

UW groups for access to Legacy HR reports

DRAFT

ANALYSIS	
Customers	Alin Hunter, Snezana Popovic, UW-IT – The customers of the groups described in this design template represent the owners of Legacy HR/P Archive reports.
Application Use	BI Portal – The groups will be used for controlling access to the Legacy HR/P Archive reports available in the BI Portal (https://biportal.uw.edu).
Membership (Business Definition)	<p>The business definition of the group memberships is individuals assigned to each Workday security role or group.</p> <p>For example, someone with the "Academic_Partner" role will be a member of the related UW group.</p> <p>See https://isc.uw.edu/admin-corner/security-roles/assignable-roles/</p> <p>See https://isc.uw.edu/support-resources/how-to-get-workday-help/named-support-contacts/</p>
Business Process	Workday security role or group management
System of Record	Workday
Subject Area	Master Data
Business Domain	Master Data – Services & Resources – HR/P – Access permissions and restrictions
DESIGN	
Type	Group/Role
Home Group	uw_isc_wdsg

Group IDs

The following table describes mappings from Workday security groups and roles to UW group attributes.

Each UW Group ID will be of the format "uw_isc_wdsg_<identifier>" where the <identifier> is replaced with the reference ID of the Workday security role or group. In order to conform to the UW group syntax, the reference ID will be lowercased and underscores converted to hyphens.

Each UW Group Display Name will be of the format "WDSG - <name>" where the <name> is replaced with the Workday security role or group name, without any changes to the data.

	Workday Security Role/Group Reference ID	Workday Security Role/Group Name	UW Group Display Name	UW Group ID
1	Absence_Office_Partners	Absence Office Partners	WDSG - Absence_Office_Partners	uw_isc_wdsg_absence-office-partners
2	Academic_Partners	Academic Partners	WDSG - Academic_Partners	uw_isc_wdsg_academic-partners
3	Academic_Personnel_Office_Partners	Academic Personnel Office Partners	WDSG - Academic_Personnel_Office_Partners	uw_isc_wdsg_academic-personnel-office-partners
4	CBU_Benefits_Office_Partners	CBU - Benefits Office Partners	WDSG - CBU_Benefits_Office_Partners	uw_isc_wdsg_cbu-benefits-office-partners
5	Costing_Allocations_Coordinator	Costing Allocations Coordinator	WDSG - Costing_Allocations_Coordinator	uw_isc_wdsg_costing-allocations-coordinator
6	Compensation_Office_Partners	Compensation_Office_Partners	WDSG - Compensation_Office_Partners	uw_isc_wdsg_compensation-office-partners
7	HCM_Initiate_2	HCM Initiate 2	WDSG - HCM_Initiate_2	uw_isc_wdsg_hcm-initiate-2
8	HR_Auditor	HR Auditor	WDSG - HR_Auditor	uw_isc_wdsg_hr-auditor
9	HR_Office_Partners	HR Office Partners	WDSG - HR_Office_Partners	uw_isc_wdsg_hr-office-partners
10	HR_Partners	HR Partners	WDSG - HR_Partners	uw_isc_wdsg_hr-partners
11	ISC_Absence_Office_Partners	ISC - Absence Office Partners	WDSG - ISC_Absence_Office_Partners	uw_isc_wdsg_isc-absence-office-partners
12	ISC_Compensation_Office_Partners	ISC - Compensation Office Partners	WDSG - ISC_Compensation_Office_Partners	uw_isc_wdsg_isc-compensation-office-partners
13	ISC_Payroll_Office_Partners	ISC - Payroll Office Partners	WDSG - ISC_Payroll_Office_Partners	uw_isc_wdsg_isc-payroll-office-partners
14	ISC_Retiree_Office_Partners	ISC - Retiree Office Partners	WDSG - ISC_Retiree_Office_Partners	uw_isc_wdsg_isc-retiree-office-partners
15	Labor_Relations_Union_Office_Partners	Labor Relations / Union Office Partners	WDSG - Labor_Relations_Union_Office_Partners	uw_isc_wdsg_labor-relations-union-office-partners
16	Payroll_Administrator	Payroll Administrator	WDSG - Payroll_Administrator	uw_isc_wdsg_payroll-administrator
17	Payroll_Auditor	Payroll Auditor	WDSG - Payroll_Auditor	uw_isc_wdsg_payroll-auditor
18	Recruiting_Office_Partners	Recruiting Office Partners	WDSG - Recruiting_Office_Partners	uw_isc_wdsg_recruiting-office-partners
19	VO_Medical_Centers_Payroll_Partners	VO-Medical Centers Payroll Partners (RBC)	WDSG - VO_Medical_Centers_Payroll_Partners	uw_isc_wdsg_vo-medical-centers-payroll-partners
20	VO_Medical_Centers_Absence_for_Leave_Specialist	VO-Medical Centers Absence for Leave Specialist	WDSG - VO_Medical_Centers_Absence_for_Leave_Specialist	uw_isc_wdsg_vo-medical-centers-absence-for-leave-specialist
21	VO_STAFF_COMP_COST	VO-STAFF-COMP-COST	WDSG - VO_STAFF_COMP_COST	uw_isc_wdsg_vo-staff-comp-cost
22	VO_Academic_Personnel_Office_Partners	VO-Academic Personnel Office Partners	WDSG - VO_Academic_Personnel_Office_Partners	uw_isc_wdsg_vo-academic-personnel-office-partners
23	ISC_Customer_Support_Representative_Role	ISC Customer Support Representative Role	WDSG - ISC_Customer_Support_Representative	uw_isc_wdsg_isc-customer-support-representative
24	ISC_Customer_Support_Representative_Level_1-Role	ISC Customer Support Representative Level 1-Role	WDSG - ISC_Customer_Support_Representative_Level_1	uw_isc_wdsg_isc-customer-support-representative-level-1

