



The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

Procedure Number: AC035

Date: November 3, 2009

Updated: May 3, 2012

Revised: June 18, 2012

  
John Griffin, Chief Financial Officer

Title: User Access Rights Validation Process

## **I. Purpose**

This procedure establishes a recommended set of processes and tools to perform periodic audits of ADP access rights. These audits will help to ensure that authorized users only have access to the minimum set of data they need to perform their job functions.

## **II. Policy**

TUC has five (5) ADP licenses and thus only five people can access the payroll processing module of ADP, Workforce Now. Within Workforce Now, two people (1 HR and 1 Payroll) are determined to be the SuperUsers (administrators) and only these two people will have full rights and access within the system. The other three people will have various levels of rights, based upon their job duties.

The HR processing module, HR & Benefits, can only be accessed by three (3) people.

The old database, PC for Windows can only be accessed by two (2) people.

## **III. Procedure**

At least annually, the ADP Security Matrix (see attached) will be reviewed by the Chief Financial Officer to insure that the people listed only have the specific access as noted on the matrix.

The matrix will be updated each time a person is terminated or their job changes and access to ADP Workforce Now is no longer necessary.

**The University Corporation  
Security Matrix for All Current Active ADP System Users as of 01/01/2012**

ADP Employee Number	4180	13058	16339	17521	17721
Module	J. Spruill	G. Kelley	K. Weeks	M. Gonzalez	S. Elsharif
ADP Workforce Now	Yes	Yes	Yes	Yes	Yes
Enterprise admin	Yes	Yes	Yes	Yes	No
PC for Windows	Yes	Yes	No	No	No
HR & Benefits (HRB)	No	No	Yes	Yes	Yes