An authorization request is then submitted via the <u>Training Plan Request form</u> by the business office or supervisor to the Area Security Officer (ASO). The ASO then forwards the request to IRIS Training upon approval. Individuals must attend a CDEM online training session.

CDEM authorization components:

- The CDEM authorization structure associates roles to an organizational unit (can be specified by 5-character department number) and the UserID.
- It is possible for a UserID to be assigned one set of roles for one department and one set of roles for another. If there is any overlap in the roles assigned to a user for a department, the most powerful role is applied.

1) SAP UserID

This is the Linkblue ID. The individual must have access to SAP to use CDEM, but no specific SAP role is required.

- 2) Organizational Unit / Department Number
 - The department number determines the data the user can access. CDEM uses the HR organizational hierarchy. The user has access to the data associated to the department number *and all sub-departments*. See Appendix A for information on how to view the HR organizational structure.
 - Two options for specifying the department number for CDEM authorization:
 - **a.** Use structural authorization (SA). SA in SAP uses the organizational unit of the user's assignment to determine the organizational units to which they have access for HR transactions.
 - The SA option is recommended for CDEM users who also have access to t-code PA30 to maintain HR data. In addition to the organizational unit of their assignment, these users' positions could be set up to have access to additional departments via the Z20 "manages" relationship. See Appendix B for information on how to view Z20 relationships on a position.
 - Note that Z20 relationships will not be altered if the required CDEM department access is different from the set of departments a position "manages." Use custom authorization for any exceptions.
 - **b.** Use custom authorization. If the user does not have the necessary CDEM access per their SAP assignment, use the custom option and specify the department number to which the individual needs access. Custom authorization should be used for STEPS personnel.
 - When structural authorizations are indicated, the position number of the user's assignment is also part of the information collected in CDEM authorization structure. CDEM checks that the user is active in the position before allowing access.
 - When custom authorizations are indicated, only the department specified by the custom authorization is used.

3) CDEM Roles

The roles are custom within the CDEM application and are not SAP roles.

CDEM Role	Description						
Commitment Entry	Add and maintain cost objects and the general percentages in the commitment section.						
	The roles for commitment entry and plan entry are separate to provide maximum flexibility. Cost objects must be present in commitments before available for entry in a distribution. In most cases, users who will be entering plans (cost distributions) should also be given the commitment role.						
	Includes view general access – including salary and amounts expressed in dollars						
Plan Entry	Create and enter an in-progress plan (cost distribution), includes: • Perform AVC check						
	• Submit the plan into the workflow						
	Alerts - acknowledge, confirm or cancel						
	 View general access – including salary and amounts expressed in dollars 						
Approver	User can approve a plan, includes: • Perform AVC check						
	• Return an approved plan to "plan-entry status"						
	• View general access – including salary and amounts expressed in dollars						
	In CDEM, users who enter plans may also approve the plan.						
	In the current "limited" CDEM workflow, a plan is approved by one of many possible persons and before it is queued for IT27 creation. There is currently no multi-level approver, in which for example there is an approver at the department level, then an approver at the college level.						
View General	View general, includes view of: • Control Records and related data						
	Commitments						
	• Plans and related data, including salary and amounts expressed in dollars						
	 Alerts, assignment history and related data 						
	Run reports						

Appendix A: Look up Organizational Hierarchy

Step 1: In SAP run t-code PP01_DISP – Display Object

- 1) Specify Object Type = O for Organizational Unit
- 2) Select Structure Search

Display object			
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(字中) <mark> 10 10 10 10 10 10 10 </mark>			
Organizational unit	Plan version	01 Current plan	-
👃 🕐 🛗 Search Term	Object type	O Organizational unit	-
🕗 🕂 Structure Search	Object ID		
T	Object ID	لي الم	
	Object abbr.		

Step 2: Expand nodes of the structure tree to view the hierarchy and subordinate departments and to obtain (1) the department number or (2) the organization unit object ID.

Display object			
63 Ger <u>M</u>			
(▲		
Find by			
 Organizational unit 			
• 🛗 Search Term			
• 🛗 Structure Search			
		*	
		-	
Name	Code 🚹	ID 🕗	E Chief
 University of Kentucky 	UK	O 31000000	
 Office Of The President 	10000	O 30000028	Eli I. Capilouto
Office Of Philanthrop	y 14000	O 30000149	Mike M Richey
VP University Relatio	ns 14800	O 30000155	Thomas W Harris
📌 🔹 🕨 Student Success Ad	mi 1B000	O 31007201	Gloria L Robinson
• 🗔 Internal Audit	1A000	0 31007231	April Heather Fox
• 📃 University Senate Co	ur 10200	O 30000029	Sheila C Brothers
• 📃 Office Of Legal Coun	se 11300	O 30000031	Administrative
Department of Athle	tic 12A00	O 3000032	
Institutional Diversity	- 18400	O 30000118	George Carlton
 Provost 	89000	O 30000044	David W Black
• 🔲 University Press	89004	O 30000293	Ashley Suzann
CELT Cotr Enhan	00002	0.21004101	Accoristo Brofo

Appendix B: Look up position and Z20 "Manages" Relationship

Step 1: In SAP run t-code PP01_DISP – Display Object

- 1) Specify Object Type = S for Position
- 2) Key the position number in Object ID and press enter
- 3) The name of the position should appear to right

Object type 🛛 🚺	S Position	-
Object ID 🛛 🙆	51XXXXXX	College Payroll Specialist .
Object abbr.		_

Step 2: To list the relationships

- 1) Select Relationships Infotype
- 2) Select the Time period the relationships are effective
- 3) Select the overview icon

🍄 & <u>28</u> 3							
	-						
Find by							
Position	Plan version	01 Current plar	ı	•			
• 🛗 Search Term	Object type	S Position		-	1		
• 🛗 Structure Search	Object ID	51XXXXXX	51XXXXXX College Payroll Specialist				
	Object abbr.		i				
	_						
	Activo	bonod Submi	ttod A	aarov	ad Pajactad		
		lanned Submi		prov	eu Kejecteu		
	Infotype Nan	ne	S.,		Time period		
	Object	Object			OPeriod		
	1 Relationships			•	From 01/20/2021	to 01/20/2021	
	Description	Description			Today	OCurrent week	
	Department/	Department/Staff			OAI	O Current month	
	Planned Com	Planned Compensation			OFrom curr.date	OLast week	
	Vacancy	Vacancy			O To current date	OLast month	
	Acct. Assignn	nent Features	~			OCurrent Year	
	Authorities (D	Authoritics/Decourses				O canone roar	

Appendix B: Look up position and Z20 "Manages" Relationship (continued)

Step 3: Scroll down the relationships list to find Z20.

Notes:

- Some positions may not have Z20 relationships
- Use PP01_DISP to see all the sub-units under the department. These sub-units are managed per this one relationship.

ships									
Po	sition			College Payroll Specialist					
Planning Status				Active					
Re	lationships								
	Start	End	R	Rel	Relat.text	R	Rel'd obje	Abbr.	% Rate
	09/24/2019	12/31/9999	Α	002	Reports (I	S			
	01/13/2013	12/31/9999	Α	003	Belongs to	0			
	06/17/2013	12/31/9999	Α	800	Holder	Ρ			
	07/01/2016	12/31/9999	А	011	Cost cente	К			
	06/17/2013	12/31/9999	А	Z20	Manages	0	30000457	8E000	0.00
	08/20/2017	12/31/9999	В	007	Is describ	С			