



# OFFBOARDING FUNCTIONAL/TECHNICAL SPECIFICATION

**CEMLI #**

**Abstract**

Brief description of the Functional Requirements being met by this CEMLI.

## VERSION CONTROL

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## REVISION LOG

Date	Author	Version	Change Reference
08/11/22	Shelia Sloan	1.0	

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## INTRODUCTION

This document will be used as an input to arrive at the technical design specification for developing this Modification.

The design includes the following sections:

- Glossary
- Business Requirements and Functional Overview for CEMLI ID
- Testing Scenarios
- Miscellaneous
- Technical Design with Object details
- Issues and/or Risks
- Change Order Requests
- List of Open and Closed Issues

## GLOSSARY

List any new terms, terms that the average reader would not be familiar with and acronyms used in this document, and what they mean.

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## ABBREVIATIONS

Abbreviations used in this document:

Item	Abbreviation
Washington State Board for Community & Technical Colleges	SBCTC
PeopleSoft	PS
Functional Design Document	FDD
Technical Design Document	TDD
Query REPORTING TABLE	QRT
Application Engine	AE
Run Control	RC
Application Engine State Record (Application Engine Table)	AET
<add additional values>	

## BUSINESS REQUIREMENTS AND FUNCTIONAL OVERVIEW

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### BUSINESS PURPOSE

To streamline and standardize offboarding inactive employees to ensure better audit compliance. Also, ensures inactive employees are reduced to former employee status, so they can view their old W2's and Paychecks.

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### BASIC BUSINESS NEEDS

It is critical that institutions offboard terminated employees in a timely manner and ensure their security is updated appropriately. If this does not occur there could be audit issues and risks of breaches, etc from a data privacy perspective. There are many security and secondary security areas that are impacted by this process and it is very time consuming for the institutions to manually go through this process for each inactive user. There is also a sequence to offboarding employees and automating this would help the institutions ensure the employee is offboarded in all areas required and it would standardize the process from a system perspective.

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### HIGH LEVEL DESCRIPTION OF THE EXTENSION

Automating Offboarding

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### MAJOR FEATURES

**High level: In all 4 pillars, update the security roles to base access; Remove Secondary security in FS/CS; Have warning messages embedded (see design area); produce reports for secondary security that can't be removed. Have Audit records associated with it for tracking purposes and audit purposes.**

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### ASSUMPTIONS

Applications and Infrastructure Assumption:

- This Functional Design Document the local security admin has verified the employee is truly inactive from their Human Resources Department.
  - Design Assumptions: This process will be standard for all institutions and will be a process that can be kicked off by the college admin on a single employee.
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### EXTENSION DEPENDENCIES

None

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### PROCESS FLOW DIAGRAM

<Embed process flow diagram object>

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### RELATED DOCUMENTS

<https://ctclinkreferencecenter.ctclink.us/m/79718/l/1514435-9-2-offboarding-security-procedure>

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## FUNCTIONAL DETAILS

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### CURRENT FUNCTIONALITY

Currently the local college admins process each person's inactivation manually. This is an extremely time consuming process as there are many areas in each application that need to be updated as part of offboarding. Some of the things that need to be removed, were added by business owners at the college and not the security admin, so in some instances it is hard for the local admins to ensure they update all of the areas accurately. Also if a user transfers to another college this process gets even more complicated from a system perspective. Doing it manually is a potentially error-prone process, which could leave all college's data exposed depending on what you mess up.

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### PROPOSED NEW FUNCTIONALITY

Create a process that can be run on demand for an individual employee, that will go in and check to see if the person has an inactive job record, and then process the offboarding in each pillar automatically. This process would remove the roles and add in the base former employee access, it will set the user preferences back to default, remove sacr for the institution, check to see if the person was or is a student and retain student access if so, produce warning messages if the person transferred to another institution, and produce reports of the secondary security areas that have to remain manual. Also, there are instances where a person does an internal transfer and its better to strip their access and rebuild in appropriate pillar. For those, flag a warning to say This person is still active at your institution, Do you wish to proceed?

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### PRE-CONDITIONS

HR Job Status has to be Inactive (terminated, retired, deceased, etc); If on leave with pay, active, other 'active' type statuses will not be picked up by this process.

College admins will run the QHC\_SEC\_HR\_STATUS\_SYSTEM\_LEVEL to see if the employee is active at another institution prior to running this process.

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### POST-CONDITIONS

The data will be posted to Audit records for some of these items. Will outline in the requirements area. And this process will generate a report of the updates it made and any updates that are left that will be manual.

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### ERROR AND EXCEPTION HANDLING

- Create warning messages in each pillar. First one would be if this person is active at a different institution, flag a warning message so the security admin knows that the person has a job somewhere else and can work with the other college. The error could say, Person active at another institution, are you sure you want to proceed. And in CS, have a warning message to say this person is/was a student, and base roles for Student access will remain.
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### NAVIGATION AND RUN CONTROL

PeopleTools > Security > CTC Custom > Employee Offboarding

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## PAGE MARKUP

### Employee Offboarding

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

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▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Would be nice to create an activity guide that could be a tile in each pillar to walk them through this employee offboarding process via steps. But if not a run control page like above and then the process on the next page to click run and input a EMPLID and Business Unit/Company.

