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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS Policies and Procedures</b>		
2107	SPAHRS User Security Groups	Revision Date: 01/28/2021
		Version: 14

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## 1. Introduction

Security Groups are used to define user access to the Statewide Payroll and Human Resource System (SPAHRS) for agency payroll and/or human resource employees. Access is based upon individual agency needs.

## 2. Scope

This document provides a listing of all security groups within SPAHRS. These security groups define access to all functions required to review HR data and maintain payroll in SPAHRS. This document further defines access based on the Control Groups: Mississippi Management and Reporting System (MMRS), State Personnel Board (SPB), Department of Finance and Administration (DFA), the Legislative Budget Office (LBO), and the Office of the State Auditor.

## 3. Table of Security Groups

\* See document 3322 - Employee Central Security Access Request Form for EC Permission role definitions.

Security Group	SPAHRS Security Group Description	EC Permission Role
	<b>Agency Groups NOTE: * = Group is for Non-SBP Purview Agencies only.</b>	
HRUSR02S	This group has <b>READ</b> access to all functions required to view Position/Employee actions, including Budget Requests, WINs Without Contract, Manage Contracts, Contract WINs, and HR Travel screens.	EC_ViewAll
HRUSR03S	This group has <b>READ</b> access to all functions related to Manage Contracts and Contract WINs. It has <b>READ</b> access to agency and occupation screens.	EC_HR
HRUSR04S	This group has <b>READ</b> access to all functions required to process Position/Employee actions, WINs Without Contract. <b>UPDATE</b> HR Travel functions. Access does not include Budget Requests, Manage Contracts, or Contract WINs.	EC_HR
HRUSR05S	This group has <b>READ</b> only access to all functions related to Manage Contracts and Contract WINs.	EC_ViewAll
HRUSR07S	This group has <b>READ</b> access to all functions required to process Position/Employee actions, WINs Without Contract, Budget Requests, Manage Contracts, Contract WINs. Additionally, this group has <b>UPDATE</b> access to Report Time, associated leave functions, and HR Travel functions.	EC_HR
HRUSR09S	This group has <b>READ</b> access to all functions required to process Position/Employee actions, WINs Without Contract, Budget Requests. Additionally, this group has <b>UPDATE</b> access to Report Time, associated leave functions, and HR Travel functions.	EC_HR

MCUSR01S	This group has <b>READ</b> access to Manage Contracts functions. It is for users who only work with contracts, for Contract Workers. This group has no access to HR, Payroll, or WIN functions.	EC_HR
MCUSR02S	This group has <b>READ</b> access to Manage Contracts functions and Contract WINs. It has <b>UPDATE</b> access to Generate SAAS transactions and Contract WIN Payroll functions. This group is for users who work with Contracts and Contract WIN information.	EC_HR
MCUSR03S	This group has <b>READ</b> access to Manage Contracts functions, Contract WINs, and WINs Without Contract. It has <b>READ</b> access to Generate SAAS transactions and Contract WIN Payroll functions. This group is for users who work with Contracts and Contract WIN information.	EC_HR
MCWIN01S	This group has <b>READ</b> access to Manage Contracts, HR transactions required for Contracts WINs and WINs Without Contracts (including entering payroll information), and <b>UPDATE</b> access to all Payroll screens necessary to run Win Payrolls, including Report Time, Gen SAAS and Distribute Pay. <b>**Be aware that individuals who can run WIN Payroll and view the Pay Details for WINs will also be able to initiate any type of Payroll and view ALL Pay Details because the screens utilized are the same.**</b>	EC_HR
MCWIN02S	This group has <b>READ</b> access to Manage Contracts, HR transactions required for Contract WINs and WINs Without Contracts, <b>Report Time</b> , and <b>WIN Default Account Distribution</b> . It does NOT have access to other Payroll functions.	EC_HR
PHUSR01S	This group has <b>READ</b> access to all SPAHRS functions except control agency functions.	EC_ViewAll
PHUSR02S	This group has <b>READ</b> access to Position/Employee, Budget Requests, Manage Contracts, Contract WINs, and WINs Without Contract. It also has <b>UPDATE</b> access to all Payroll functions, including Report Time. <b>UPDATE</b> access to all Travel - both HR and Payroll except control agency functions.	EC_HR
PHUSR03S*	This group has <b>READ</b> access to all HR SPAHRS functions required for non-SPB purview agencies. This group has <b>UPDATE</b> Payroll functions required for non-SPB purview agencies.	EC_HR
PHUSR04S*	This group has <b>READ</b> access to all functions required to process Position/Employee actions and WINs Without Contract for non-SPB purview agencies. Additionally, this group has <b>UPDATE</b> access to Report Time, Payroll functions, "except for approving/releasing payroll," Manage Contracts, Contract WINs, and Travel. It has <b>READ</b> access to Generate SAAS transactions functions.	EC_HR
PHUSR05S*	This group has <b>READ</b> access to all SPAHRS HR and Payroll functions required for non-SPB purview agencies.	EC_ViewAll
PHUSR06S	This group has <b>READ</b> access to all HR functions, including Budget Requests, WINs Without Contract, Manage Contracts, Contract WINs and <b>UPDATE</b> Travel functions, and <b>READ</b> access to all Payroll functions.	EC_HR
PHUSR07S*	Legislative Group - This group has <b>UPDATE</b> access to all SPAHRS Travel functions required for the Senate and House of Representatives. <b>It has READ access to Manage Contracts, WINs Without Contracts and Contract WINs. It has no access to Budget Requests.</b>	EC_HR
PHUSR08S	This group has <b>READ</b> access to all HR functions required to process Position/Employee actions, WINs Without Contract, Budget Requests, Manage Contracts, Contract WINs and Travel. Additionally, this group has <b>UPDATE</b> access to Report Time, associated leave functions and Travel. This group also has <b>READ</b> access to payroll functions.	EC_HR
PYUSR01S*	This group has <b>UPDATE</b> access to all Payroll functions, and <b>READ</b> access for HR functions including Position/Employee actions, Manage Contracts, Contract WINs, WINs Without Contract, and Travel required for non-SPB purview agencies.	EC_ViewAll
PYUSR02S	This group has <b>UPDATE</b> access to all Payroll functions, including Report time, and <b>READ</b> access to all functions needed to process Position/Employee actions, Budget	EC_ViewAll

