
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2107	SPAHRS User Security Groups	Revision Date: 12/23/2015
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1. Introduction

Security Groups are used to define user access to the Statewide Payroll and Human Resource System (SPAHRS) for agency payroll and/or human resource employees. Access is based upon individual agency needs.

2. Scope

This document provides a listing of all security groups within SPAHRS. These security groups define access to all functions required to maintain data in SPAHRS. This document further defines access based on the Control Groups for the Mississippi Management and Reporting System (MMRS), State Personnel Board (SPB), Department of Finance and Administration (DFA), the Legislative Budget Office (LBO), and the Office of the State Auditor.

3. Table of Security Groups

Security Group	Group Description
	Agency Groups NOTE: * = Group is for Non-SBP Purview Agencies only.
HRUSR01	This group has UPDATE access to all HR functions required to process Position/Employee actions, including Budget Requests, WINs Without Contract, Manage Contracts, Contract WINs, and HR Travel screens.
HRUSR02	This group has READ access to all functions required to view Position/Employee actions, including Budget Requests, WINs Without Contract, Manage Contracts, Contract WINs, and HR Travel screens.
HRUSR03	This group has UPDATE access to all functions related to Manage Contracts and Contract WINs. It has READ access to agency and occupation screens.
HRUSR04	This group has UPDATE access to all functions required to process Position/Employee actions, WINs Without Contract, and HR Travel functions. Access does not include Budget Requests, Manage Contracts, or Contract WINs.
HRUSR05	This group has READ only access to all functions related to Manage Contracts and Contract WINs.
HRUSR07	This group has UPDATE access to all functions required to process Position/Employee actions, WINs Without Contract, Budget Requests, Manage Contracts, Contract WINs, and HR Travel functions. Additionally, this group has UPDATE access to Report Time, and associated leave functions.
HRUSR09	This group has UPDATE access to all functions required to process Position/Employee actions, WINs Without Contract, Budget Requests and HR Travel functions. Additionally, this group has UPDATE access to Report Time, and associated leave functions.
MCUSR01	This group has UPDATE access to Manage Contracts functions. It is for users who only work with contracts, for Contract Workers. This group has no access to HR, Payroll, or WIN functions.
MCUSR02	This group has READ access to Manage Contracts functions and Contract WINs. It has UPDATE access to Generate SAAS transactions and Contract WIN Payroll functions. This group is for users who work with Contracts and Contract WIN information.
MCUSR03	This group has UPDATE access to Manage Contracts functions, Contract WINs, and WINs Without Contract. It has READ access to Generate SAAS transactions and Contract WIN Payroll functions. This group is for users who work with Contracts and Contract WIN information.

