SECTION 3: AKPAY SECURITY
Security Setup, Replace, & Delete

INTRODUCTION

After a user's security needs have been established as described in the preceding procedure *Determining User Security Needs***,** a new user can be given access to AKPAY or an existing user changed or deleted. To add, change, or delete an AKPAY user, the agency must complete an AKPAY Certifying Officer and User Affidavit, (COA), and an AKPAY Security Worksheet. The Division of Finance must then approve these forms.

Additionally, a LOGONID Change Request must be filled out by the agency and approved by the Department of Administration, Information Technology Group, which then adds new accounts to the mainframe for new users of AKPAY. This form is also required to add AKPAY to an existing CICS account for a current user.

PROCEDURES

I. The agency completes the AKPAY COA and the AKPAY Security Worksheet.

The personnel/payroll office receives a written request to establish an employee as an operator of AKPAY. The AKPAY COA and the AKPAY Security Worksheet is completed by the personnel/payroll office to request access authorization for an employee to AKPAY.

To complete the AKPAY COA and the AKPAY Security Worksheet, mark all areas of AKPAY an employee will eventually need to access on the COA, while marking only those areas you want the employee to use now on the AKPAY Security Worksheet. This reduces the number of times an affidavit must be completed for the employee. Access to AKPAY is restricted based on the information provided on the AKPAY Security Worksheet. In other words, the access granted on the affidavit may be of broader scope than the access requested on the AKPAY Security Worksheet. Access to AKPAY may be initially limited for various reasons, such as limiting access until the employee receives training in AKPAY.

The AKPAY Security Worksheet may only be completed by the agency's designated Agency Security Contact Person. The access authority specified on the AKPAY COA takes precedence over the AKPAY Security Worksheet.

A. Complete the general user information at the top of the AKPAY COA.

1. Circle one of the following:

   a. **Add** - Add a new user to AKPAY.

   b. **Replace** - To change or replace an existing AKPAY COA with a new affidavit. When changing the authority of an employee, check all applicable items. This affidavit replaces the affidavit currently on file. Always circle "Replace" if an affidavit is already on file for an employee and is to be replaced.

   c. **Delete** - To delete AKPAY certifying authority for an individual. When deleting authority for an employee complete the form as follows:

      Complete Steps I.A.1-7, I.D, III, and IV.

2. **Name** - Enter the name of the employee for whom certifying authority is being requested

3. **Social Security Number** - Enter the social security number of the employee for whom certifying authority is being requested.

4. **AKPAY Operator ID** - The eight-character, user-specific operator ID code assigned by the Department of Administration, Division of Finance. Agencies complete this field only when replacing or deleting access authority for an employee. New operator IDs are assigned by the Division of Finance AKPAY Security Accountant.

5. **Department** - Enter the name of the agency where the employee is employed.

6. **Division** - Enter the name of the division where the employee is employed.

7. **Dept Contact Number/Name** – Enter the name and phone number of your agency contact person.

B. Complete the general user information at the top of the AKPAY Security Worksheet.

1. Circle one of the following:

   a. **Add** - Add a new user to AKPAY.

   b. **Replace** - To change or replace an existing AKPAY Security Worksheet with a new Worksheet. When changing the authority of an employee, check all applicable items. This Worksheet replaces the Worksheet currently on file. Always circle "Replace" if a Worksheet is already on file for an employee and is to be replaced.

   c. **Delete** - To delete AKPAY certifying authority for an individual. When deleting authority for an employee complete the form as follows:

      Complete Steps I.B.1-8, I.E, III, and IV.

2. **Operator's Name:** - Enter the name of the employee for whom certifying authority is being requested.

3. **Department of:** - Enter the name of the agency where the employee is employed.

4. **Social Security Number:** - Enter the social security number of the employee for whom certifying authority is being requested.

5. **AKPAY Operator ID:** - The eight-character, user-specific operator ID code assigned by the Department of Administration, Division of Finance. Agencies complete this field only when replacing or deleting access authority for an employee. New operator IDs are assigned by the Division of Finance AKPAY Security Accountant.

6. **Replaces: -** Use this field only if the employee for whom access is being requested is replacing another employee who already had AKPAY access. This is information only. A complete delete package must be submitted to the Division of Finance for the employee for whom authority is being deleted.

7. **Division of:** - Enter the name of the division where the employee is employed.

8. **Contact Number:** – Enter the name and phone number of your agency contact person.

