

PPACERT Data Entry Guidelines

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Document Audience: Representatives from Academic Affairs, Graduate School, Human Resources, ITS, and the University Help Desk who either make changes to the PPACERT screen or need to understand what the records mean when an error occurs.

Document Purpose: PPACERT is a Banner screen used for basic identity management at the University, although this is not the purpose for which Ellucian designed it. PPACERT data combined with reports and files generated by the program PZPIACC governs access to variety of campus systems. This process was initially designed to track new hires, terminated employees, rehires, and relocates, but for a variety of reasons fell short of truly tracking the relocates (job changes) population. For this reason, we are redesigning the process by suggesting the following data entry changes for PPACERT and creating an alternative program to PZPIACC called PZPIMCA.

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PPACERT Code Descriptions

- Valid "Certification Code" Values
 - AUSR
 - Given to all new employees
 - This record is modified for employees who change access dates or type but do not leave the university.
 - NOTE: When an employee retires, the certification number on their AUSR record is modified to indicate retirement, even if the AUSR record is not active at the time of retirement.
 - RUSR
 - When an employee is returning to work at the university after a gap in employment (any AUSR or RUSR records that the employee has are inactive, meaning all their Expiration Dates have passed) they should be given an RUSR record with a new Certification Date. That Certification

Date must be either today's date (if before 5pm) or a future date in order for the reporting mechanism to recognize the employee as reactivated.

- TUSR (New)
 - This is a new code introduced to improve the coding of employees who have multiple jobs with **different** access levels. An example of when this might be useful would be for a staff member who also teaches as adjunct faculty each semester.
 - When an employee already has an active AUSR or RUSR for a given type of access and you need to enter a **DIFFERENT** type of access you will want to enter a new TUSR record for that employee with the different access type.
 - In this way, the date ranges for the different access types can truly reflect the time period that the employee has that type of access.
- Valid "Certification Number" Values
 - 1 - Faculty (EHRA)
 - 2 - Permanent Staff
 - 3 - Graduate Assistant
 - 4 - Student Worker with Banner Access
 - 5 - Temporary Staff (non-student)
 - 6 (New) - department change
 - This code has been introduced to represent a change in department while coding a job change in PPACERT. It is not a valid certification number on its own.
 - Code 6 is a "transition" or intermediate status and no employee should have certification number 6 for longer than a few minutes during the process of updating the employee's PPACERT screen.
 - By 5pm on the day an employee's PPACERT screen is modified, the screen should only show a certification number in the range 1-5 or R or S.
 - No employee should ever be requested to be given access code 6. If you do receive this request please obtain clarification from the requestor.
 - The goal of using this status at all is so that code 6 will be saved into the history table for PPACERT as an intermediate step in the access change process.
 - Please see the job change section below for the details regarding how this code should be used.
 - R - Retired SHRA
 - S - Retired EHRA

New University Employee

New employees will continue to receive a certification code of AUSR representing the access associated with their position at the university. The employee's certification number in this case should be in the range 1-5. There is no change to existing procedures.

Possible data entry changes to an employee's AUSR record will be covered in the "Terminating Employee" and "Current Employee with Job Change" sections.

Current Employee with Job Change

When a current employee has a job change within the university, we seek to track aspects of the transition that may not be readily apparent from the employee's PEBEMPL or NBAJOBS records on the date the transition takes effect. Specifically, the university's internal auditors and security officers want to know the following:

1. Is the person gaining, losing, and/or changing their type of access (PPACERT Certification Number)?
2. Does the employee's job change include a change in their home department?

For example, an existing staff employee may decide to also teach as an adjunct instructor. That employee has staff access and will GAIN faculty access for the specific semester that their contract covers. At the end of their contract, they will then LOSE faculty access while keeping their staff access.

This example scenario has been difficult to represent on PPACERT in the past. Most of the data entry changes we propose target employee job changes in the hope that we can provide more detailed information to our internal auditors and security officers moving forward.