	Requests, WINs Without Contract, Manage Contracts, Contract WINs, and Travel.	
PYUSR03S	This group has <b>UPDATE</b> access to all Payroll functions, <b>READ</b> access to Report Time, and <b>READ</b> access to all functions required to process Position/Employee actions, Budget Requests, WINS Without Contract, Manage Contracts, and Contract WINs, and Travel HR functions.	EC_ViewAll
PYUSR04S	This group has <b>UPDATE</b> access to all Payroll functions, "except for approving/releasing payroll," Report time, Contract WIN, WINs Without Contract and Travel Payroll functions. This group also has <b>READ</b> access to all functions required to process Position/Employee actions, WINs, Budget Requests, Manage Contracts, HR Travel, and Generate SAAS transactions.	EC_ViewAll
PYUSR05S	This group has <b>READ</b> access to Position/Employee actions, Budget Requests, Manage Contracts, Payroll, Report Time, Contract WIN, WINs Without Contract Payroll functions, and HR Travel functions. Additionally, this group has <b>UPDATE</b> access to Generate SAAS transactions functions.	EC_ViewAll
PYUSR07S	This group has <b>UPDATE</b> access to all Payroll functions, including Report Time. <b>UPDATE</b> access to all Travel - both HR and Payroll functions. <b>READ</b> access to Position/Employee, Budget Requests, Manage Contracts, Contract WINs, and WINs Without Contract.	EC_ViewAll
RTPDUS1L	This group has <b>UPDATE</b> access to Report Time for employees in a single location and <b>READ</b> access to Pay Details in a single location.	N/A
RTUSR1A	This group has <b>UPDATE</b> access to Report Time and associated leave functions for all agency employees.	N/A
RTUSR2A	This group has <b>READ</b> access to Report Time and associated leave functions for all agency employees.	N/A
RTUSR1L	This group has <b>UPDATE</b> access to Report Time for employees in a single location.	N/A
RTUSR2L	This group has <b>READ</b> access to Report Time for employees in a single location.	N/A
SASPTB1S	This group has <b>UPDATE</b> access to ORGN, ACTV, ALOC, SORG, RPTG, AGPR, and PRBL. <b>READ</b> access to all other SAAS tables in SPAHRS.	N/A
TRAVEL1S	This group has <b>UPDATE</b> access to <b>ALL</b> Travel screens required to set up Travel data and run Travel Payrolls. This group has access to <b>READ</b> Pay Details for Travel only.	N/A
TRAVEL2S	This group has <b>UPDATE</b> access to HR Travel screens required to set up Travel data. It does not have access to any Payroll functions.	N/A
TRWIN01S	This group has <b>READ</b> access to Manage Contracts, HR transactions required for Contract WINs and WINs Without Contract (including entering Payroll information, and <b>UPDATE</b> access to all screens necessary to run WIN Payrolls, including Report Time, GEN SAAS, and Distribute Pay. <b>UPDATE</b> access to all Travel - both HR and Payroll functions. <b>**Please be aware that individuals who can run WIN Payroll and view the Pay Details for WINS will also be able to initiate any type of Payroll and view all Pay Details.**</b>	EC_HR
TRWIN02S	This group has <b>READ</b> access to Manage Contracts, <b>READ</b> access for HR transactions required for Contract WINs and WINs Without Contract, <b>UPDATE</b> access to enter Travel transactions. It cannot enter Payroll information of any type and it does not have access to any other Payroll functions. This group is for users who must ENTER information for Contracts, WINs or Travel.	EC_HR

