

## HCM PD Module Security Access Roles and Description

### **Access Roles**

Users have access to Electronic PD based on their OAKS security. HR users can have view only roles, entry only roles, or specialist roles if you choose to use boiler plate PDs for those large volume classifications. Managers and employees can also have access to view their PD from OAKS self-service or Manager service. This function can be turned off or on.

### **Access Roles:**

OH\_PD\_VIEW – PD Agency View Only

OH\_PD\_USER - PD Agency User

OH\_PD\_AGENCY\_SPECIALIST - PD Agency Specialist (boiler plate access)

### **Description**

This role allows for view of approved PDs only.

This role allows users to enter PD and make edits before submitting for approval with the exception of boiler plate.

This role limits the user to update all PDs including boiler plated PDs.

### **Approval Roles**

You can add approvers and set up approver paths for your PDs just like you do in ePAR. The roles are approver at the agency level (as many levels as needed) and the final approval from the Appointing Authority role. DAS will only have an approval part for PD's with PSMQ's.

### **Approval Roles:**

OH\_PD\_APPROVER\_2 – First level agency approver (optional)

OH\_PD\_APPOINTING\_AUTH – Agency PD Appointing Authority (required)

### **Description**

This approval access allows the first level of approval.

This approval access allows the PD to complete workflow as a final PD.

### **All Roles**

OH\_PD\_VIEW – PD Agency View Only

OH\_PD\_USER - PD Agency User

OH\_PD\_AGENCY\_SPECIALIST - PD Agency Specialist (boiler plate access)

OH\_PD\_APPROVER\_2 – First level agency approver

OH\_PD\_APPOINTING\_AUTH – Agency PD Appointing Authority