Display Name

Group display names will be populated with data from Workday. See table above.

Lifecycle Policy (Creation)

Groups will be created only for approved uses related to Legacy HR/P Archive reports.

Lifecycle Policy (Deletion)

Groups will be deleted when data custodians request and plan for their deletion.

Membership (Direct)

Direct membership of each group include the UW NetIDs of individuals assigned to the specific Workday security role or group.

Membership (Exceptions)	No exceptions for additions or deletions to memberships. All updates to the memberships must be made in Workday.
Membership (Grace Period)	None
Membership (Opt-in)	N/A
Membership (Opt-out)	N/A
Contact Person	ischelp
Description	Group descriptions will contain the following information (substituting the specific display name for each group): "WDSG - Academic_Partner. This group is updated nightly with data sourced from Workday. It is available only for approved business purposes. Authorized users are responsible for enforcing the defined access control policy and may not share the group membership with unauthorized parties without first obtaining authorization to do so. Please contact ischelp@uw.edu for questions about using this group."
More Information	<p>FYI: For access to HR Legacy reports needing additional Workday Security role/group and resulting new UW Group for access here are the steps in a simplified list:</p> <ol style="list-style-type: none"> 1. Submit email to astra@uw.edu (which will create a UW Connect record for tracking & accountability) requesting additional Workday Security role/group be added and resulting UW Groups be created for access to HR Legacy Reports; specify which Workday role(s)/group(s). a. Note: Workday Security roles should all be available in HRPWS, Workday Security groups could possibly be new and if so, additional work may be needed by HRPWS team (Paul Prestin) and the ASTRA engineer to update/add the new Workday role or group. 2. Authorization updates as Authorizer, ProcessAuthorizer, Delegator & ProcessDelegator to include the new Workday Security Role limit(s) which are assigned to Cindy Gregovich in ASTRA Production and Eval environments. Authorizations are marked as 'owned' by Paul Prestin, application owner of HRPWS. ASTRA team (Heidi B) make the update to Cindy's authorizations. 3. Cindy is then able to authorize the UWCA certificate (app-orggroupmaker.cac.washington.edu) used by the 'groupmakerprocess' to create & manage the membership based on individuals who have the specified Workday Security role/group and add as members of the associated UW Group (in the uw_isc_wdsg_* group stem). Snezana or Alin would communicate to Cindy, requesting she create the authorization(s) for the Process certificate. a. Note: the 'groupmakerprocess' uses a template which sets the Membership viewer (uw_isc_wdsg_viewers), and only the authorized UWCA certificate can manage the UW Group. The uw_isc_wdsg_viewers group (5 members currently: armurray, blancato, huntera, jhoven, spopovic) can be managed/updated by the uw_isc_wdsg_admins group (6 member currently: armurray, blancato, huntera, jaggern, jhoven, swinneyd). – 4. Update wiki tracking page to reflect new role(s)/group(s): https://wiki.cac.washington.edu/display/infra/UW+groups+for+access+to+Legacy+HR+reports (ASTRA team, Snezana or Alin can/should make the update to the wiki page.) 5. UW Connect REQ will be updated & marked resolved when prior steps have been completed & UW Groups have members. 6. Snezana/Alin confirm membership is as expected & communicate as appropriate.
Application Settings (Exchange)	Inactive; change to settings will require custodian approval.
Application Settings (Google)	Inactive; change to settings will require custodian approval.
ACCESS CONTROL	
Data Custodian	Nancy Jagger, Rachel Gatlin, Margaret Stuart, Cindy Gregovich
Classification	Confidential. See UW Groups Data Classification Guideline .
Access Control Policy	<p>The data custodians have classified these UW group memberships as Confidential. This classification forms the basis of the following access control policy and appropriate use guidelines. It is also the basis of the Membership Viewer Control (below) and Description (above).</p> <p>Access Control Policy: Having considered privacy, security, and compliance concerns and acknowledging the business needs for Workday security group memberships, the data custodians have established an access control policy that grants permission to view Workday security group memberships only to authorized users and processes based on business need.</p> <p>Appropriate Use Guidelines: Use of Workday security group memberships is subject to the following appropriate use guidelines. Permission to view Workday security group memberships is granted on the condition that authorized clients use the memberships only for approved business purposes in support of access to Legacy HR data. Authorized users are responsible for enforcing the defined access control policy (above) and may not share group memberships with unauthorized parties without first obtaining authorization to do so. Copying and sharing the membership data with unauthorized users violates the access control policy and is forbidden.</p>

