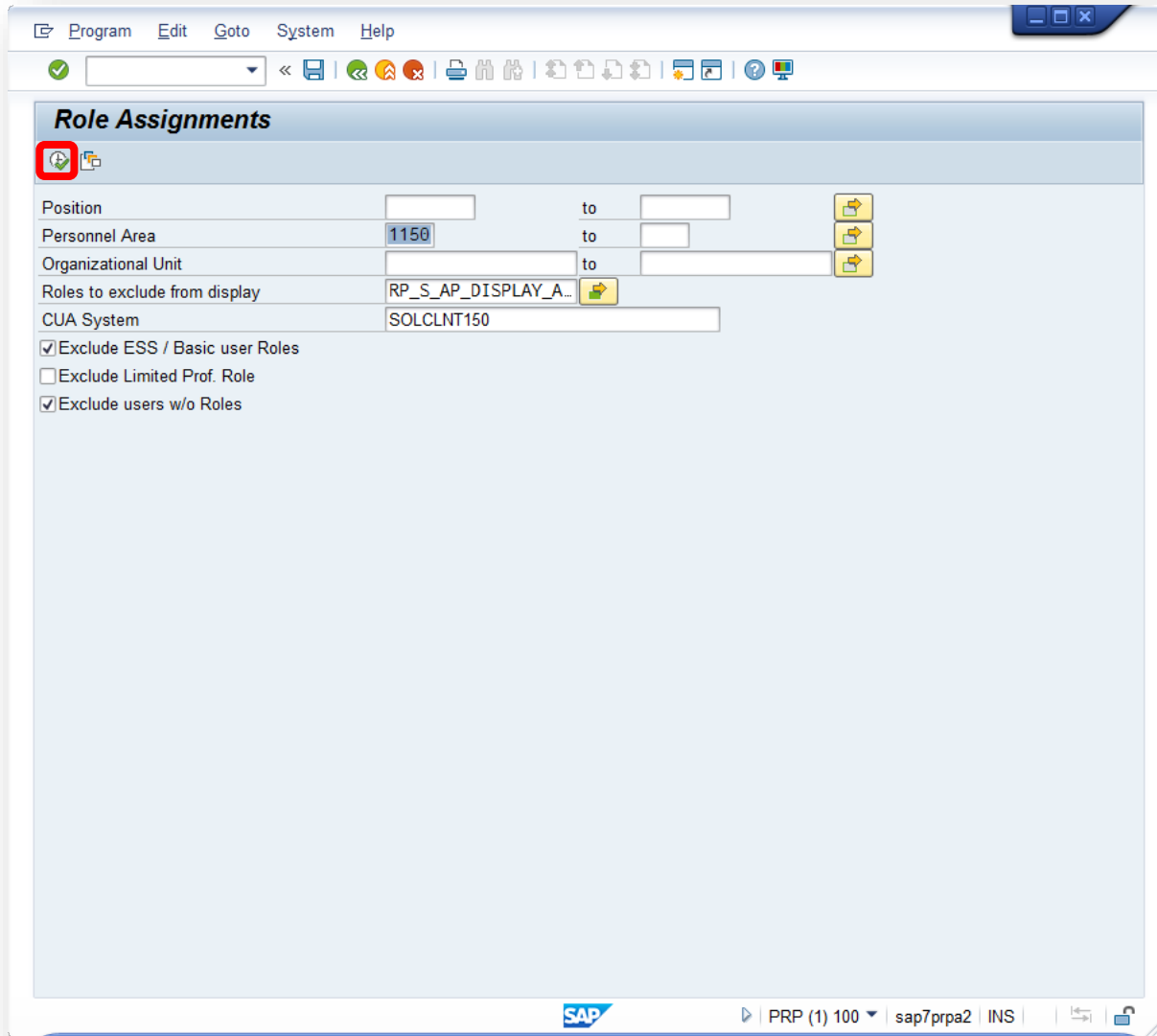
03

Choose your bureau from the list.

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

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.

