VDOT
Security Handbook

March 2025

Table of Contents

Document Change Log

Date	Version Number	Author	Change Description
September 21, 2021	1.0	Security Team	Created from Role Mapping Workshop Materials
February 18, 2022	2.0	Security Team	Added Restricted Role paragraph outlining Cardinal Security Officers (CSO) responsibilities. (page 7) Updated all columns to highlight Segregation of Duties (SOD) and Restricted Roles (RR) in the columns for easy viewing. APA Audit Special role – name change to APA All Pages – Read Only FIN (V_APA_RO_FIN). Added 'No Exception' to who can be assigned this role. HR Administrator role - removed SOD restriction role SPOT Administrator. SPOT Approver role – removed buddy role PY Administrator Absence Supervisor role – updated other role consideration description. Time & Labor Administrator role – removed description 'view leave information' Employee TL Setup role – added buddy role Time & Labor Supervisor – updated other role consideration description. TA Read Only role – changed name to TA Reporter and updated description . APA Audit Special Role – name change to APA All Pages – Read Only HCM (V_APA_RO_HCM). Added 'No Exception' to who can be assigned this role. TA Audit Inquiry (V_TA_RO) role – added to Additional User Role section. Added the word queries to every role with a description that has access to reports. Audit Inquiry HR Sensitive (V_AUDIT_HR) added to Additional User Role section.
March 2, 2022	3.0	Security Team	Removed reference to District Cardinal Coordinators under sections titled Cardinal Security Officers (CSO) and Cardinal Security Form as all forms and requests must come from VDOT's Cardinal Security Officers.
March 4, 2022	4.0	Security Team	TA Read Only – changed description to include (including employee timesheets). Agency Audit roles – added Role Restrictions (RR) designation to all agency audit roles in HCM and FIN.
May 2, 2022	5.0	Security Team	Added new role HR Read Only Sensitive Data (V_HR_RO_PII) role.
July 28, 2022	6.0	Security Team	Added new role TA Restricted Special Approver (V_TA_RESTRICTED_SPEC_APPROVER) role.
August 12, 2022	7.0	Security Team	Removed Segregation of Duties (SOD) from the TA Restricted Special Approver role (V_TA_RESTRICTED_SPEC_APPROVER) with the Delegation Administrator role. User can now have both roles.
September 21, 2022	8.0	Security Team	Added SOD for PY Administrator role to HR Position Management role. Added section 'Who should submit a Cardinal Security Form?' Under the Cardinal Security Form section.
August 30, 2023	9.0	Security Team	Added additional Restriction to the PY Administrator and AM Administrator role description for Payroll Service Bureau (PSB) agencies.
October 31, 2023	10.0	Security Team	Updated the Role Description for the Payroll Read Only (V_PY_RO) role.
January 8, 2024	11.0	Security Team	Added new role TA Expired Grace Approver (V_TA_EXPIRED_GRACE_APPROVER) role. Added roles and description for the following roles: V_ABSENCE_SS and V_NOACCESS.

Date	Version Number	Author	Change Description
March 1, 2024	12.0	Security Team	Updated Audit role descriptions. Removed APA only roles
August 1, 2024	13.0	Security Team	Under heading Cardinal Security Handbook removed Business Intelligence as one of Cardinal's system applications.
September 17, 2024	14.0	Security Team	Added to existing role description of the V_BN_ADMINISTRATOR role to include -View and Update Personal Data
January 16, 2025	15.0	Security Team	Change the word 'SITE' to 'AWP' for the description for the Final Construction Voucher Approver and Construction Voucher Approver roles.
March 31, 2025	16.0	Security Team	Updated the Expense Approver Profile Section of form to show what profiles are granted by Central Office Fiscal Division. Updated Location Codes.

Cardinal Security Handbook

The Cardinal Security Handbook should be used in conjunction with the Cardinal Security Access Form and instructions to request the appropriate Core user access to the Cardinal system applications (Financials and Human Capital Management). Core user access is access that is required beyond Employee Self-Service (ESS) access.

