KSAMS
Security Access
Guide for
UCPath Access

2020-2021

**University of California
Irvine
Version 1.1**

UCI UCPath

KSAMS Access Requests

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What Is KSAMS?

UCI is committed to maintaining the highest levels of campus security and systems security. KSAMS is one of the ways UCI secures computers and information. KSAMS controls access to UCI's applications and systems, including the UCPath system.

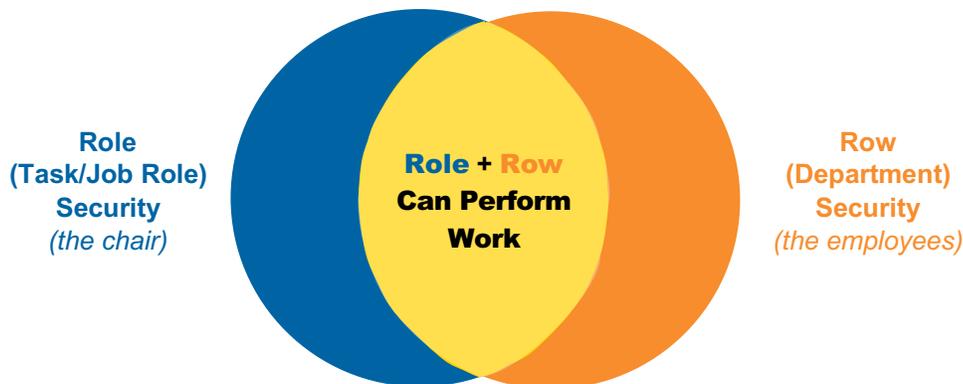| UCINet ID	UCI KSAMS Request & Approval	Security Assignment Role & Row
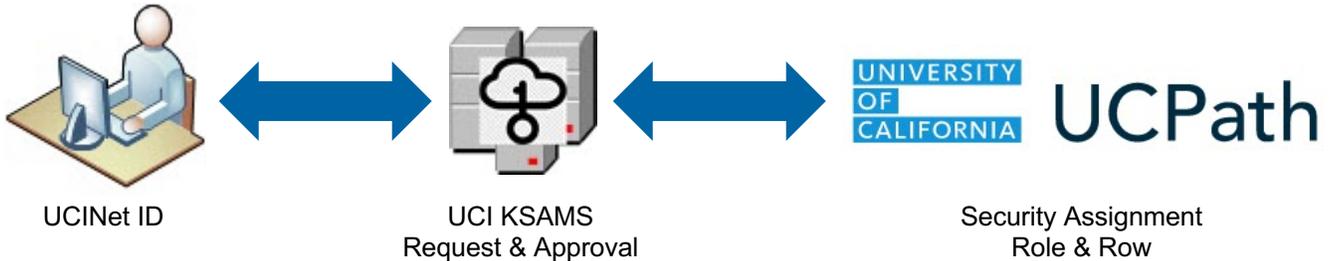
KSAMS uses an individual's UCINet ID to control access to UCPath and within UCPath. "Access" refers to what is visible to a user and whether or not a user can make changes (read-only access, or read-write access).

What Are Role-Level Security and Row-Level Security in UCPath?

A KSAMS **Add Access Request** requires two levels of security: Role-Level and Row-Level. To perform any task, a person must have the ability to perform the task, and a department (employees) effected by the task.
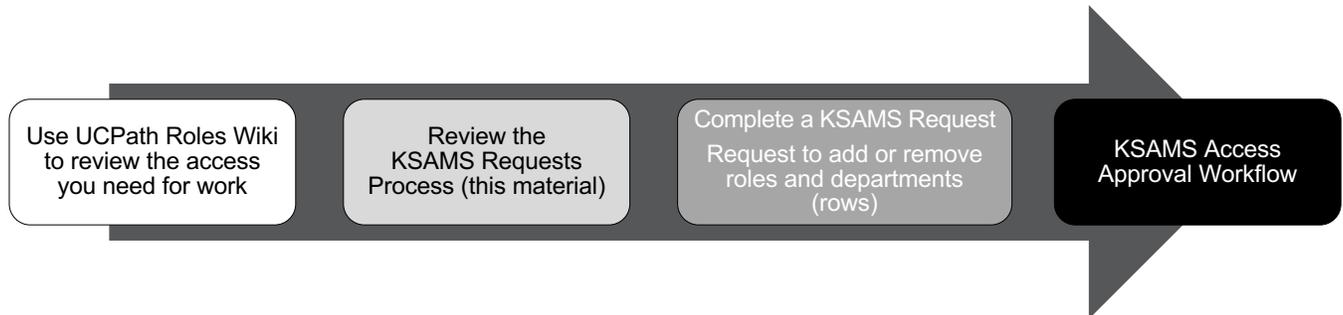
Role Security What job functions/task(s)? View Only Read/Write	The **task(s)** the role provides access to perform. Depending on the user's job function, access to a role may be read-only (view only) or read-write (make changes). Example: See the budget (read-only). Enter budget transactions (read-write). *Think of the **Role** like having **chairs**.*
Row Security What departments(s)? Employees	The employees of **department(s)** who the tasks are being performed for. Example: Math Department Employees Human Resources Employees *Think of the **Row** like **employees**.*

