

Created on: May 8, 2008  
Last Modified on: July 21, 2008  
SR82233 – ARSM and IDTC

**SR82233 Requirements**

Modification to OPTRS – IDTC function

**Objective:**

This is a request to tighten the access to Online Payroll Time Reporting System (OPTRS) - Department Time Reporting (IDTC). UC Santa Barbara has reported that users can query OPTRS – IDTC by Home Department Code, Cost Center, or Full Accounting Unit and see distribution data, including pay rates, for employees who are outside of the users' authorized areas.

**Project Type:**

This modification is an enhancement to the OPTRS – IDTC function.

**Requested by:**

Campus Controllers

**Analyst:**

Patty Yamashita/Mike O'Neill  
Payroll Coordination

**Due Date(s):** Not Urgent

**Background:**

Payroll Coordination has learned that users at UC Santa Barbara have found a way to access employee distribution data for those employees who work outside of the users' ARSM access. Although the salaries and titles of UC employees are public information, the obtaining of information by an unauthorized user through OPTRS – IDTC is inappropriate. Therefore, UC Santa Barbara presented this situation to the Controllers who agreed that the access be tightened.

**Current Process:**

A user who is authorized to view and update data using OPTRS can chose time rosters by using the selection criteria of Home Department Code, or Cost Center, or Full Accounting Unit. This selection method also provides the user with transactions for employees who may be outside of his/her ARSM access.

**Proposed Process:**

A user with OPTRS access should see only those employees for whom s/he has authorized access. Should a roster display employees not within the user's access, the user should see these employees by name and employee ID only. All other fields of the pay transaction pertaining to these employees should be blank. The system should return "Not Authorized" in the message field of the pay transaction indicating that the user is not authorized to see a particular employee record. The "Y" should be removed and not displayed in the "OK" column. See Attachment A for the current and proposed display.

Attachment A

Current Version

The user is not authorized to view and update the record of employee 000050011. However, by entering the Home Department Code, the user can view and update the record of Ma Y Dentist. (Entry fields are protected so the user is not able to tab into them to enter any data.)

PPEDHC0-E1595	Dept. Time Reporting	05/13/08 12:28:16
	Time Input Roster	UserID: PAYXXX
Pay End: 03/31/08	Check Date: 04/01/08	Pay Cycle: MO
		Page 5 of 19
HOME DEPARTMENT CODE: 804918		
OK? Emp.Name	Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub	Rt/Amt A/H WSP
DAVIS, WIL	702000003 21 7274 3 404918 19900	1 05000.00 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 1.0000	H/%: % Prorate:
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
Y DENTIST,MA	000050011 22 0748 3 404918 19900	1 10200.00 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 1.0000	H/%: % Prorate:
Overtime/Leave Time	DOS: VAC Time (Hrs): 008.00	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
EXXON, ROB	701000075 11 0502 3 404918 19900	1 07800.00 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 1.0000	H/%: % Prorate:
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
Next Func:	ID: Name: SSN:	
	Pay Cycle: Pay End:	
===>		
F: 1-Help	3-Return	4-Print 5-Update
F: 7-Backward	8-Forward	9-Jump 12-Exit

Proposed Version

The user is not authorized to view and update the record of employee 000050011 although the user has access to some employees within the Home Department Code. The user should see only the employee's name, employee ID number and the message "Not Authorized." The remainder of the employee's data should be masked. The "Y" in the "OK?" column should not be displayed.

PPEDHC0-E1595	Dept. Time Reporting	05/13/08 12:28:16
	Time Input Roster	UserID: PAYXXX
Pay End: 03/31/08	Check Date: 04/01/08	Pay Cycle: MO
		Page 5 of 19
HOME DEPARTMENT CODE: 804918		
OK? Emp.Name	Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub	Rt/Amt A/H WSP
DAVIS, WIL	702000003 21 7274 3 404918 19900	1 05000.00 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 1.0000	H/%: % Prorate:
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
DENTIST,MA	00005011	
Reg. Time (EXCEPTION)	DOS: Total Time:	H/%: Prorate:
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
***NOT AUTHORIZED***	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
EXXON, ROB	701000075 11 0502 3 404918 19900	1 07800.00 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 1.0000	H/%: % Prorate:
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
Next Func:	ID: Name: SSN:	
	Pay Cycle: Pay End:	
===>		
F: 1-Help	3-Return	4-Print 5-Update
F: 7-Backward	8-Forward	9-Jump 12-Exit