The Cardinal system utilizes a combination of roles and permission lists to grant access to the Core user. Each agency is established as a Business Unit in Cardinal and each user in Cardinal is assigned a Primary Permission List for each applicable application. These permission lists determine the Business Unit(s) that the user can access within the application. The purpose of the Primary Permission List is to prevent users from being able to modify or view data for other agencies. A user can only view, enter, or process transactions for Business Units included in their assigned Primary Permission List.

Roles provide access to pages (functions) within Cardinal. Users need to be assigned the appropriate roles in the Cardinal System to have access to do their jobs. This Cardinal Security Handbook is designed to help agencies determine the correct roles for Cardinal users.

The following sections of this handbook are applicable to <u>all</u> Cardinal applications.

Cardinal Security Officers (CSO)

The Cardinal Security Officers listed on the Department of Account (DOA) Authorized Signatories Form (DA-04-121) have been granted authority to authorize the Cardinal Security Team to add, update and delete users in Cardinal that are both preparers, approvers, and/or viewers of transactions in Cardinal. By accessing a transaction/data in Cardinal, the agency, department or institution, and its employees and agents, agree to the certifications contained in the Commonwealth Accounting Policy and Procedures Manual for the applicable transaction(s).

Cardinal Security Form

Who should submit a Cardinal Security Form?

- If an <u>employee</u> is an <u>HCM ESS only user</u> (no core access) then a Security form is not required to grant or remove the HCM ESS roles. Keep in mind, the terminated employees will still have limited ESS access (Terminated Employee Self Service V_TERM_EMPL_SS) 18 months following their termination and then the system will automatically terminate this ESS access.

- If an <u>employee requires any type of core access</u> (any access beyond Employee Self Service) in HCM or FIN, a Security form is always required to grant access. When an employee is terminated in HCM HR setup, the system will automatically remove all cores access and regular ESS access, and grant terminated ESS access (Terminated Employee Self Service V_TERM_EMP_SS) for 18 months.

- If a <u>user account</u> is <u>not associated with an employee id</u> (contractor, audit user accounts, HR Level 4 employees), a Security form is required to grant and/or remove access.

The Cardinal Security Form must be completed by the applicable agency's Cardinal Security Officer (CSO). The form should include required signatures prior to submitting to the Cardinal Security Team, in order for access to be granted in Cardinal.

The Cardinal Security Form (SE-50100-001) can be found on the Cardinal website at www.cardinalproject.virginia.gov.

Use this form to:
- Assign users to core roles within Cardinal
- Update existing Cardinal core user information
- Remove/Lock out users no longer requiring certain roles or to lock out contractors, audit users or HR Level 4 employees access to Cardinal

The Cardinal Security Officer will submit the completed form to the Cardinal Security mailbox at: cardinal.security@doa.virginia.gov.

Primary Permission Lists

Primary Permission lists grants the user access to view, enter or process transactions (as authorized via the corresponding Cardinal User Roles) for all Business Units included in the Primary Permission lists. For information on these lists, please reference the Cardinal Primary Permission list spreadsheet on the Cardinal Project website at www.cardinalproject.virginia.gov.

When requesting access to Primary Permission lists designated as a "Statewide Access Group," it is the Agency Cardinal Security Officer's responsibility to ensure Agency Management is aware of, and concurs with, the user's need to access statewide information in order to perform assigned job duties. The agency also acknowledges adequate procedures and internal controls have been implemented at the agency to help ensure all extracted/downloaded data is stored and maintained in accordance with VITA Information Technology Resource Management (ITRM) Standard SEC501-09.

In addition to the requirements stated above, any Cardinal Security Form requesting access to a Statewide Primary Permission Lists will require approval/signature form a designated Cardinal DOA Approver.

Cardinal User Roles

Roles provide access to pages (functions) in Cardinal. Use the Cardinal Security Handbook as a reference when completing the Cardinal Security form, as it defines Cardinal roles by functional area.