C. Assign AKPAY authority to users on both the AKPAY COA and the AKPAY Security Worksheet.

1. **AKPAY INQUIRY** - Place a check mark on the corresponding line for each AKPAY area to which the user has access.

   a. **Sign-off & Help** - This must be marked to allow the employee to sign on and off of AKPAY on the 991- Sign On/Off screen, change the password on the 993 - Password Maintenance screen, and access the 99x - State of Alaska Menu screen. This line should always be checked when requesting AKPAY.

   b. **Time & Attendance** - This allows viewing of the G11, G5A, G5C, G5E, G5M and H11 screens.

   c. **A91 Online Warrant** - This allows viewing of the payroll warrants issued to state employees. This line must be checked to authorize a user for the CHEQ History application.

   d. **A21 Accrual Control/B21 Accrual Accumulators/A41 Labor Distribution** - This allows viewing of state employee accrual control information (A21), leave accrual accumulator balances information (B21), and the budget information to which employees' salaries are charged (A41).

   e. **151 Phonetic Inquiry** - This allows viewing of the state employee name screen to identify social security numbers. Since this screen shows all state employees, keeping access to a minimum is very important.

   f. **All Other Screens** - This allows viewing access to all of the following screens:

A11	Payroll Base
A31	State Unemployment
A51	Automatic Earnings
A61	Tax Control
A7A	Savings Bond Deduction
A71	Deduction Control
B41	Payroll Earnings
B51	Tax Accumulators
B61	Deduction Accumulators
B81	Gross/Net Accumulators
X15	Position Incumbent Search
101	Employee Base I
121	Employee Base II
201	Employee Base I History
261	Personal History
27A	Savings Bond Deduction - Addresses
271	Address History
281	Health Insurance History
611	Position Budget Control
621	Position Definition
631	Position Status
751	Tables
781	Explanation & Procedure

8. **TIME & ATTENDANCE** - Place a check mark here if the user is authorized to update the time & attendance screens, which include:

G13	Time and Attendance Header
G5B	Time and Attendance Detail
G5D	Deduction Overrides
G5F	Tax Overrides
G5N	Time and Attendance Marine Highways (limited to AMHS employees)

a. Select the following types of batch actions for which the user is authorized:

BA	Balance a batch
CT	Certify a batch
DE	Delete a batch
OP	Open a batch

b. **RD Codes to BA, DE, OP** - Enter the AKPAY RD codes to which the employee has access. Enter "All (Agency number) RDs" in the space provided if the employee is allowed access to all agency RD codes. For example, for the Department of Labor, enter "All 07 RDs."

c. **RD Codes to CT** - Complete this area only if you are granting the employee certification authority. Enter the AKPAY RD codes which the employee is authorized to certify. Enter "All (Agency number) RDs" in the space provided if the employee is authorized to certify all agency RD codes. For example, for the Department of Labor, enter "All 07 RDs."

9. **PAYROLL** - Place a check mark next to each individual screen the user is authorized to update.

A13	Payroll Base
A23	Accrual Control
A43	Labor Distribution
A53	Automatic Earnings
A63	Tax Control
A73	Deduction Control
A93	Online Warrant

Update authority on the A93 screen requires the Department of Administration, Division of Finance, Payroll Supervisor's authorization. Updating this information can be very complicated. Update access to this screen should be limited to an agency's central payroll office staff. Update authority on the A93 screen is further restricted by access to the ETV code group granted the Operator ID.

10. **ETV CODES** – Place a check mark next to only one ETV selection. An ETV code selection is required if the employee has been given Time and Attendance functions.

ACE	Normal ETV codes
BIG	Normal ETV codes plus Travel, Moving, and Per Diem
FIN	Division of Finance
MHS	Marine Highways only
POS	Postsecondary Education only
TEM	Travel, Moving, and Per Diem
BEN/DCP/SBS	R&B only, Circle One

11. **HUMAN RESOURCE MAINTENANCE** - Place a check mark here if the user is authorized to update both the 103 - Employee Base I and the 123 - Employee Base II screens. If specific action codes are not checked on the AKPAY COA and the AKPAY Security Worksheet no updates are allowed on either screen. The following action codes are included in this area:

AD	Administrative Change
AP	Appointment
SP & LF	Separation & Layoff Separation
TR & TO	Transfer & Transfer to Another Department
PR & DM	Promotion & Demotion
MI	Merit Increase
IC	Information Change
LS	Start of Leave of Absence
LE	Extension of Leave of Absence Return Date
LR	Return From Leave of Absence
******	Reversal of a Record

12. **EMPLOYEE CONTACT INFORMATION** – Place a check mark here if the employee is authorized to update the 75R Employee Whitepages screen.

13. **POSITION CONTROL** - Place a check mark next to only one Position Control selection.

