
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
3321	MAGIC Employee Central (EC) Access Procedure	Revision Date: 9/10/2024
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1. Introduction

This document outlines the procedures for completing the *#3322 - MAGIC Employee Central (EC) Access Request Form* for SuccessFactors (Employee Central).

2. Scope

This document gives an overview of Employee Central security and administration and provides instructions for completing each field on *#3322 - MAGIC Employee Central (EC) Access Request Form* located on the MMRS website is referenced, when applicable, as additional help in completing the security form. The information in this document is to be used by the designated authorized Employee Central security contact at each agency when completing the MAGIC Employee Central (EC) Access Request Form.

3. Employee Central Security Overview

The security for the Mississippi Management and Reporting System (MMRS) SuccessFactors (Employee Central) is centrally maintained. Employee Central security utilizes Role Base Permissions to grant access to end-users.

Each Employee Central user is given access to perform various functions in Employee Central, by using permission roles and permission groups.

Permission Roles contain a group of permissions that allow users to perform actions in SuccessFactors including but not limited to view employee records, update employees' records, view company organization chart, view people chart, etc.

Permission Groups: groups that contain specific set of users. There are two different types of permission groups: Granted Group (HR personnel) and Target Group (agency employees).

Granted Group: users in a granted group can manage users in a specific target group based on the permission role assigned to the granted group. Granted Users can be one of the following options: HR Directors, Helpdesk, Auditors, etc.

Target Group: employees of a specific Master Agency/ Sub – Agency who are managed and viewed by respective granted group users.

Type of Employee: users in a granted group can access a type of employee of a specific category: regular employees or contract employees with or without a contract. Board members are categorized as contract employees.

4. Employee Central Security Administration

The MMRS Security Administrator serves as the Employee Central Security Administrator. The *#3322 - MAGIC Employee Central (EC) Access Request Form* is used to maintain Employee Central security and is explained in detail below.

All Employee Central security requests must be submitted on the proper form and approved by the MMRS Administrator or designee before any action will be taken to process the request. All security requests are subject to at least two levels of review. MMRS will periodically request

acknowledgement to review all active granted group user assignment to validate the access given.

The Employee Central Security Access Request Form should be sent via e-mail to MASH@dfa.ms.gov. Copies of all security maintenance requests will be kept on file at MMRS.

5. Instructions for Completing the Employee Central Security Access Request Form for Granted Group Assignment

Complete each section of the form as follows. An * indicates that the information is required on the form.

Type of Request (select one)	Select the desired action for this request. (Note: to update the last name, phone number, mailing address, agency, etc. for an existing user, select <i>Update Access</i> and enter the MAGIC ID and the information that is to be changed.)
Add New User *	Check if requesting a new Employee Central User. If the request is to add an independent contractor for an agency or employee of an agency working on behalf of another agency, the agency security contact must first create the CON ID in IDM. After creating the CON ID in IDM, submit the form 3322 for HR access. Example, CON000000123
Update Access *	Select if updating User Information.
Remove Access *	Select if requesting that a user to be removed.

User Information	Provide the following user information.
Employee Central Master Agency Number *	Enter the user's four-digit Employee Central master agency number.
Agency Name *	Enter the name of the user's agency.
EC Username/PERNR (30 + 6-digit PID)	Enter the user's Employee Central Username (Personnel Number) or CON ID if applicable.
First Name, Last Name, Middle Initial	Enter First Name, Last Name, Middle Initial as per HR record
E-Mail Address	Enter the user's e-mail address.
Phone Number *	Enter the user's telephone number.

Security Permission Roles and Groups	
Select the EC Permission Role *	Select the appropriate permission role for the user on the 3322 Employee Central (EC) Access Request Form . The permission role determines what type of access the user will have to the data displayed on these menus and screens (i.e. read only, update, and/or delete).
Target Group *	Indicates which agencies a user can access to manage or view employees.
Security Level 2E, 6I or 6E Sub-agency Codes	List the agencies to include or exclude for access by the user if security level 2E, 6I or 6E is selected.

Authorized Employee Central Security Contact	
Requested by *	The agency's Authorized Employee Central Security Contact must sign this form.
Date*	Enter the date the form is completed.

Phone *	Enter the phone number of the security contact signing the form.
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