You will find the following information in the handbook regarding Cardinal roles:
- Descriptive Role Names
- Role Descriptions & Other Role Considerations
- Segregation of Duties (SOD)/Restricted Roles (RR) (RR)
- Additional Approvals Required

Restricted Roles and Segregation of Duties Policy Exceptions

Restricted roles within VDOT's Division/District Offices
There are several Restricted Roles noted for specific divisions/districts within VDOT. Users outside of these divisions/districts will need approval by VDOT's Fiscal Officer for an exception. The Cardinal Security Form (SE-50100-001) must be submitted to Fiscal Division before submitting to Cardinal Security for access. VDOT's Fiscal Officer will sign on the third page of the security form under VA Department of Transportation Restricted Approval signature section.

Segregation of Duties Policy Exceptions
Several combinations of Cardinal security roles have been noted as potential segregation of duty (SOD) conflicts in this handbook. As a general rule, SOD role combinations will not be granted to Cardinal users. Exceptions can be requested for offices where limited staffing is available or special circumstances exist. Before completing or submitting a security form where an SOD role combination conflict is being requested for a user, the agency should first complete the following steps in order to obtain approval for an agency SOD conflict exception.

- VDOT Fiscal Officer must submit a written request to DOA's Director of General Accounting (email: gacct@doa.virginia.gov) that includes:
  - Exception requested
  - Justification for the exception
  - Description of the internal control implemented by the agency to mitigate the lack of segregation of duties
  - Approval (signature) from your Agency Head

DOA General Accounting will notify the agency in writing if the exception is granted. Once the SOD Exception has been approved by DOA General Accounting, the agency should take the following additional steps when submitting a Cardinal Security Form (SE-50100-001) for any user requesting SOD conflicting role combinations:

- Complete the Cardinal Security form (flagging the SOD Exception), attach a copy of the DOA General Accounting notification granting approval of the applicable agency exception

- Scan and email the form and exception approval notice to DOA's Director of General Accounting (email: gacct@doa.virginia.gov)

- DOA General Accounting will sign the form, scan and email the approved form to Cardinal Security at cardinal.security@doa.virginia.gov and to the Cardinal Security Officer for that agency.

Restricted Roles

As noted in the tables that follow, certain roles are designated as Restricted Roles (RR). It is the responsibility of the agency Cardinal Security Officer to ensure Restricted Role criteria is met before assigning these roles to agency users.

Buddy Roles

In some cases, two roles in Cardinal must be assigned together for the user to have the appropriate access to perform system tasks (e.g., in HCM the Absence Supervisor role needs the Time & Labor Supervisor role). If you select a role on the security form that has a buddy role associated with it and it is not checked on the form, the form will be rejected until all roles are selected properly.

Accounts Payable User Roles

Accounts Payable (AP) is the main source of all non-payroll payment information for a financial entity. AP includes the following processes:

- Establish and Maintain Suppliers
- Enter and Process Vouchers
- Integration with Purchasing (Matching)
- Expense Processing
- Process Payments
- Process 1099

