

## 9.2 Employee HR Status System-wide

**Purpose:** Use this document as a reference to ensure that an offboarding employee is not active at another institution. The query **QHC\_SEC\_HR\_STATUS\_SYSTEM\_LEVEL** is featured prominently.

**Audience:** Local Security Administrators

❗ You must have at least one of these local college managed security roles:

- ZD\_DS\_QUERY\_VIEWER

You must also have each of these roles to run the QHC\_SEC\_HR\_STATUS\_SYSTEM\_LEVEL query:

- ZD\_DS\_QRY\_SECURITY\_TABLES

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### HR Status System-wide Query

i When an employee offboards from an institution, it is critical to clean up their security access within the system. However, sometimes it is difficult to ensure that the employee is not active at another institution. Because there is only one User ID in the system for an active employee, it is critical to coordinate with other institutions if the employee transferred and is active. ***This query is meant to serve as a secondary tool to help identify inactive employees, vs employees that are still active somewhere in the system. As a security administrator it is important that you also check with your HR counterpart and the HR counterpart at the other institution to confirm employment.***

Also you can look at: [9.2 Termination \(Offboarding\) Checklist Details](#) | [9.2 HCM - HR Core](#) | [ctLink Reference Center](#) for details as well.

**Navigation:** Menu > Reporting Tools > Query > Query Viewer

1. The **Query Viewer** search page displays.
2. Enter Query Name **begins with** = "QHC\_SEC\_HR\_STATUS\_SYSTEM\_LEVEL".
3. Select the **Search** button.
4. The Search Results section populates.
5. Select the Run to **HTML** link.
6. The QHC\_SEC\_HR\_STATUS\_SYSTEM\_LEVEL page opens in a new window.
7. The **Company** field is required. **Employee ID** is optional. Entering only the Company code will return information on all employees associated with your company. This can be useful tool for auditing security.
8. Select the **View Results** button.
9. The data that is returned is shown below. The last two columns have drilldown into CS/FS pillars. For those to work, **you must run the query in HTML mode**.

QHC_SEC_HR_STATUS_SYSTEM_LEVEL - Employee HR Stat for System																					
Employee ID (optional) <input type="text"/>																					
Company <input type="text"/> <input type="button" value="Q"/>																					
<input type="button" value="View Results"/>																					
Row	Company Query Prompt	Employee Associated Companies	ID	Name	System Status	HR Active Companies	HR Inactive Companies	HCM Pillar Min Required Roles	Required Roles Assigned User	Missing CTC_%_DISTR Role	Former Empl Err for Sys Status	PSUser Error for Sys Status	Missing Required Role	Roles Assigned User in Portal	Missing Portal CTC_%_DISTR	Portal Former Error for Status	Portal PSUser Error for Status	Portal SS Role Err for Status	Missing Required Portal Role	Link to CS Roles for Inactive	Link to FS Roles for Inactive

## Column Descriptions

10. **Company Query Prompt** will display the employee's status for the college entered in the Company field above. \*Before onboarding or offboarding a user, confirm they are not active at another college by checking the system status column".
11. **Employee Associated Companies** column will list all companies that the user has ever been associated with. The next column will indicate whether the user is an ACTIVE employee in the system.
12. **System Status** will display INACTIVE IN SYSTEM if the person is no longer ACTIVE at ANY institution. If it displays ACTIVE, then they are active at one or more institutions across the system.
13. **HR Active Companies:** Shows institutions where the employee is Active.
14. **HR Inactive Companies:** Shows any institution where the employee is inactive/terminated.



The next set of columns is designed to help understand which are the minimum required roles, which roles are missing, and which roles need to be added.

15. **HCM Pillar Minimum Required roles** is a list of minimum roles required to use the system:
  1. CTC\_UN\_HCM
  2. EOPP\_USER
  3. PAPP\_USER
  4. NA Payroll WH Form User
  5. ZZ PeopleSoft User - for active employees

6. ZZ Former Employee - for inactive employees (role assigned dynamically)
7. CTC\_XXX\_DISTR - role assigned dynamically
16. **The Required roles Assigned User** column shows which one of the required roles is actually assigned to the user.
17. **The Missing CTC\_%\_DISTR role** shows if the user is missing the tile role in HCM.
18. **The Former Empl Err for Sys Status** column shows if the user is inactive and if they do NOT have the ZZ Former Employee role. Role is assigned dynamically when job data is INACTIVE in HCM.
19. **The PSUser Error For Sys Status** column will show if they have a role that they should not if they are inactive.
20. **The Missing Required role** column shows any required role that the user is missing in HCM.

 The Next Set of columns is for Portal Access. Roles Assigned to User in Portal will show you which roles the user has in the portal environment. Keep in mind most of these sync from either HCM or CS across to Portal.