Proposed data entry changes are as follows:

- An employee already has existing access corresponding to their primary job role (either an AUSR or RUSR record in PPACERT). They will be starting a secondary job that gives the employee the **SAME** type of computer access for a different time period. How should this be coded?
 - If the positions overlap, simply set the certification expiration date (if there is one) according to the position that provides the longest access.
 - If the positions don't overlap, please get in touch with the FAST group. Care may need to be taken with how this person's access is entered.
- An employee already has existing access corresponding to their primary job role (either an AUSR or RUSR record in PPACERT). They will be starting a secondary job that includes a **different** type of computer access, but they will not be changing their home department. How should this be coded?
 - No change to their existing active record (AUSR or RUSR)
 - Add a new TUSR record with the appropriate dates and new certification code corresponding to the type of access the person is gaining

- Example: Staff that also serve as adjunct faculty each semester
- An employee changes jobs within the same department but their type of access changes
 - Example: a staff member in mathematics is changing their primary job function to be a faculty member in mathematics
 - Assume that the employee has a currently active AUSR record (the same process applies if the currently active record is an RUSR)
 - AUSR
 - access is 2
 - Access start date is 08/01/2014
 - empty expiration date
 - Today is 1/10/2017. Assume that the employee should change their access on 1/15/2017. How do we code their job change?
 - There is no gap in employment, so we will update the employee's AUSR record.
 - Their staff access (code is 2) is ending, so first change their existing AUSR expiration date to 1/15/2017 and click SAVE. This will save the employee's transition state into the history table behind PPACERT.
 - To properly start the employee's faculty access, immediately update their AUSR record again. Change the certification number to faculty access (code is 1), set the certification date to 1/15/2017 (same as the end date you just saved!), and set the end date to whatever future date has been provided or set it to empty if the access is open ended. Click SAVE again!
 - When complete, we've saved an intermediate certification state to capture that the employee's staff access ended. The employee's final access looks like:
 - AUSR
 - Access is 1
 - Access start date is 01/15/2017
 - Assume that access is open-ended and expiration date is blank
 - This coding strategy will cause the employee to appear on the 1/15/2017 report as a reactivated employee as we expect.
- An employee changes jobs. They are moving to a new department, but their access needs are the same in their new position.
 - Example: a staff member in mathematics is changing their primary job function to be a staff member in communications
 - Assume that the employee has a currently active AUSR record (the same process applies if the currently active record is an RUSR)
 - AUSR
 - access is 2
 - Access start date is 08/01/2014
 - empty expiration date
 - Today is 1/10/2017. Assume that the employee should change their access on 1/15/2017. How do we code their job change?

- There is no gap in employment, so we will update the employee's AUSR record.
- Their staff access (code is 2) is ending in mathematics, so we need to change two fields before saving. Their existing AUSR expiration date needs to be changed to 1/15/2017, and the employee's certification number should be set to 6. Click SAVE to enter the employee's transition state into the history table behind PPACERT.
- To properly start the employee's staff access in their new department, immediately update their AUSR record again. Change the certification number to back to staff access (code is 2), set the certification date to 1/15/2017 (same as the end date you just saved!), and set the end date to whatever future date has been provided or set it to empty if the access is open ended. Click SAVE again!
- When complete, we've saved an intermediate certification state to capture the employee's department change. The employee's final access looks like:
 - AUSR
 - Access is 2
 - Access start date is 01/15/2017
 - Assume that access is open-ended and expiration date is blank
- This coding strategy will cause the employee to appear on the 1/15/2017 report as a reactivated employee with a department change indicator set as we expect.

The takeaway is that job changes require two data entry steps, saving the transaction to Banner after each step. Afterward, the history table for PPACERT should show matching end and start dates for the two transactions.

- Step 1: Mark expire date for existing access with the date the access will change
- Step 2: If changing departments, change certification code to 6. Otherwise leave the certification as-is.
- Step 3: Save form data
- Step 4: Mark set certification date to the date the access will change. This must match the expire date you just saved.
- Step 5: Set certification code appropriately
- Step 6: Mark expire date as either empty or whatever future date the user needs
- Step 7: Save form data

Returning Employee

When an employee returns to the university after a gap in employment they are considered a reactivated employee, and they are given a RUSR record with the ... **TODO Talk about RUSR and TUSR**

Terminating Employee

There are no changes to the existing procedures here. When an employee is leaving the university, all active records on the PPACERT screen need to be given an expiration date that is

after the last run of PZPIACC. Since that report runs nightly, that means the expiration date should be either “today” or in the future in order for the employee to come across the next report in the “Deletes” section as expected.

End of Contract Reached Employee

For certain employment classes (job ECLS codes F1,F2,F3,F6,4F,4H,NP), Banner access will be removed if the employee has no active jobs as of the date that the report runs. Note that this happens even if the employee has an active PPACERT record! If the employee is actually continuing employment with the university their PPACERT record must be coded to ensure that the employee reappears as a reactivate on the PZPIACC report.

As an example, ... **TODO-examples**

The takeaway here is that it is particularly important to modify both the certification start and expiration dates on a PPACERT record rather than simply extending the employee’s certification expiration date each semester. This way employees will end up in the correct section of the report on the correct dates.