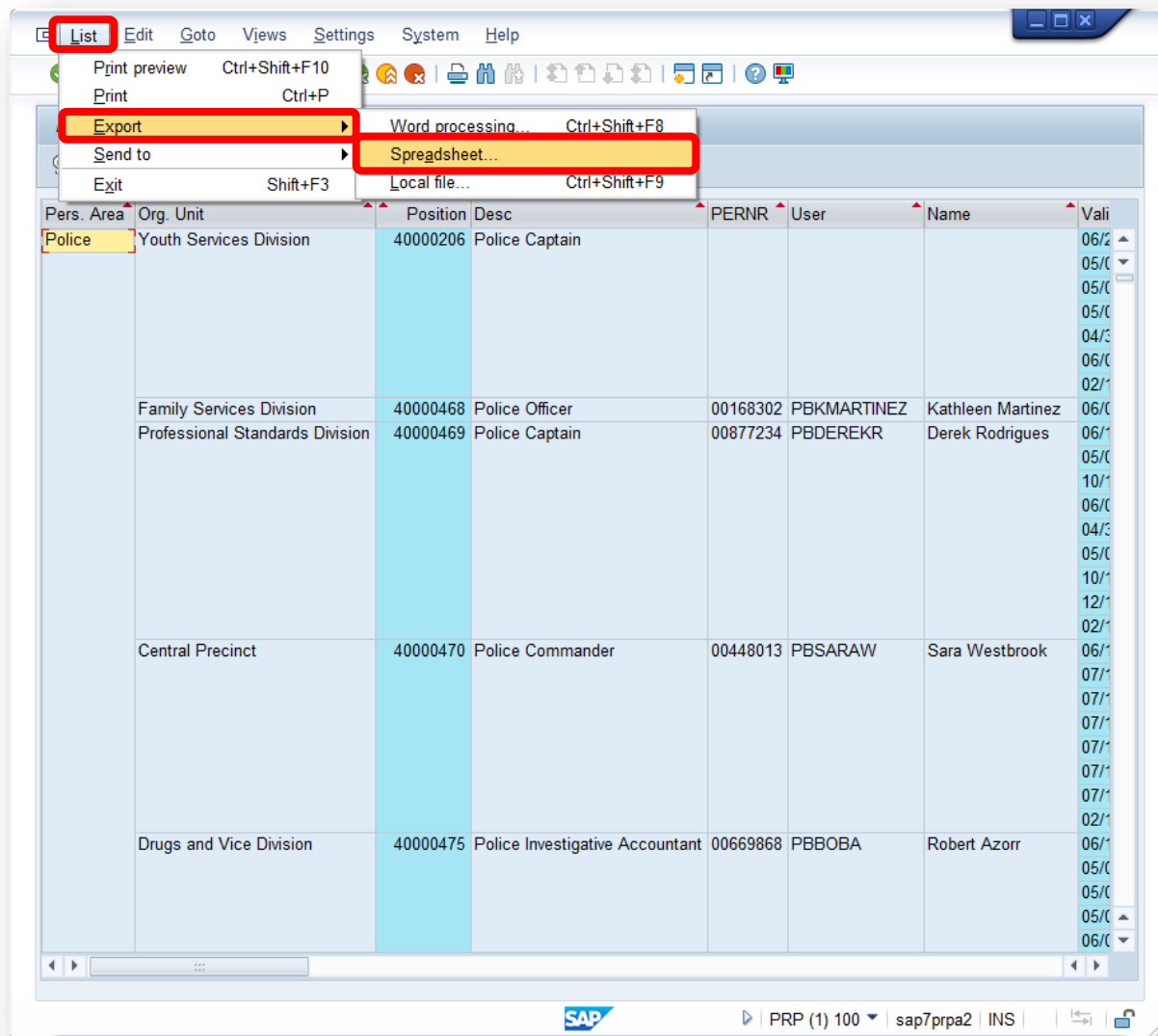


04

Click **Execute**.

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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.

The screenshot shows the SAP Role Assignments report interface. A dialog box titled "Select Spreadsheet" is open, allowing the user to choose a format for the report. The dialog box contains the following options:

- Excel (in MHTML Format)
- OpenOffice (in OpenDocument Format 2.0)
- Select from All Available Formats

Below the radio buttons, there is a dropdown menu currently displaying "Excel (in Office 2007 XLSX Format)". At the bottom right of the dialog box, there is a green checkmark icon, which is highlighted with a red box, indicating that the user should click this icon to confirm the selection.

Pers. Area	Org. Unit	Position	Desc	PERNR	User	Name	Vali
Police	Youth Services Division	40000206	Police Captain				06/2
							05/0
							05/0
							05/0
							04/3
							06/0
							02/1
Family Se				168302	PBKMARTINEZ	Kathleen Martinez	06/0
Profession				377234	PBDEREKR	Derek Rodrigues	06/1
							05/0
							10/1
							06/0
							04/3
							05/0
							10/1
							12/1
							02/1
Central Precinct		40000470	Police Commander	00448013	PBSARAW	Sara Westbrook	06/1
							07/1
							07/1
							07/1
							07/1
							07/1
							07/1
							07/1
							02/1
Drugs and Vice Division		40000475	Police Investigative Accountant	00669868	PBBOBA	Robert Azorr	06/1
							05/0
							05/0
							05/0
							06/0

06

A pop-up appears.

