

An authorization request is then submitted via the [Training Plan Request form](#) by the business office or supervisor to the Area Security Officer (ASO). The ASO then forwards the request to IRIS Training upon approval. Individuals must attend a CDEM online training session.

CDEM authorization components:

- The CDEM authorization structure associates roles to an organizational unit (can be specified by 5-character department number) and the UserID.
- It is possible for a UserID to be assigned one set of roles for one department and one set of roles for another. If there is any overlap in the roles assigned to a user for a department, the most powerful role is applied.

1) SAP UserID

This is the Linkblue ID. The individual must have access to SAP to use CDEM, but no specific SAP role is required.

2) Organizational Unit / Department Number

- The department number determines the data the user can access. CDEM uses the HR organizational hierarchy. The user has access to the data associated to the department number and all sub-departments. See Appendix A for information on how to view the HR organizational structure.
- Two options for specifying the department number for CDEM authorization:
 - a. Use structural authorization (SA).** SA in SAP uses the organizational unit of the user's assignment to determine the organizational units to which they have access for HR transactions.
 - The SA option is recommended for CDEM users who also have access to t-code PA30 to maintain HR data. In addition to the organizational unit of their assignment, these users' positions could be set up to have access to additional departments via the Z20 "manages" relationship. See Appendix B for information on how to view Z20 relationships on a position.
 - Note that Z20 relationships will not be altered if the required CDEM department access is different from the set of departments a position "manages." Use custom authorization for any exceptions.
 - b. Use custom authorization.** If the user does not have the necessary CDEM access per their SAP assignment, use the custom option and specify the department number to which the individual needs access. Custom authorization should be used for STEPS personnel.
- When structural authorizations are indicated, the position number of the user's assignment is also part of the information collected in CDEM authorization structure. CDEM checks that the user is active in the position before allowing access.
- When custom authorizations are indicated, only the department specified by the custom authorization is used.

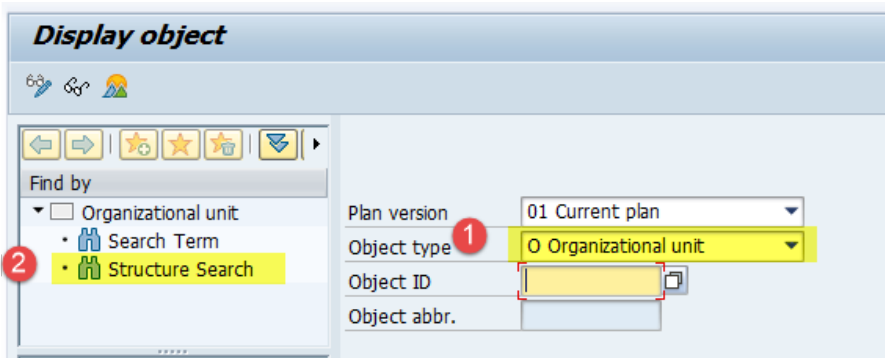
3) CDEM Roles

The roles are custom within the CDEM application and are not SAP roles.

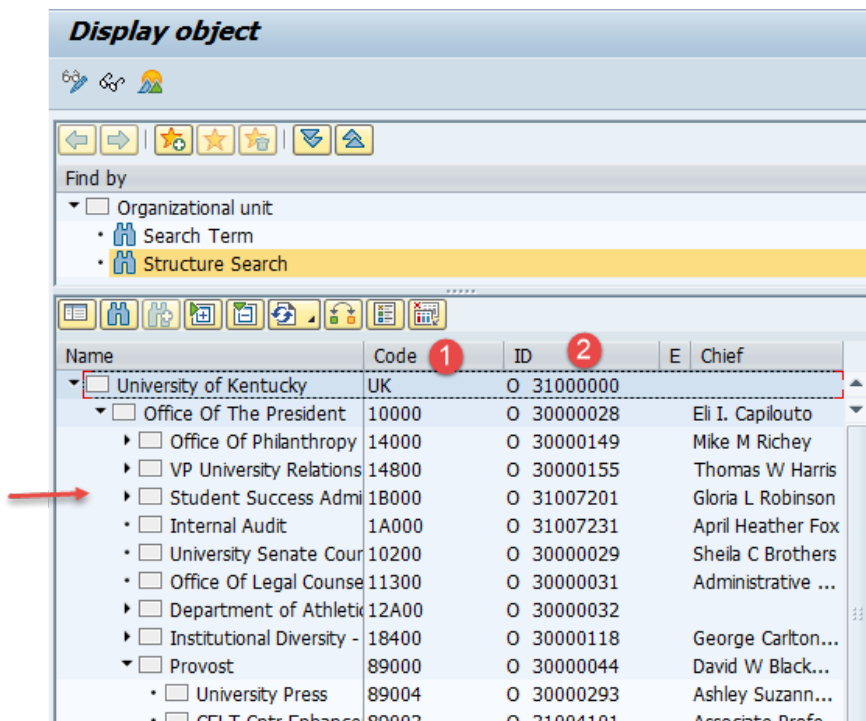
CDEM Role	Description
Commitment Entry	<p>Add and maintain cost objects and the general percentages in the commitment section.</p> <p>The roles for commitment entry and plan entry are separate to provide maximum flexibility. Cost objects must be present in commitments before available for entry in a distribution. In most cases, users who will be entering plans (cost distributions) should also be given the commitment role.</p> <p>Includes view general access – including salary and amounts expressed in dollars</p>
Plan Entry	<p>Create and enter an in-progress plan (cost distribution), includes:</p> <ul style="list-style-type: none"> • Perform AVC check • Submit the plan into the workflow • Alerts - acknowledge, confirm or cancel • View general access – including salary and amounts expressed in dollars
Approver	<p>User can approve a plan, includes:</p> <ul style="list-style-type: none"> • Perform AVC check • Return an approved plan to “plan-entry status” • View general access – including salary and amounts expressed in dollars <p>In CDEM, users who enter plans may also approve the plan.</p> <p>In the current “limited” CDEM workflow, a plan is approved by one of many possible persons and before it is queued for IT27 creation. There is currently no multi-level approver, in which for example there is an approver at the department level, then an approver at the college level.</p>
View General	<p>View general, includes view of:</p> <ul style="list-style-type: none"> • Control Records and related data • Commitments • Plans and related data, including salary and amounts expressed in dollars • Alerts, assignment history and related data • Run reports

