

Subject: Remember: SCEIS Roles are Linked to Positions, Not Individual Users
Audience: Data Owners, Finance Directors, HR Directors, Procurement Directors

It's easy to forget details about tasks we don't do every day, like assist someone as they transfer agencies, or promote an employee to a new position. But, when it comes to user roles in SCEIS, the rules are easy to remember:

SCEIS user roles are always tied to a position in an agency. They are not tied to an individual employee, and do not follow an employee when he or she changes positions.

This means that whenever a SCEIS user moves to a new position—within the same agency, or in a new agency—that user's SCEIS roles will not follow him or her to the new position. Instead, he or she takes on the SCEIS user roles associated with the new position by default. This helps the agency ensure that all positions have the access necessary for the employee occupying the position to complete the unique functions of their job duties in SCEIS.

Keep in mind that, although they are not automatically portable, SCEIS roles are not set in stone either. Whenever an agency needs to adjust the SCEIS user roles associated with a position, the agency's Data Owner can submit a SCEIS Security request through the portal and have a specific position's roles modified to suit the agency's changing needs.

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/>.