



Agency Role Mapping

as of July 28, 2022

There are six agency HR SAP roles related to the e-OPF. HR staff who are responsible for e-OPF documents 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 independently or in combination with any other HR or HR_OPF roles.

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

- 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.
- OPF Update (Delete)** (YPC>HR_OPF_UPDATE_COPA)
This role grants view and 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.
- 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).
- OPF Update with Confidential Docs (Delete)** (YPC>HR_OPF_UPDATE_CONF_COPA)
This role grants view and 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.
- OPF Viewer with Restricted Access** (YPC>HR_OPF_VIEW_RESTRICT_COPA)
This role grants 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).
- OPF Update with Restricted Access (Delete)** (YPC>HR_OPF_UPDATE_RESTRCT_COPA)
This role grants view and 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.