Role
(Task/Job Role)
Security
(the chair)

Role + Row
Can Perform
Work

Row
(Department)
Security
(the employees)

- Work cannot be performed when *only* the **Role** is specified *(unoccupied chairs)*.
- Work cannot be performed when *only* the **Row/Department** is specified *(employees with nowhere to sit)*.
- To **Perform Work** both a **Role** and **Row** must be specified *(an employee is seated in the chair)*.

Requesting KSAMS Access

To request adding KSAMS access, review UCPath Role Wiki <embed hyperlink on last 3 words> and submit the **KSAMS Add Access Request Form**.

Use UCPath Roles Wiki to review the access you need for work	Review the KSAMS Requests Process (this material)	Complete a KSAMS Request Request to add or remove roles and departments (rows)	KSAMS Access Approval Workflow

[KSAMS Add Access Request Form (Online)](#)

The form requires you to enter your **Name or UCInetID**, the KSAMS **Role Name**, and a **Justification/Reason** explaining why you need the security role. More than one role, for the same user, can be included in the same add access request; however, reasons for requesting each role must be clearly stated.

There are two other ways of applying to add access. A manager can request adding KSAMS access for a person on their staff. A DSA (Departmental Security Approver) can be contacted directly by a manager or staff to request adding KSAMS access.

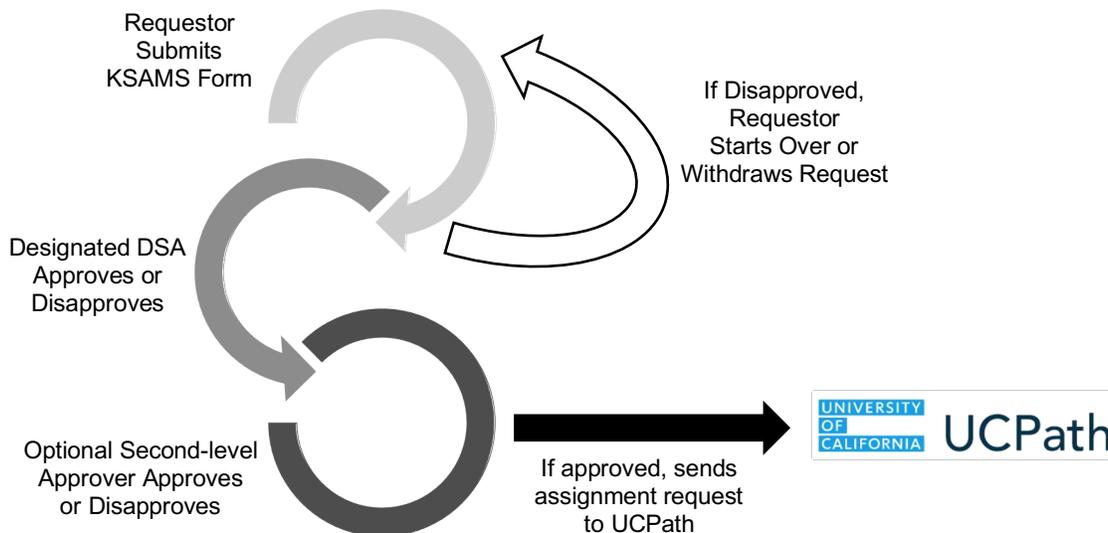**Note:**   The procedure for requesting KSAMS access is detailed in the online [KSAMS User Guide](#):

[Add Access Request Procedure](#)

Viewing the Status of a KSAMS Access Request

To view the status of an add access request, login to KSAMS using your UCInetID and password. Use the **Approval Queue** tab to search for the KSAMS Request Document. The procedure is detailed in the online KSAMS User Guide:

[View Access Request Status](#)

KSAMS Access – Approval Workflow

Requestor Submits KSAMS Form

If Disapproved, Requestor Starts Over or Withdraws Request

Designated DSA Approves or Disapproves

Optional Second-level Approver Approves or Disapproves

If approved, sends assignment request to UCPath

UNIVERSITY OF CALIFORNIA **UCPath**

KSAMS Role Types – Role Security

Role security governs the type of work (job functions) that the role can be perform.

