University of Maryland, Baltimore

eUMB HRMS Role Validation Instructions

Purpose: Instructions for accessing the eUMB HRMS Role Validation Report and DocuSign to complete the role validation process. **Note**: to run this report you must hold the eUMB HRMS Department Administrator or the Department HR Representative role.

1. Open **eUMB HRMS**.
2. Select **Info Tile – Department/HR Administration**. Navigate to **Reports > UMB Roles Validation Report**
3. If you already have a **Roles Validation Run Control ID**, search, select it and move on to Step 4
   For those who need **to create a Run Control ID** for the Roles Validation Report:
   a. The Run Control ID stores settings for running a report. If you have not done so already, you should **create a Run Control ID for the Roles Validation Report**. Use this Run Control ID each time you run this report.
   b. **To create a new Run Control ID: click the Add a New Value** tab.
   c. **Enter a name** for your new Run Control ID. Run Control IDs can contain up to 30 characters - uppercase, lowercase or mixed including numbers, dashes or underscores. They cannot include spaces. Some valid examples are: RolesValidationRpt or Roles_Validation_Rpt123 or Roles-validation-rpt)
   d. Click the **Add** button. Add
4. The report can be setup several ways:
   a. To run for **all of your departments** at once:
      i. Leave the **Dept ID** field blank.
   b. To run for a **specific department** or **group of related departments**:
      i. Enter a Department ID in the **Dept ID** field.
   c. If you **don't know the Department ID**, search by (department) Description:
      i. Click the **Lookup** button.
      ii. Click the **Advanced Lookup** link. Advanced Lookup
      iii. In the **Description** field, click the dropdown. Select 'Contains'. contains
      iv. In **Description**, enter a key word from the department name. Examples: Enter Medicine to search for 'Department of Medicine'. Enter Pharm to search for any department containing words which begin with those characters (such as Pharmacology, SOP Pharm Hlth Srv Rsch, SOP Pharmaceutical Sci Dept or School of Pharmacy).
      v. Click the **Department** ID to select. Department The Dept ID and name now appear on the report setup page. Dept ID 12000000 School of Pharmacy
5. Click the **Run** button. Run
6. The Process Scheduler Request page opens. Do not change any settings. Click **OK**.
7. If you are running more than one instance of the report, write down the **Process Instance ID**.
   Process Instance:2386359
8. **REMINDER**: Allow reports to run to <u>completion</u> before re-using a Run Control ID.

9. **View results:** Select **Reports > Process Monitor** The following steps refer to viewing from the **Reports > Process Monitor** selection. If you prefer to run reports and return later to view them, navigate directly to the page by following Reports > Process Monitor. If desired report is not included in the Process List, select a View Process Request For option and click Refresh to view updated Process List.
   a. Report information appears on the **Process List** as soon as the report has run to success and Run Status=Success. For most Roles Validation reports this takes a few minutes at most.
   b. Click the **Details** link Details on the appropriate row. (Use the Instance column to identify the correct instance of a report if you've run it more than once.)
   c. The **Process Detail** page opens. Click **View Log/Trace** and select **PDF** from the File List to open the report and validate that everyone is still a valid employee and has the appropriate roles for their job duties, using the eUMB HRMS Role Definitions document where needed.

NOTES on Using the Roles Validation Report in eUMB HRMS:

1. **Includes Active Employees and Affiliates Only**: The UMB Roles Validation Report displays data only for Active Employees or Affiliates. Be sure to **REMOVE roles for Affiliates** who change responsibilities or leave the department. If the role is not removed, the Affiliate will continue to have access until their access expires (up to 12 months).
2. **Access Dept ID** = the named user has access to view and/or complete role-related transactions for the listed department ID.
3. **User Dept ID** = the department which "owns" the named user; the user's home department.
4. **Access Dept ID = Dept ID outside your area**: In most cases the named user's home department is outside the department you are viewing. The named user has access to view and/or complete a role-related transaction for the department you are viewing. Example: A user in another department may have access to serve as a backup for your department when requested. **RECOMMENDED ACTION**: Research further to determine if such access is still required.
5. **'Outside Home Dept?' column** = a user "owned" by another department has access to view and/or complete role-related transactions for the department you are viewing.

Report Submission:

1. Access DocuSign (DocuSign) and send the completed and signed HRMS Role Validation report to the role validation email box rolevalidation@umaryland.edu. CMAS will monitor this box and follow-up with the sender if there are any questions.

2. If you are not already set up as a DocuSign Sender, request the Sender role using the DocuSign Security Change Request form before you continue. It may take one business day to process so please plan accordingly. Training is not required before the role request is granted, but it is suggested. Training information is available at www.umaryland.edu/docusign. For additional assistance with the DocuSign process, view this video. You can also contact CMAS using rolevalidation@umaryland.edu.