AP User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Expenses Employee V_AP_EXPENSES_EMPLOYEE	This role has access to: • Enter travel authorizations • Enter cash advances • Enter expense reports • View their own employee profile • Delete travel authorization • Delete cash advance • Delete expense report • Perform expense inquiry	**RR:** Non-employees are assigned this role only if they will be entering expenses on behalf of others. **Note:** requires note on the form when requesting for non-employees stating 'will be entering expenses on behalf of others'	N/A
Expenses Approver V_AP_EXPENSE_APPROVER	This role has access to: • Approve expense transactions based on workflow	**RR:** Non-employees should not be assigned this role.	N/A
Supplier Conversation Processor V_AP_VENDOR_CONVER_PROCESSOR	This role is for users routinely involved in the Supplier Procure to Pay process and have a need to interact with suppliers. This role has access to: • Record Supplier Conversations	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Voucher Processor V_AP_VOUCHER_PROCESSOR	This role has access to: • Enter and maintain vouchers • Correct errors including budget check and voucher build errors • Review accounting entries • Process payment offsets • Process recurring contract vouchers	N/A	N/A
Voucher Processor – Maintenance V_AP_VOUCH_PROC_MAINT_FLG	An individual assigned to this role would access additional user preferences. This role has access to: • Manually schedule payments • Record manual payments **Buddy Role:** This role requires the user to have the Voucher Processor role.	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A
Voucher Final Approver V_AP_VOUCH_FINAL_APPROVER	This role has access to: • Perform final level of approval for vouchers	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A
Match Exceptions Manager V_AP_MATCH_EXCEPTIONS_MANAGER	This role has access to: • Correct/Override Match Exceptions • Match Exceptions Workbench (page that displays match exception transactions)	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
PCard Accountant Voucher Approver V_AP_PCARD_VOUCH_APPROVER	This role has access to: • Approve PCard vouchers and ISSP vouchers	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A
Petty Cash Approver V_AP_PETTY_CASH_APPROVER_501P!	This role has access to: • Approve Petty Cash vouchers	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A
Petty Cash Processor V_AP_PETTY_CASH_PROCESSOR	This role has access to: • Run petty cash pay cycle • Update payment selection criteria • Resolve pay cycle exceptions • Print petty cash checks • View Accounting Entries	**SOD:** This role should not be given to a user with the **Petty Cash Reconciler** role. **RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	Segregation of Duties (SOD)/ Restriction– send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov (see SOD/Restricted Section of handbook for further instructions)
Petty Cash Reconciler V_AP_PETTY_CASH_RECONCILER	This role has access to: • Manually reconcile/unreconcile petty cash payments	**SOD:** This role should not be given to a user with the **Petty Cash Processor** role. **RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	Segregation of Duties (SOD)/ Restriction– send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov (see SOD/Restricted Section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Travel Expense Sync Processor V_AP_TE_SYNC_PROCESSOR	This role has access to: • Approve of Meal and Lodging vouchers • Update default ChartField information on Expenses Employee Profiles • Update user defaults on Expense Employee Profile • Cancel travel authorizations • Expense budget exceptions • Reconcile cash advances • Authorize an employee on behalf of another employee	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A
Expense Coordinator V_AP_EXPENSE_COORDINATOR	This role has access to: • Reassign expenses to users with the Expense Approver role.	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A
1099 Administrator V_AP_1099_ADMINISTRATOR	This role has access to: • Process files to IRS • Process 1099 information	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Payment Processor V_AP_PAYMENT_PROCESSOR	This role has access to: • View pay cycle exceptions	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Payroll Accountant Voucher Approver V_AP_PAYROLL_VOUCH_APPROVER	This role has access to: • Approve Moving and Relocation vouchers	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Accounts Payable Manager V_AP_MANAGER	This role has access to everything the Voucher Processor has. In addition, this role has access to: • Delete and unpost vouchers • Manually schedule payments • Record manual payments	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Utility Voucher Approver V_AP_UTILITY_VOUCHER_APPROVER	This role has access to: • Perform mass voucher approval of Utility vouchers	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
HCM Voucher Processor V_AP_HCM_VCHR_PROCESSOR	This role has access to: • Enter and maintain vouchers • Review accounting entries • Delete vouchers • Use HCM vendors on a voucher Only users with this role will be able to use HCM Vendors on a Voucher. This role should be assigned to a user in the financials organization.	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Workflow System Administrator V_WF_WL_REASSIGN	This role has access to: • Move worklist items from one user to another and to set the Alternate User ID to which future transactions will flow. • The Alternate User ID is the log-on of the Alternate User to whom you would like to forward your worklist.	**SOD:** This role should not be given to a user with the Final Voucher Approver role. **RR:** This role should be assigned to no more than one user and one backup per division. **RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division** • **Central Office – Administrative Services Division**	Segregation of Duties (SOD)/ Restriction– send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov (see SOD/Restricted Section of handbook for further instructions)
Final Construction Voucher Approver V_AP_FIN_CONST_VOUCH_APPROVER	This role has access to: • Approve Final AWP vouchers	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Scheduling & Contracts Division** • **Central Office –Fiscal Division**	N/A
Construction Voucher Approver V_AP_CONST_VOUCH_APPROVER	This role has access to: • Approve AWP vouchers	**RR:** This role may only be selected by employees of the following division(s): • **District Construction Contract Administrators** • **Central Office – Fiscal Division**	N/A
Human Resources Voucher Approver V_AP_HR_VOUCH_APPROVER	This role has access to: • Approve Employee Recognition vouchers	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office-Human Resources Division** • **District – Human Resources**	N/A

Accounts Payable Workflow

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level for action (approve or deny). AP Workflow governs the voucher and expenses approval (and denial) process.