MCWIN01	This group has UPDATE access to Manage Contracts, HR transactions required for Contracts WINs and WINs Without Contracts (including entering payroll information), and UPDATE access to all Payroll screens necessary to run Win Payrolls, including Report Time, Gen SAAS and Distribute Pay. **Be aware that individuals who can run WIN Payroll and view the Pay Details for WINs will also be able to initiate any type of Payroll and view ALL Pay Details because the screens utilized are the same.**
MCWIN02	This group has UPDATE access to Manage Contracts, HR transactions required for Contract WINs and WINs Without Contracts, Report Time, and WIN Default Account Distribution. It does NOT have access to other Payroll functions.
PHUSR01	This group has READ access to all SPAHRS functions except control agency functions.
PHUSR02	This group has UPDATE access to all SPAHRS functions except control agency functions.
PHUSR03*	This group has UPDATE access to all SPAHRS functions required for non-SPB purview agencies.
PHUSR04*	This group has UPDATE access to all functions required to process Position/Employee actions and WINs Without Contract for non-SPB purview agencies. Additionally, this group has UPDATE access to Report Time, Payroll functions, "except for approving/releasing payroll," Manage Contracts, Contract WINs, and Travel. It has READ access to Generate SAAS transactions functions.
PHUSR05*	This group has READ access to all SPAHRS HR and Payroll functions required for non-SPB purview agencies.
PHUSR06	This group has UPDATE access to all HR functions, including Budget Requests, WINs Without Contract, Manage Contracts, Contract WINs and Travel HR functions, and READ access to all Payroll functions.
PHUSR07*	Legislative Group - This group has UPDATE access to all SPAHRS functions required for the Senate and House of Representatives.
PHUSR08	This group has UPDATE access to all HR functions required to process Position/Employee actions, WINs Without Contract, Budget Requests, Manage Contracts, Contract WINs and HR Travel. Additionally, this group has UPDATE access to Report Time and associated leave functions. This group also has READ access to payroll functions.
PYUSR01*	This group has UPDATE access to all Payroll functions, and READ access for HR functions including Position/Employee actions, Manage Contracts, Contract WINs, WINs Without Contract, and Travel required for non-SPB purview agencies.
PYUSR02	This group has UPDATE access to all Payroll functions, including Report time, and READ access to all functions needed to process Position/Employee actions, Budget Requests, WINs Without Contract, Manage Contracts, Contract WINs, and Travel.
PYUSR03	This group has UPDATE access to all Payroll functions, READ access to Report Time, and READ access to all functions required to process Position/Employee actions, Budget Requests, WINS Without Contract, Manage Contracts, and Contract WINs, and Travel HR functions.
PYUSR04	This group has UPDATE access to all Payroll functions, "except for approving/releasing payroll," Report time, Contract WIN, WINs Without Contract and Travel Payroll functions. This group also has READ access to all functions required to process Position/Employee actions, WINs, Budget Requests, Manage Contracts, HR Travel, and Generate SAAS transactions.
PYUSR05	This group has READ access to Position/Employee actions, Budget Requests, Manage Contracts, Payroll, Report Time, Contract WIN, WINs Without Contract Payroll functions, and HR Travel functions. Additionally, this group has UPDATE access to Generate SAAS transactions functions.
PYUSR07	This group has UPDATE access to all Payroll functions, including Report Time. UPDATE access to all Travel - both HR and Payroll functions. READ access to Position/Employee, Budget Requests, Manage Contracts, Contract WINs, and WINs Without Contract.
RTPDUS1L	This group has UPDATE access to Report Time for employees in a single location and READ access to Pay Details in a single location.
RTUSR1A	This group has UPDATE access to Report Time and associated leave functions for all agency employees.
RTUSR2A	This group has READ access to Report Time and associated leave functions for all agency employees.

RTUSR1L	This group has UPDATE access to Report Time for employees in a single location.
RTUSR2L	This group has READ access to Report Time for employees in a single location.
SASPTB01	This group has UPDATE access to ORGN, ACTV, ALOC, SORG, RPTG, AGPR, and PRBL. READ access to all other SAAS tables in SPAHRS.
TRAVEL01	This group has UPDATE access to ALL Travel screens required to set up Travel data and run Travel Payrolls. This group has access to READ Pay Details for Travel only.
TRAVEL02	This group has UPDATE access to HR Travel screens required to set up Travel data. It does not have access to any Payroll functions.
TRWIN01	This group has UPDATE access to Manage Contracts, HR transactions required for Contract WINs and WINs Without Contract (including entering Payroll information, and UPDATE access to all screens necessary to run WIN Payrolls, including Report Time, GEN SAAS, and Distribute Pay. UPDATE access to all Travel - both HR and Payroll functions. **Please be aware that individuals who can run WIN Payroll and view the Pay Details for WINS will also be able to initiate any type of Payroll and view all Pay Details.**
TRWIN02	This group has UPDATE access to Manage Contracts, UPDATE access for HR transactions required for Contract WINs and WINs Without Contract, UPDATE access to enter Travel transactions. It cannot enter Payroll information of any type and it does not have access to any other Payroll functions. This group is for users who must ENTER information for Contracts, WINs or Travel.