**LSA tip:** If a user is missing a role in portal, remove the role from the pillar. Save. Add the role in the pillar and save once more. The Integration Broker will assign the role in Portal. The reverse also works to remove a role that is assigned in portal, add it in the pillar and save. Then remove from the Pillar and save. The role will remove from Portal.

21. **The Missing Portal CTC\_%\_DISTR** will show if the user is missing the tile role in portal also. If they are, you would need to add the role in the HCM environment so it will sync to portal.
22. **The Portal Former Error for Status** column will show if they are missing the ZZ Former Employee role in Portal. The ZZ Former Employee role is dynamically assigned.
23. **Portal PSUser Error for Status:** If a user has the ZZ PeopleSoft User role in Portal and should not. In most of these instances, if the role is removed in HCM it will remove itself in portal.
24. **The Portal SS Role Err for Status** column will show other roles assigned to the user in Portal outside the base roles that should not be. For instance, Faculty or Advisor type access remaining on the user in Portal. This access should then be reviewed in CS and removed as appropriate.
25. **The Missing Required Portal Role** column will tell you if the user is missing a required role in the portal.
26. **The Link to CS Roles for Inactive** column is a drilldown that will show current roles assigned to the inactive user in the CS pillar. Must run query in HTML mode to use the drilldown.
27. **The Link to FS Roles for Inactive** column is a drilldown that will show current roles assigned to the inactive user in the FS pillar. Must run query in HTML mode to use the drilldown.

 Below are a few examples of results that can be returned.

The first one is active at WA140 and has all required base roles.



INACTIVE IN SYSTEM	220, 890	CTC_%_DISTR (or CTC_%_CC), CTC_UN_HCM, EOPP_USER, PAPP_USER, NA Payroll WH Form User, ZZ_EMPLOYEE	CTC_UN_HCM, EOPP_USER, NA Payroll WH Form User, PAPP_USER, ZZ_EMPLOYEE	Missing CTC_%_DISTR Role	Missing ZZ Former Employee Role		CTC_ADVISOR, CTC_EMPLOYEE, CTC_STUDENT, CTC_TAC_CC, CTC_UN_CS, CTC_UN_FSCM, CTC_UN_HCM, EOPP_USER, PAPP_USER, ZZ PeopleSoft User, ZZ SS Advisor, ZZ SS Student, ZZ_EMPLOYEE	Missing ZZ Former Employee Role	Student with ZZ PeopleSoft User Role - not be Refer to CS	Advisor role should assigned		Click to View Roles Assigned in CS	Click to View Roles Assigned in FIN
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Drill down to CS:

System Status	HR Active	HR Inactive	Role Name	Dynamic
INACTIVE IN SYSTEM		890, 220	CS - Advisor	N
INACTIVE IN SYSTEM		890, 220	CTC_ADVISOR	Y
INACTIVE IN SYSTEM		890, 220	CTC_STUDENT	Y
INACTIVE IN SYSTEM		890, 220	CTC_TAC_CC	Y
INACTIVE IN SYSTEM		890, 220	CTC_UN_CS	Y
INACTIVE IN SYSTEM		890, 220	EOPP_USER	N
INACTIVE IN SYSTEM		890, 220	PAPP_USER	N
INACTIVE IN SYSTEM		890, 220	ZZ Navigation Bar Access	N
INACTIVE IN SYSTEM		890, 220	ZZ PeopleSoft User	N
INACTIVE IN SYSTEM		890, 220	ZZ SACR User Defaults	N
INACTIVE IN SYSTEM		890, 220	ZZ SS Advisor	N
INACTIVE IN SYSTEM		890, 220	ZZ SS Student	N

All roles but ZZ SS Student, ZZ PeopleSoft User, EOPP\_USER, PAPP\_USER and the CTC\_TAC\_CC roles should be removed.

Drill down to FS:

System Status	HR Active	HR Inactive	Role Name	Dynamic
INACTIVE IN SYSTEM		890, 220	CTC_UN_FSCM	Y
INACTIVE IN SYSTEM		890, 220	EOPP_USER	N
INACTIVE IN SYSTEM		890, 220	PAPP_USER	N
INACTIVE IN SYSTEM		890, 220	ZZ PeopleSoft User	N

28. After the ZZ Former Employee role is added dynamically in HCM it will flow to FS; The ZZ PeopleSoft User role needs to be removed.
29. For the Employee Associated column:
  1. If it displays WA140, WA220 but the person is inactive in system, you will see WA140, WA220 in the HR Inactive Companies column; if they were active at WA140, you would see WA140 in the HR Active column.

**Process complete.**

## Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial via Panopto

View the external link to [Employee HR Status System-wide](#). This link will open in a new tab/window.