The following Accounts Payable role(s) are tied to workflow:

- Human Resources Voucher Approver
- Payroll Accountant Voucher Approver
- Voucher Final Approver
- Construction Voucher Approver
- Final Construction Voucher Approver
- PCard Accountant Voucher Approver
- Utility Voucher Approver
- Petty Cash Approver
- Travel Expense Sync Processor
- Expense Approver

Users assigned to the following Accounts Payable workflow roles will be assigned route control profiles (listed in the table below) to properly route transactions for workflow. The route control profiles assigned to a user will be determined based on the user's Department ID/location listed on the Cardinal Security Form. You do not need to provide any additional information for users tied to these workflow roles.

- Voucher Final Approver
- Construction Voucher Approver
- Travel Expense Sync Processor

Accounts Payable Route Control Profiles Table

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 – 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 – 50100	Hampton Roads District Office
District 16 – 50100	Fredericksburg District Office
District 17 – 50100	Culpeper District Office
District 18 – 50100	Staunton District Office
District 19 – 50100	Northern Virginia District Office

Users assigned to the following Accounts Payable workflow roles will need to select the appropriate District(s) location as specified on the Cardinal Security Form.

- Human Resources Voucher Approver

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 – 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 – 50100	Hampton Roads District Office
District 16 – 50100	Fredericksburg District Office
District 17 – 50100	Culpeper District Office
District 18 – 50100	Staunton District Office
District 19 – 50100	Northern Virginia District Office

The remaining workflow roles that are not tied to route control profiles are routed based on role and user's assigned to the roles, except for the Expense Approver role which is routed based on Department IDs. Read on to learn more about the Expense Approver role and workflow routing for this role.

The following Expense role(s) are tied to workflow:

- Expense Approver

Because the Expense Approver role deals with the approval of expenses, only employees can be assigned to this role. Non-employees should not be assigned to this role.

Supervisors who are assigned the Expense Approver role will be able to approve travel expenses for users they supervise.

In addition, users who are assigned the Expense Approver role may need to be assigned to an Expense Approver role profile to properly route expense related workflow transactions according to their position/role. The profile and department ID's an employee can approve expense related transactions for, will determine how the expense related transactions route through workflow.

Agency Head and Chief Approver profiles must be requested via a Cardinal Security form. All other profiles must be requested through the VDOT Central Office Fiscal Division and department ID ranges must be specified when making the request. Please keep in mind, a user can only be assigned to one of the following expense approver profiles, and a profile/department range combination can only be assigned to a single user.

Expense Approver Profile	Profile Description
Agency Head *(Cardinal Security Form Needed for this profile)*	Approval of expense reports and travel authorizations containing expense amounts over the allowable amount. This profile may only be selected by employees of the following divisions: • Central Office
Chief *(Cardinal Security Form Needed for this profile)*	Approval of expense reports and travel authorizations over the allowable amount. This profile may only be selected by employees of the following divisions: • Central Office • Districts
District/Division Administrator *(Access granted by VDOT Central Office Fiscal Division)*	Approval of expense reports and travel authorizations over the allowable amount. This profile may only be selected by employees of the following divisions/districts: • Central Office • Districts
Expense Coordinator *(Access granted by VDOT Central Office Fiscal Division)*	This is the final approver role for approval of travel related expense reports, travel authorizations, cash advances, education, overtime meals, business calls, and registration fees. This profile may only be selected by employees of the following divisions/districts: • Central Office – Fiscal Division • District Accounting Offices
Non-Travel Approver (*Access granted by VDOT Central Office Fiscal Division*)	This is the final approver role for the approval of expense reports for non-travel expenses such as work boots and office supplies. This profile may only be selected by employees of the following divisions/districts: • Central Office – Fiscal Division • District Accounting Offices
HR Representative *(Access granted by VDOT Central Office Fiscal Division)*	Approval of expense reports for education reimbursements. This profile may only be selected by employees of the following divisions: • Central Office – Human Resources Division