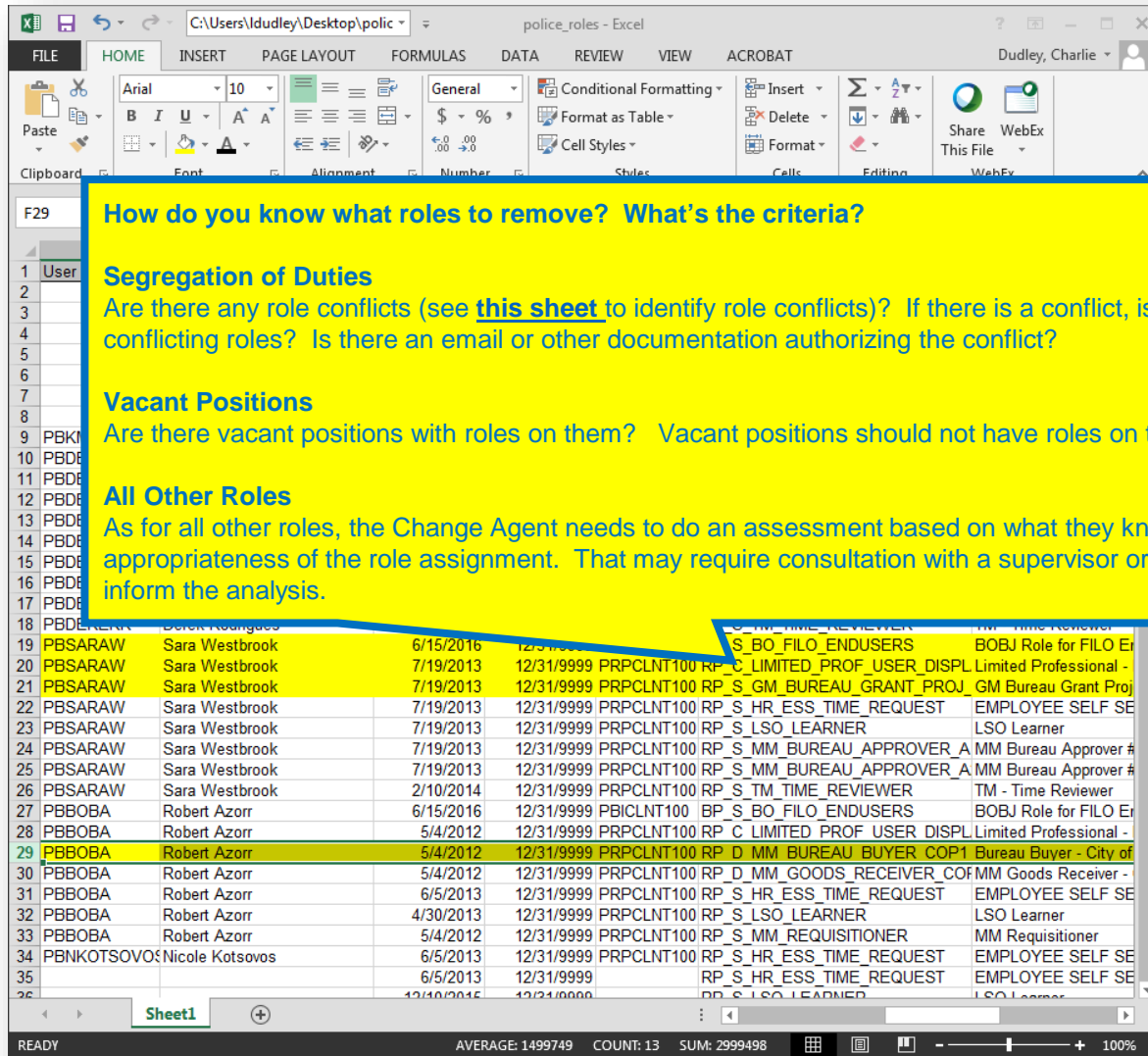
Choose **Select from All Available Formats**.

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

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



08

Open your Excel spreadsheet and conduct your role audit.

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 –