

NUMBER: 4.8.03

DATE: 04/15/2015

REVISION:

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SECTION: HUMAN RESOURCES

AREA: ADMINISTRATION

SUBJECT: UAMS ERP SYSTEMS USER SECURITY ACCESS AND ANNUAL REVIEW PROCESS

PURPOSE

The purpose of this policy is to ensure that access to UAMS Enterprise Resource Planning (“ERP”) systems by UAMS employees and others is appropriate to their job descriptions, job responsibilities, or roles assigned in providing service to UAMS; to ensure that access is reviewed annually to prevent unauthorized use of systems and that documentation is retained on all authorized access.

SCOPE

This policy will govern all UAMS ERP systems that contain financial, human resource, supply chain, student and clinical information. This policy will govern access by UAMS workforce members to these systems.

DEFINITIONS

UAMS ERP Systems: Includes all UAMS information systems that contain financial transactions, revenue or expenses. This includes but is not limited to: Epic, SAP, OASIS and Peoplesoft.

UAMS Workforce: Any persons having or requiring access to UAMS’ EPIC, SAP, OASIS, Peoplesoft or other ERP software systems as may be operated by UAMS. This may apply to currently active employees, volunteers, resident/fellows, students and others whose conduct, in the performance of work for UAMS, is under the direct control of UAMS, whether or not they are receiving compensation.

Supervisors: Persons who have direct management authority over members of the UAMS Workforce.

Functional Area: Includes Human Resources, Finance, Supply Chain, Academic Affairs and Clinical Programs designated as owners of the SAP, EPIC, OASIS or Peoplesoft software systems or modules and authorized to manage access to these systems.¹

¹ System ownership is defined based upon the accountability for actions of system users. For example, human resources is accountable for actions by system users in the SAP HR module where such actions may effect an employee’s status, salary, fringe benefits, etc. Ownership is not tied to funding source or budget.

Functional Area Approvers: Specific persons in the Functional Areas designated to approve access to ERP Systems by the director of the Functional Area.

POLICY

Each member of the UAMS workforce will be required, as a condition of employment or other service with UAMS, to have documentation of his or her access to UAMS ERP systems, including but not limited to EPIC, SAP, OASIS and Peoplesoft. The Office of Human Resources shall be responsible for developing procedures to ensure that each UAMS workforce member's documentation is current and contains appropriate approvals. Certain types of access shall require approval only by the member's immediate supervisor, and/or other senior managers within the unit depending upon the approval process adopted by that unit. Other types of access will require approval by a designated Functional Area Approver, as required by the nature of the work performed and the user's role and responsibilities with UAMS.

On an annual basis, under procedures jointly developed by the Office of Human Resources and the Office of Information Technology, supervisors and Functional Area Approvers shall be required to review the access of those UAMS workforce members under their authority to ensure accuracy and consistency with current job roles and responsibilities.

PROCEDURE

Members of the UAMS Workforce who request access or additional access to SAP will fill out an electronic ERP request. Approval of system access requests will be managed by supervisors and Functional Area Approvers as appropriate. All ERP users will be loaded into an annual review database with a description of their level of access.

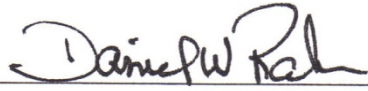
Access Request Process:

1. Electronic ERP requests for access or additional access will be submitted by the user based on job responsibilities. (<http://intranet.uams.edu/enterprise/sap/newuser.asp>)
2. A system email is then sent to a supervisor for approval.
3. When appropriate and if approved by a supervisor, the request goes to Functional Area Approver based on the access requested.
4. Once all appropriate Functional Areas have approved the request, the IT SAP security team will receive notification to grant access.

Annual Review Process:

1. Annually, supervisors will be prompted by the ERP system to review ERP users reporting to them for appropriate ERP access, and the Functional Area Approver will also be prompted to review the ERP access of the user and approve or disapprove the user's access.
2. If a supervisor deems access inappropriate, notice will be given to IT security to revoke any disapproved ERP access. If a Functional Area Approver deems access inappropriate, notice will be given to IT security to revoke any disapproved ERP access.

3. The annual review process populates an audit report proving compliance with review requirements.

Signature: 

Date: April 15, 2015