Role (Task/Job Role) Security
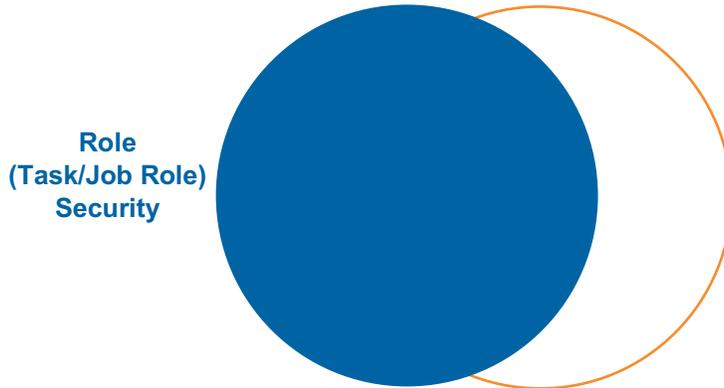
There are five types of security roles in KSAMS:

|	
General User	May submit Add Access Request form and search the KSAMS workflow for documents (such as an Access Form that has been submitted).
	May view personal access, My DSA, and Action List.
Inquiry/Initiator	Has all of the KSAMS abilities of a General User in KSAMS.
	In addition this role can perform data entry; lookup DSAs and use KSAMS lookup access; view audit reports; view the approval workflow configuration; view Cognos reports.
Approver/DSA	Departmental Security Administrator
	Has all of the KSAMS abilities of a General User and Inquiry/Initiator User in KSAMS.
	Is also one of the approvers for KSAMS Add Access Requests for a department. Add Access Requests may also be routed to additional approvers. Reasons for approvals or disapprovals must be documented.
Super DSA	Super Departmental Security Administrator
	Has all of the KSAMS abilities of a General User, Inquiry User, and Approver/DSA abilities in KSAMS.
	May also approve KSAMS Add Access Requests for a department without routing to additional approvers. Reasons for approvals or disapprovals, as wells as the need to circumvent the routing procedure, must be documented.
KSAMS Security Administrator	Has all of the KSAMS abilities of a General User, Inquiry User, Approver/DSA, and Super DSA, but for all departments at UCI.
	May also create/define role/qualifier types, configure role approval workflow, and purge inactive users.

Note: The Initiator and the Org/Dept. Admin roles may be occupied by the same person or different people, depending on Org/Dept. structure and business needs.

A list of KSAMS roles as of the date of publication is contained at the end of this document.

