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

Procedure Number: AC035

Date: November 3, 2009
Revised: December 1, 2022

Lih Wu, 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

The Associate Direct of HR has Administrator Access to ADP. HR has four Super User Profiles and can add new employees and make changes to demographic information, benefits and rates of pay. Payroll has four Super User Profiles and can set-up e-Time access and make changes to ADP department codes, employee tax settings and direct deposit information.

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

III. Procedure

At least annually, the ADP Security Matrix (see attached) will be reviewed by the Associate Director of HR to ensure 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.

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Security Matrix for All Current Active ADP System Users as of 12/01/2022

Module	C. Ruan	C. Estrella	E. Sanchez	K. Weeks	z M. Alcaraz	S Schroeder	S. Sosa
ADP Workforce Now	Yes	Yes	Yes	Yes	Yes	Yes	Yes
eTime	Yes	Yes	Yes	Yes	Yes	Yes	Yes
HR & Benefits (HRB)	No	No	No	Yes	Yes	Yes	Yes

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