    Agency (AGY) Use - 613 Position Budget Control, 623 Position Definition, and 633 Position Status.

    Personnel (PNL) Use - 613 Position Budget Control, 623 Position Definition, and 633 Position Status.

    Military & Veterans Affairs (MVA) Use - 613 Position Budget Control, 623 Position Definition, and 633 Position Status

14. **ADDRESS HISTORY** - Place a check mark here if the user is authorized to update addresses on the 273 - Address History screen, other than an employee's home address, which is updated on the 123 screen.

15. **MISCELLANEOUS** – Place a check mark next to each special type of access the user is granted.

    a. **CHEQ History - CICS (mainframe) Sign on _____** - Place an **X** here and fill in the employee's LOGONID (CICS Sign on) if the employee is to have access to AKPAY archived warrant information.

       NOTE: The employee must have authorization to access the A91 - Online Check screen in order to have access to CHEQ History.

    b. **View Garnishments & Levies** - Place an **X** here if the employee may view the garnishment and levy earnings codes. The Division of Finance will then place the employee in an appropriate group to view these functions.

16. **REPORTING** - Placing a check mark here allows access to AKPAY's reporting files. Currently, there are no edits against access to these files.

17. **TABLES** – Department of Transportation, Marine Highways only. Place a check mark here if the user needs update authority to Tables 10030 and 10038.

D. Complete the Signatures section at the bottom of the AKPAY COA.

The employee signing this form as the AKPAY Certifying Officer must read the entire reverse side of the form to fully understand the certifying responsibilities and what actions may be taken should AKPAY Certifying Officer Affidavit authority be abused. Employees must agree with and understand the statement that although they may only be requesting security to view information, it is a class A misdemeanor to reveal the confidential information contained in AKPAY.

1. **CERTIFYING OFFICER/USER (Employee)**

   The signature and typed name of the employee requesting the authority, and the date of signature.

2. **APPOINTING AUTHORITY (Division Director or delegated authority).**

   The signature and typed name of the appointing authority, and the date of signature.

   If the Appointing Authority and the Human Resource Staff is the same person, use the Appointing Authority signature line.

2. **HUMAN RESOURCES ACCEPTANCE**

   The signature and typed name of the Human Resource Staff and Date. This is the Agency Security Contact Person.

   When deleting an employee's certification authorization, the agency's Security Contact Person must sign here. Appointing Authority and Certifying Officer signatures are not necessary.

3. **DIVISION OF FINANCE ACCEPTANCE**

   The Department of Administration, Division of Finance person's signature and date authorizing the affidavit.

   The Division of Finance returns a copy of the signed AKPAY COA to the agency upon acceptance. If the form is incomplete or incorrect for some reason, the agency is notified of the deficiencies in completing the form.

E. Complete the comments and signature section at the bottom of the AKPAY Security Worksheet.

1. **Comments** - The comments section is used for any information that may help the Division of Finance with processing this form. For example, if the employee is a new user to AKPAY, enter "new access." If there was not sufficient space under Time and Attendance to enter the RD codes, they may be entered here.

2. **Approving Signature** - The signature of the Agency Security Contact Person designated by the agency to perform security control. The Department of Administration, Division of Finance, will not accept forms signed by employees other than the designated Agency Security Contact Person.

3. **Date** - Enter the date the form is being submitted to Department of Administration, Division of Finance for processing.

II. The agency completes the LOGONID Change Request.

To request the setup of a mainframe account for a new AKPAY user or to change the applications for a current user, the agency completes a LOGONID Change Request Form. The form and instructions are available on the Department of Administration Information Technology Group's Web site located at: http://www.state.ak.us/local/akpages/ADMIN/info/home/htm.

For AKPAY access, place a check mark on the line in front of **"APYPCICS Payroll CICS"**. It will appear on the employee's custom menu as "JDC Payroll CICS."

III. Distribute Forms.

A. Make copies of the completed forms according to department procedures.

B. Send the following original forms to the Department of Administration, Division of Finance, Systems Administration, Mail Stop 0204:

AKPAY Certifying Officer and User Affidavit
AKPAY Security Worksheet

C. Send the LOGONID Change Request form to the Department of Administration, Information Technology Group, Mail Stop 0206.

D. File copies of all documents according to department procedures.

IV. Division of Finance processes forms and notifies the agency.

A. The Division of Finance processes the AKPAY Certifying Officer and User Affidavit and the AKPAY Security Worksheet within three to eight days of receipt.

B. The AKPAY Security Accountant notifies the Agency Security Contact Person of new Operator IDs and the related, generic password for AKPAY, usually by email.