KSAMS Departmental Access Structure – Row Security

Departmental/Row security governs the department where a role can be performed. Who are the employees who are impacted by actions?
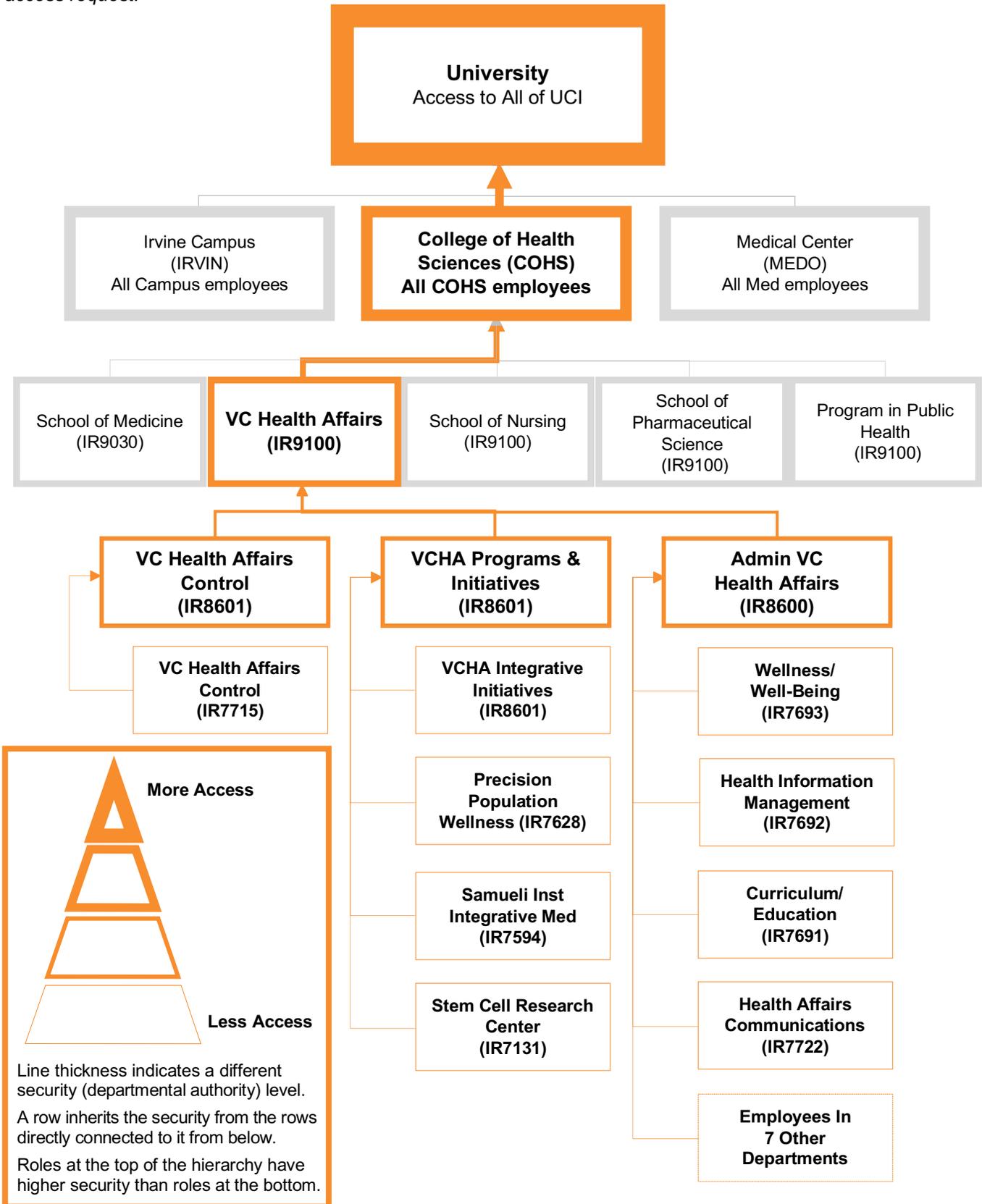

Row (Department) Security
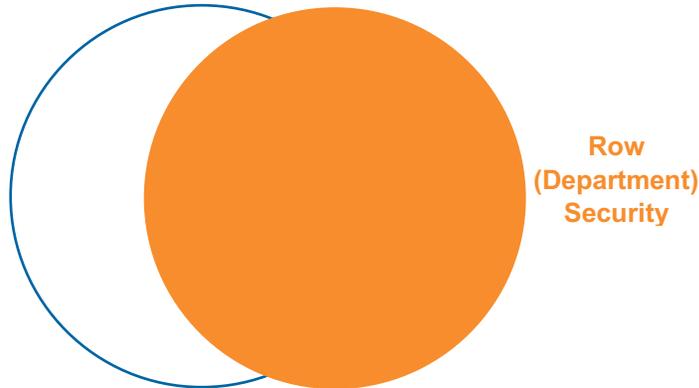
Departmental/row-level security has inherited access. Each row inherits the access of the directly connected rows beneath it. Think of it like an organizational tree where the top has more access than the bottom.

Note: There is no sideways/lateral access Rows above inherit the access of the rows below that are directly connected.

Top Row **Department A**	Department A, inherits access to all of the lower levels. All of the departments are connected to Department A.	
Middle Row **Departments B and E**	Departments B, and E, do not inherit any access from Department A, above them. However, they do inherit access from the departments that are directly connected beneath them. Department B, inherits access from Departments C, and D, only. Department E, inherits access from Departments F, G, and H, only.	
Bottom Row **Departments C, D, F, G, H**	Departments C, D, F, G, and H, have no departments connected beneath them, and therefore do not inherit any access. If a role is granted to access to Departments F, and G, it does not have access to any other departments.	

Departmental/Row Security Example—Who Are the Customers Serviced by a Role

KSAMS role codes are displayed in parenthesis as a reference only, and not required when submitting an add access request.

