

Subject: New SCEIS Security Role for Finance Users Who Work on Payroll

Audience: HR Directors, Finance Directors

The SCEIS Team is pleased to announce a new security role, "FI/HR Reporting," which will be available beginning next Tuesday, November 1. As discussed in the popular [PY510 SCEIS Finance Overview of Payroll Process Workshop](#), Finance users who receive this new role will gain access to the follow four Human Resources reports for payroll:

- Position Funding Report
- Grants Validity Report
- Labor Distribution Report
- Labor Distribution Simulation Report (A new report)

Having access to these reports will give Finance users a more comprehensive view of their agency's payroll from both the Finance and Human Resources perspective.

It is important to note that if Finance users who have existing Human Resources security roles with restrictions that allow them to view data for a particular organizational unit only are assigned the new FI/HR Reporting role, it will open their access to view data agency wide, potentially including sensitive Human Resources data.

Because of this, **the SCEIS Team encourages agency Finance and Human Resources Departments to work together to determine which employee(s), if any, should receive this role, and will require approval from both the agency Finance Director and Human Resources Director before assigning the FI/HR Reporting role to any SCEIS user. The SCEIS Team recommends that agencies assign this role to senior finance staff members only.**

If your agency would like to assign the FI/HR Reporting role to SCEIS user(s) in your agency, please have your agency's data owner submit this role request as usual, by completing the Online Access Form in MySCEmployee.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.