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## PEOPLESOFT PRODUCTS IMPACTED

Portal, FS, HCM, CS

## ADDITIONAL SPECIFICATIONS

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## PERFORMANCE

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## APPLICATION SECURITY

This will be part of the ZZ Local Security Admin and ZZ Central Security Admin roles.



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## OTHER SPECIFICATIONS

### PROCESS STARTS IN HCM;

Use the System status Query to verify person is inactive at All institutions.

QHC\_SEC\_HR\_STATUS\_SYSTEM\_LEVEL

### INACTIVE ACROSS SYSTEM:

- Have a process that runs to remove all roles in HCM except the required roles for a terminated employee. Two of these roles are now dynamic. ZZ Former Employee and the CTC%DISTR roles. But process should leave EOPP\_USER, PAPP\_USER, and NA Payroll WH Form User
  - Query to identify if this person is a manager in HCM – HR will need to update to new Manager so that the dynamic manager role will drop from the terminated user. This will be produced in the report output for the job.
  - For Finance, process should remove all roles except EOPP\_USER and PAPP\_USER.
  - In Finance user preferences Should be removed so clearing out BU specific data in those records. Could create a User Pref Base user profile that could have Base user preferences on it to copy from to set these terminated people back to base. Setup Financials Supply Chain, Common Definition, User Preferences, Define User Preferences.
  - Remove Financial Gateway Security (Financial Gateway > Security > Security User Assignment; Commitment control rules (Commitment Control, Define Budget Security, Assign Rule to User ID );
  - Remove Grants Security (Setup Financials Supply Chain> Security > Grants Security > Grants Operator Security):
  - It will still be a manual effort to remove the user from the other security areas, however we could generate a termination report to identify what areas the user exists in (Expenses Approver Assignments, Delegates, chartfield managers, buyer/requester, PCARD. )
- Navigations Below:
1. Purchasing, Procurement Cards, Security, Assign Proxies
  2. Setup Financials Supply Chain, Product Related, Procurement Options, Purchasing, Requester Setup
  3. Setup Financials Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup
  4. Setup Financials Supply Chain, Common Definitions, Design Chartfield, Define Values, Chartfield Values (For the Department – If they are in the Manager ID field)
  5. Setup Financials Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Assignments
- CS: If person is NOT a student – remove all roles and wipe out ALL SACR
  - CS: If person is or WAS a student, Wipe out all roles except EOPP\_USER, PAPP\_USER, ZZ SS Student, ZZ PeopleSoft User, and CTC%\_CC role; Leave the base SACR for the school they were a student at, wipe out rest.
  - Ensure Portal is updated down to Base roles (ZZ Former Employee, EOPP\_USER, PAPP\_USER, CTC%DISTR role, (ZZ SS Student if student, CTC%CC role if Student, and ZZ PeopleSoft User role if Student. )
  - Set this process up to to run on demand; If ever scheduled, the colleges would have to agree on a timing (7 days after term date? Or are there other factors). I feel on demand is safer.
  - Consider people that work for the college but aren't paid and don't wipe out their security. Could create a shell role to attach to these user types and have this automated process skip them and not wipe out their security. Would need a error message produced if someone tries to offboard a person with this shell role.
  - Create audit record for Instructor/Advisor table.

- If person is not active at any institution, inactivate them in the instructor/advisor table for all Colleges.
- Create audit record for PSOPRDEFN in all three pillars.
- Create audit record for User pref tables.
- Create Audit records for SACR.
- Ensure that this process logs the changes to users roles in the AUDIT\_ROLEUSER table for audit purposes.
- Create warning messages in each pillar. First one would be if this person is active at a different institution, flag a warning message so the security admin knows that the person has a job somewhere else and can work with the other college. The error could say, Person active at another institution, are you sure you want to proceed. And in CS, have a warning message to say this person is/was a student, and base roles for Student access will remain. For users that still have an active job record, the process should error and produce a warning message that the person is still active in HR.
- Ensure this process removes all roles but base roles, even those that are not college grantable.
- Update row/primary permission list in CS to be CTC\_PT\_MASK\_ALL
- Update the row/primary permission in HCM to be the normal college one if a user has the CTC\_TL (Superuser permissions).
- Create an audit record for this offboarding process in each pillar that shows the OPRID of who ran it and date / time stamps and what user they ran it on.

## OTHER CONSIDERATIONS

### TESTING SCENARIOS

<Describe the testing scenarios that are to be tested for this new functionality. Testing scenarios should include all critical successful criteria.>

No	Test Case	Expected Result	Actual Result	Test Date	Tested By
	Find terminated user and process – not active at any other college	Offboards from all areas			
	Find terminated user and process –active at another college	Flags warning that user is active at another institution			
	Find a user in CS that has shell role, with no job record	This process should not run or work for the user with this shell role, flag error.			
	Find an active user at that institution it is being ran for and run	Should flag error and not run, saying person is still active in HR>			

No	Test Case	Expected Result	Actual Result	Test Date	Tested By
	Find a terminated employee that is/was a student	Ensure the cs side retains base student access.			
	Many More coming				

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SYSTEM TEST CONSIDERATIONS

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SYSTEM DATA CONSIDERATIONS

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UPGRADE/CONVERSION CONSIDERATIONS

MISCELLANEOUS

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GAPS IN PEOPLETOOLS FUNCTIONALITY