University
Access to All of UCI

Irvine Campus (IRVIN)
All Campus employees

College of Health Sciences (COHS)
All COHS employees

Medical Center (MEDO)
All Med employees

School of Medicine (IR9030)

VC Health Affairs (IR9100)

School of Nursing (IR9100)

School of Pharmaceutical Science (IR9100)

Program in Public Health (IR9100)

VC Health Affairs Control (IR8601)

VCHA Programs & Initiatives (IR8601)

Admin VC Health Affairs (IR8600)

VC Health Affairs Control (IR7715)

VCHA Integrative Initiatives (IR8601)

Wellness/ Well-Being (IR7693)

Precision Population Wellness (IR7628)

Health Information Management (IR7692)

Samueli Inst Integrative Med (IR7594)

Curriculum/ Education (IR7691)

Stem Cell Research Center (IR7131)

Health Affairs Communications (IR7722)

Employees In 7 Other Departments

More Access

Less Access

Line thickness indicates a different security (departmental authority) level.

A row inherits the security from the rows directly connected to it from below.

Roles at the top of the hierarchy have higher security than roles at the bottom.

KSAMS Roles List

This list is current as of the date of this document. KSAMS roles are subject to change. Roles are added, removed, and changed, as needed.

For a comprehensive understanding of the composition of activities allowed within a UCPath KSAMS role, please review the UCPath Roles Wiki before submitting the KSAMS request. If there are any questions related to the UCPath Roles Wiki or UCPath security, open case with the Employee Experience Center (EEC) at eec.hr.uci.edu or call at 949-824-0500.

- **Initiator Roles**
  - UCP-Campus-HCM Initiator
  - UCP-Campus-Payroll Initiator
  - UCP-Campus-Funding Initiator
  - UCP-Campus-Cost Transfers Initiator
- Inquiry Roles
  - HCM Inquiry
  - GL Inquiry
  - UCP-Campus-HCF
- Approval Workflow (AWE) Roles
  - UCP-Campus-HCM Approver 1 or Medical Residents
  - UCP-Campus-Payroll Approver 1 or Medical Residents
  - UCP-Campus-General Ledger Approver 1 or Medical Residents
    - The Medical Residents role permits the person to only approve transactions for Medical Residents
- Central Admin Roles
  - UCP-Campus-Central Admin Initiator
  - UCP-Campus-Central Admin Approver
  - UCP-Campus-General Ledger Approver 2 (This role is only for Central Contracts & Grants org)
  - UCP-Campus-Security Admin
  - UCP-Campus-Mass HR
  - UCP-Campus-LOA
  - AWE Administrator
- Payroll Initiator Roles
  - UCP-Campus-Central Payroll Initiator
- Payroll Approver and Budget Roles
  - UCP-Campus-Central Payroll Approver
  - UCP-Campus-Budget Snapshot
  - UCP-Campus-Budget Entry
  - UCP-Campus-Position Admin
- People Services Roles
  - UCP-Campus-People Services
  - UCP-Campus-People Services Approver
- Other Campus Roles
  - UCP-Campus-Parking Report
  - UCP-Campus-PayPath Transaction Status Report
  - UCP-Campus-PeopleSoft Report Distribution
  - UCP-Campus-Technical Information Viewer
  - UCP-Campus-File Distribution Dashboard Viewer
  - UCP-Campus-Position Control Approver
  - UCP-Campus-Support Case Submitter (SOBO)
- Campus TAM Roles
  - UCP-Campus-TAM Admin
  - UCP-Campus-TAM Candidate Mgmt
  - UCP-Campus-TAM Applicant Mgmt
  - UCP-Campus-TAM Job Openings
  - UCP-Campus-TAM Print
  - UCP-Campus-TAM Offer
  - UCP-Campus-TAM Prepare for Hire
  - UCP-Campus-TAM Approver
  - UCP-Campus-Non-Person Profile Admin

- DSS Report Roles

o UCP DSS-Budget Office Report Viewer	o UCP DSS-General Report Viewer - KFS Org
o UCP DSS-Central HR Report Viewer	o UCP DSS-Graduate Division Report Viewer
o UCP DSS-Central Payroll Report Viewer - Campus and Med Center	o UCP DSS-OEOD Report Viewer
	o UCP DSS-Parking Report Viewer
o UCP DSS-Central Payroll Report Viewer - Med Center	o UCP DSS-Special Access Report Viewer
	o UCP DSS-Summer Session Report Viewer
o UCP DSS-Emergency Contact Report Viewer	o UCP DSS-TAM e-Performance Report Viewer
o UCP DSS-General Report Viewer - HR Department	o UCP DSS-UCPath Report Admin
o UCP DSS-Emergency Contact Report Viewer	