MMRS Control Groups	
DEFAULT	This group is used as a template by the MMRS Security Administrator to set up new security groups. It has NO access.
HELPDESK	This group is assigned to MMRS staff only. It has READ access to all of SPAHRS.
HRMMRS	This group is assigned to MMRS HR functional staff only. It has UPDATE access to HR functions, including Manage Contracts and WINs. It also has UPDATE access to the Generic Tables. It has READ access to Travel, Payroll, selected Security transactions, and approval functions.
MMRSMGT	This group is assigned to a limited number of MMRS functional staff. It has UPDATE access to HR functions, including Manage Contracts and WINs. It also has UPDATE access to Travel and to the Generic Tables. It has READ access to Payroll functions, selected Security transactions, and approval functions.
MMRSOPS	This group is used by MMRS Operations Staff. It has READ access to all data in SPAHRS.
SECADMN	This group is reserved for the MMRS Security Administrator. It has UPDATE access to Security Menus and READ access to all other SPAHRS functions.

LBO/AUDITOR Groups	
AUDITINV	State Auditors - READ only.
HRINQSTW	This group has READ access to HR functions for all agencies and is used primarily by DFA budget analysts.
LBOINQST	This group is assigned to LBO analysts and has access to READ access to Position/Employee actions, Wage, Salary and Fringe functions, Manage Contracts, WINs, and Payroll functions, with the exception of Calculate Pay. This group does not have access to Travel functions.

SPB Control Groups	
HRCRB01	This group is assigned to Personal Services Contract Review Board (PSCRB) staff and to staff at SPB and the Attorney General's office who review Legal Contracts. It has READ access to Manage Contracts and selected HR functions necessary to review and analyze contract requests. It has no access to Payroll, Report Time, Travel, or System Administration functions.
HRSPBFY	SPB Access - This group has UPDATE access to all functions required to process Human Resource transactions, including Agency, Occupation, Position/Employee, Recruitment, Selection, Budget Requests, and Wage, Salary and Fringe actions, including FY Conversion. It has READ access to some options on the Approval Menu. It has no access to COE-related functions, Manage Contracts, WINs, Payroll, Report Time, Travel, or System Administration functions.
HRSPBGT	SPB Access - This group has UPDATE access to all functions required to process Human Resource transactions, including Agency, Occupation, Position/Employee, Recruitment, Selection, and Budget Requests. It has READ access to some options on the Approval Menu. It has no access to COE-related functions, FY Conversion, Manage Contracts, WINs, Payroll, Report Time, Travel, or System Administration functions.
HRSPBSEC	SPB Access - UPDATE access to all HR functions, SPB generic tables, and approval security. It has READ access to selected payroll menus.
HRSPB01	SPB Access - This group has UPDATE access to all functions required to process HR transactions, including Position/Employee actions, Budget Requests, and Selection, and READ access to Manage Contracts and WINs. It has no access to Payroll or Travel functions.

DFA Control Groups	
PYDFA01	DFA Access - This group is for the DFA Payroll Office. It has READ access to Position/Employee information, Manage Contracts, WINs, Report Time, and Travel. It has UPDATE access to all Payroll functions.
PYDFA02	DFA Access-This group is for DFA Leave Accrual Reports.
PYDFA03	DFA Access - This group is for DFA Management staff who need to view data in SPAHRS. It has READ access to all functions in SPAHRS, both HR (except SPB specific screens) and Payroll functions.
PYDFA04	DFA Access - This group is for the Financial Reporting group at DFA. It has READ access to the Generate SAAS functions in SPAHRS.
PYDFA05	DFA Access - This group is for DFA staff responsible for Void Warrants. It has UPDATE access only to Void Warrants.
PYDFA06	DFA Access - Personnel Dept READ only access to state employee browse screens.
PYDFA07	DFA Access - File Tax Users
SASPTB02	DFA Access - This group is for the DFA Office of Fiscal Management (OFM). It has UPDATE access to AGCY, FUND, OCLS, OBJT, BANK, EFTT, VEND. READ access to all agency maintained SAAS tables in SPAHRS.
TRDFA01	DFA Access - This group is for DFA staff who conduct post-audits of Travel reimbursements, and staff in the Office of Travel who may need to approve specific Travel requests. It has READ access to Travel only.