Membership Viewer Control	uw_isc_wdsg_viewers. This group is used to enforce the defined access control policy (above). In order to fulfill requests to view the memberships of the Workday groups, appropriate admins and/or member managers should be defined for uw_isc_wdsg_viewers.
Sender Control	N/A
IMPLEMENTATION	
Data Source	HRPWS
Membership (Technical)	Membership is pulled from the HRP Web Service (HRPWS), and is based on the Security Role or Group. The resource that returns membership of a Security Role from HRPWS is: ~/hrp/v2/security/SECURITY_ROLE/worker.json
Provisioning	Workday security groups are provisioned from HRPWS using a nightly process monitored to ensure reliability and availability of the groups. When abnormalities such as potentially corrupt or incomplete data feeds are detected during the provisioning process, updates are not applied until the abnormalities are reviewed. The reliability of Workday security groups, once provisioned, is that of the groups service itself: 24 hours a day, 7 days a week, with rare exceptions.
De-Provisioning	Groups will be deleted when data custodians request and plan for their deletion.
Monitoring	The integrity of source data is ensured during secure transport between HRPWS and the groups service. Physical, system, and administrative controls are used on the groups service to maintain integrity. When abnormalities such as potentially corrupt or incomplete data feeds are detected during the provisioning process, updates are not applied until the abnormalities are reviewed. All errors or abnormalities in the daily provisioning process are reported in UW Connect, and are promptly reviewed and corrected.
Data Quality Standards	<p>Data Validation Rules: Validation rules are applied only to ensure that HRPWS data conforms to the constraints of the groups data model. Therefore, the accuracy of Workday Security groups, including memberships, is primarily determined by the quality and validity of the source HR/Payroll data provisioned from the HRPWS.</p> <p>Integrity Monitoring: The integrity of source data is ensured during secure transport between HRPWS and the groups service. Physical, system, and administrative controls are used on the groups service to maintain integrity.</p> <p>Reliability: Workday Security groups are provisioned from HRPWS using a nightly process monitored to ensure reliability and availability of the groups. When abnormalities such as potentially corrupt or incomplete data feeds are detected during the provisioning process, updates are not applied until the abnormalities are reviewed. The reliability of Workday Security groups, once provisioned, is that of the groups service itself: 24 hours a day, 7 days a week, with rare exceptions.</p> <p>Defined Error Rates: Overall, the groups service relies on the HRPWS, as its data source, to define the frequency of errors in Workday Security Role data. However, some discrepancies are expected between HRPWS and Workday Security groups, if for example, loading of the HRPWS is delayed.</p> <p>Timeliness of Updates: Under normal operating conditions, once data is updated in the HRPWS, updates will propagate to the groups service nightly.</p>
Internal Documentation	Groups Service Automated Group Provisioning Quick Reference
Customer Documentation	TBD. @huntera, @spopovic, @pprestin Define customer documentation.
Communication Plan	Alin and Snezana will coordinate communications part of the "Legacy HRP System Shutdown and Data Archiving - Implementation" project (PRJ0234400).
OPERATIONS	
Request Fulfillment	TBD. All requests that cannot be handled self-service by the Customer Documentation, will be directed to the email address defined by the Contact Person (above). Examples of requests include standard requests for information and access to memberships.
Change Management	TBD. The data custodians and/or ISC and/or Arlene will be responsible for changes to Workday security group reference IDs. Changing an existing reference ID impacts customers of the corresponding UW group, and appropriate change management can reduce the impact to business operations.
Incident Management	Incidents with the group memberships, with a root cause attributed to UW-IT's systems and processes, will be handled via the UW-IT Incident Management practice.