



Agency Role Mapping

as of February 15, 2013

There are six agency HR SAP roles related to the e-OPF project. Staff who will be responsible for e-OPF files should have a combination of these roles assigned to their position(s). All of the roles below follow SAP Structural Security access rules. Agency-wide access is granted if placed on positions in the central HR office; organizational access is granted for all other field HR locations based on AZ02 relationships.

For all roles below, the role holder is expected to already have access to the PA20 transaction in SAP. All e-OPF roles may be assigned in combination with any other HR role.

Use this document with the **e-OPF Role Matrix Spreadsheet** when planning e-OPF agency role mapping assignments.

1. **OPF Viewer** (YPC>HR_OPF_VIEWER_COPA)

This role grants view access to all non-confidential and non-restricted e-OPF documents for the role holder's respective department.

Role Mapping Rules:

This role **must** be assigned either independently or in combination with all other HR_OPF roles.

2. **OPF Update (Delete)** (YPC>HR_OPF_UPDATE_COPA)

This role grants delete access to all non-confidential and non-restricted e-OPF documents for the role holder's respective department. Documents could be deleted if they are loaded in error or should be removed following any type of settlement agreement.

Role Mapping Rules:

- a. This role is **always** assigned in combination with the YPC>HR_OPF_VIEWER_COPA role, and with the other HR_OPF delete roles.
- b. This role may be assigned in combination with any other HR_OPF role(s).

3. **OPF Viewer with Confidential Docs** (YPC>HR_OPF_VIEWER_CONF_COPA)

This role grants view access to all confidential e-OPF documents for the role holder's respective department (confidential e-OPF documents include EPRs and certain labor relations documents).

Role Mapping Rules:

- a. This role is **always** assigned in combination with the YPC>HR_OPF_VIEWER_COPA role.
- b. This role may be assigned in combination with any other HR_OPF role(s).

4. **OPF Update with Confidential Docs (Delete)** (YPC>HR_OPF_UPDATE_CONF_COPA)

This role grants delete access to all confidential e-OPF documents for their respective department. Documents could be deleted from the e-OPF if they are loaded in error or should be removed following any type of settlement agreement.

Role Mapping Rules:

This role is **always** assigned in combination with the following roles:

- a. YPC>HR_OPF_VIEWER_COPA
- b. YPC>HR_OPF_UPDATE_COPA
- c. YPC>HR_OPF_VIEWER_CONF_COPA

This role **may** be assigned in combination with the following roles:

- d. YPC>HR_OPF_VIEW_RESTRICT_COPA
- e. YPC>HR_OPF_UPDATE_RESTRCT_COPA

5. **OPF Viewer with Restricted Access** (YPC>HR_OPF_VIEW_RESTRICT_COPA)

This role grants department-wide view access to all restricted e-OPF documents for the role holder's respective department (restricted e-OPF documents can include Reference Verification Checks, Approval to Appoint letters, and/or Tax Clearance forms).

Role Mapping Rules:

- a. This role is **always** assigned in combination with the YPC>HR_OPF_VIEWER_COPA role
- b. This role may be assigned in combination with any other HR_OPF role(s)

6. **OPF Update with Restricted Access (Delete)** (YPC>HR_OPF_UPDATE_RESTRCT_COPA)

This role grants department-wide delete access to all restricted e-OPF documents for the role holder's respective department. Documents could be deleted from the e-OPF if they are loaded in error or should be removed following any type of settlement agreement.

Role Mapping Rules:

This role is **always** assigned in combination with the following roles:

- a. YPC>HR_OPF_VIEWER_COPA
- b. YPC>HR_OPF_UPDATE_COPA
- c. YPC>HR_OPF_VIEW_RESTRICT_COPA

This role **may** be assigned in combination with the following roles:

- d. YPC>HR_OPF_VIEWER_CONF_COPA
- e. YPC>HR_OPF_UPDATE_CONF_COPA