	<b>MMRS Control Groups</b>	
DEFAULT	This group is used as a template by the MMRS Security Administrator to set up new security groups. It has <b>NO</b> access.	N/A
HELPDESK	This group is assigned to MMRS staff only. It has <b>READ</b> access to all of SPAHRS.	EC_ViewAll
HRMMRS	This group is assigned to MMRS HR functional staff only. It has <b>UPDATE</b> access to HR functions, including Manage Contracts and WINS. It also has UPDATE access to the Generic Tables. It has <b>READ</b> access to Travel, Payroll, selected Security transactions, and approval functions.	EC_HR
MMRSMGT	This group is assigned to a limited number of MMRS functional staff. It has UPDATE access to HR functions, including Manage Contracts and WINS. It also has UPDATE access to Travel and to the Generic Tables. It has READ access to Payroll functions, selected Security transactions, and approval functions.	EC_MMRS_UpdateAll
MMRSOPS	This group is used by MMRS Operations Staff. It has <b>READ</b> access to all data in SPAHRS.	EC_ViewAll
SECADMN	This group is reserved for the MMRS Security Administrator. It has <b>UPDATE</b> access to Security Menus and <b>READ</b> access to all other SPAHRS functions.	EC_SecurityAdmin

	<b>LBO/AUDITOR Groups</b>	
AUDITINT	State Auditors – <b>Update</b> access to File Uploads; <b>READ</b> access to all other functions.	EC_ViewAll
AUDITINV	State Auditors – This group is assigned to Auditors only. <b>READ</b> access to all actions.	EC_ViewAll
HRINQSTW	This group has <b>READ</b> access to HR functions for all agencies and is used primarily by DFA budget analysts.	EC_ViewAll
LBOINQST	This group is assigned to LBO analysts and has access to <b>READ</b> access to Position/Employee actions, Wage, Salary and Fringe functions, Manage Contracts, WINS, and Payroll functions, with the exception of Calculate Pay. This group does not have access to Travel functions.	EC_ViewAll

	<b>SPB Control Groups</b>	
HRSPBFYS	SPB Access - This group has <b>READ</b> access to all functions required to process Human Resource transactions, including Agency, Occupation, Position/Employee, Recruitment, Selection, Budget Requests, and Wage, Salary and Fringe actions, including FY Conversion. It has READ access to some options on the Approval Menu. It has <b>no</b> access to COE-related functions, Manage Contracts, WINs, Payroll, Report Time, Travel, or System Administration functions.	EC_HR_SUPER
HRSPBGTS	SPB Access - This group has <b>READ</b> access to all functions required to process Human Resource transactions, including Agency, Occupation, Position/Employee, Recruitment, Selection, and Budget Requests. It has READ access to some options on the Approval Menu. It has <b>no</b> access to COE-related functions, FY Conversion, Manage Contracts, WINs, Payroll, Report Time, Travel, or System Administration functions.	EC_HR_SUPER
HRSPBSES	SPB Access - <b>READ</b> access to all HR functions, SPB generic tables, and approval security. It has <b>READ</b> access to selected payroll menus.	EC_HR_SUPER
HRSPB01S	SPB Access - This group has <b>READ</b> access to all functions required to process HR transactions, including Position/Employee actions, Budget Requests, and Selection, and <b>READ</b> access to Manage Contracts and WINs. It has no access to Payroll or Travel functions.	EC_HR_SUPER

	<b>DFA Control Groups</b>	
PPDFA01	DFA Access - This group is assigned to the Office of Public Service Contract Review (OPSCR) staff and to staff at the Attorney General's office who review Legal Contracts. It has <b>READ</b> access to Manage Contracts and selected HR functions necessary to review and analyze contract requests. It has no access to Payroll, Report Time, Travel, or System Administration functions.	EC_ViewAll
PYDFA01	DFA Access - This group is for the DFA Payroll Office. It has <b>READ</b> access to Position/Employee information, Manage Contracts, WINs, Report Time, and Travel. It has <b>UPDATE</b> access to all Payroll functions.	EC_ViewAll
PYDFA02	DFA Access-This group is for DFA Leave Accrual Reports.	N/A
PYDFA03	DFA Access - This group is for DFA Management staff who need to view data in SPAHRS. It has <b>READ</b> access to all functions in SPAHRS, both HR (except SPB specific screens) and Payroll functions.	EC_ViewAll
PYDFA04	DFA Access - This group is for the Financial Reporting group at DFA. It has <b>READ</b> access to the Generate SAAS functions in SPAHRS.	N/A
PYDFA05	DFA Access - This group is for DFA staff responsible for Void Warrants. It has <b>UPDATE</b> access only to Void Warrants.	N/A
PYDFA06	DFA Access - Personnel Dept <b>READ</b> only access to state employee browse screens.	EC_ViewAll
PYDFA07	DFA Access - File Tax Users	N/A
SASPTB2S	DFA Access - This group is for the DFA Office of Fiscal Management (OFM). It has <b>UPDATE</b> access to AGCY, FUND, OCLS, OBJT, BANK, EFTT, VEND. <b>READ</b> access to all agency maintained SAAS tables in SPAHRS.	N/A
TRDFA01	DFA Access - This group is for DFA staff who conduct post-audits of Travel reimbursements, and staff in the Office of Travel who may need to approve specific Travel requests. It has <b>READ</b> access to Travel only.	EC_TravelAdmin