Appendix A: Look up Organizational Hierarchy

- Step 1: In SAP run t-code PP01_DISP – Display Object
- 1) Specify Object Type = O for Organizational Unit
 - 2) Select Structure Search



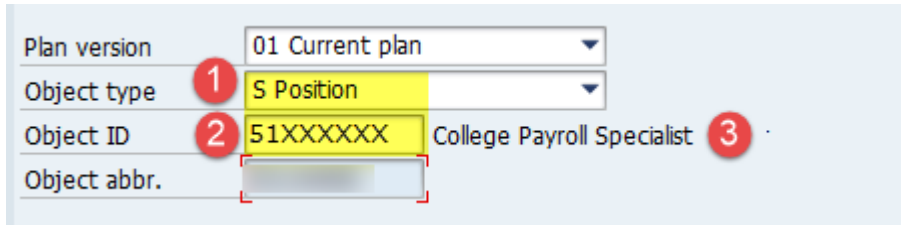
Step 2: Expand nodes of the structure tree to view the hierarchy and subordinate departments and to obtain (1) the department number or (2) the organization unit object ID.



Appendix B: Look up position and Z20 “Manages” Relationship

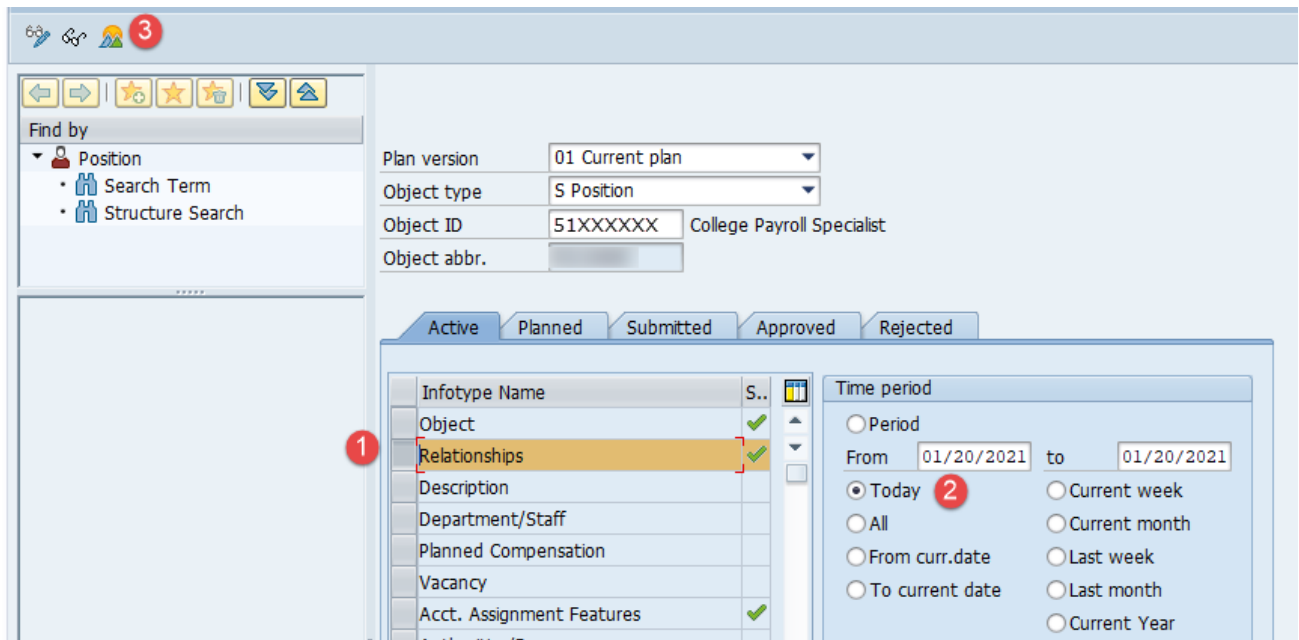
Step 1: In SAP run t-code PP01_DISP – Display Object

- 1) Specify Object Type = S for Position
- 2) Key the position number in Object ID and press enter
- 3) The name of the position should appear to right



Step 2: To list the relationships

- 1) Select Relationships Infotype
- 2) Select the Time period the relationships are effective
- 3) Select the overview icon



Appendix B: Look up position and Z20 “Manages” Relationship (continued)

Step 3: Scroll down the relationships list to find Z20.

Notes:

- Some positions may not have Z20 relationships
- Use PP01_DISP to see all the sub-units under the department. These sub-units are managed per this one relationship.

ships

Position College Payroll Specialist

Planning Status

Relationships

	Start	End	R..	Rel..	Relat.text	R...	Rel'd obje...	Abbr.	% Rate
	09/24/2019	12/31/9999	A	002	Reports (l	S			
	01/13/2013	12/31/9999	A	003	Belongs to	O			
	06/17/2013	12/31/9999	A	008	Holder	P			
	07/01/2016	12/31/9999	A	011	Cost cente	K			
	06/17/2013	12/31/9999	A	Z20	Manages...	O	30000457	8E000	0.00
	08/20/2017	12/31/9999	B	007	Is describ	C			