Accounts Receivable User Roles

Accounts Receivable (AR) is the functional area that handles a series of accounting transactions dealing with the billing and maintenance of different types of customers (i.e. state agencies, government, business and individuals). AR includes the following processes:

- Setup and Maintain Customers
- Generate Bills and Create Receivables
- Maintain Receivables
- Collections and Aging
- Enter Funds Receipts and Apply Payments

AR User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Billing Processor V_AR_STATE_BILLING_PROCESSOR	This is the basic billing role. This role has access to: • Create, review, cancel, and re-bill an invoice • Generate pro forma invoices, but cannot finalize and print bills • Update customer information	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal** • **Division/District Accounting Offices**	N/A
Billing Specialist V_AR_STATE_BILLING_SPECIAL	This role has access to everything the Billing Processor has. In addition, this role has access to: • Approve Bills • Finalize and Invoice Bills • Update customer information	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A
Funds Receipts Processor V_AR_FUNDS_RECEIPTS_PROCESS	This role has access to: • Enter payments and deposits • Apply payments to customer's items using a worksheet • Enter directly journaled payments	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Collections Specialist V_AR_COLLECTION_SPECIALIST	This role has access to: • Aging and dunning functionality and interfaces with Taxation • Pages with secure information • Update customer information	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division** • **District Accounting Offices**	N/A
Accounts Receivable Specialist V_AR_SPECIALIST	This is the basic Accounts Receivable role. This role has access to: • Review item information • Perform item maintenance (adjust and transfer) • Update customer information	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Fiscal Division**	N/A
Accounts Receivable Supervisor V_AR_SUPERVISOR	This role has access to everything the Accounts Receivable Specialist role has. In addition, this role has access to: • Approve adjustments	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Funds Receipts Manager V_AR_FUNDS_RECEIPTS_MANAGER	This role has access to everything the Funds Receipts Processor role has. In addition, this role has access to: • Run Payment Predictor • Group and approve deposits with a custom deposit certificate transaction to CARS	**SOD:** This role should not be given to a user with **Billing, Accounts Receivable** or **Collection** roles. **RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	Segregation of Duties (SOD)/ Restriction – send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov (see SOD/Restricted Section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Payment Unpost V_AR_UNPOST	This role has access to: • Unpost payments	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Accounts Receivable Fiscal Manager V_AR_FISCAL_MANAGER	This role has access to perform all Accounts Receivable and Billing functions. In addition, this role has access to: • Make adjustments and corrections **Buddy Role:** This role requires the user to also have the following roles: • Accounts Receivable Supervisor • AR Specialist • AR Fiscal Manager • Billing Specialist • Billing Processor • Collections Specialist • Bill Adjustment Specialist • Billing Approver • Billing Worksheet Approver • FHWA Specialist	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Billing Approver V_AR_BILLING_APPROVER	This role has access to: • Change the status of bills entered in the system • Update the status of a bill to a ready status to indicate availability for processing • Run the batch process to automatically set bill status from New to Ready for project bills created in batch	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
FHWA Specialist V_AR_FHWA_SPECIALIST	This role has access to: • Run the FHWA Extract process • Access FHWA content	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Billing Worksheet Approver V_AR_BILLING_WRKT_APPROVER	This role has access to: • Approve worksheets • Update worksheet status	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Bill Adjustment Specialist V_AR_BILL_ADJUST_SPECIALIST	This role has access to: • Make adjustments to bills • Correct bill adjustment errors	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A

General Ledger User Roles

General Ledger (GL) is the functional area that handles a set of financial accounts used to: accumulate the results of transaction processing, create budgets, generate financial statements and provide source financial data for reporting purposes. Cardinal GL includes the following processes:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Perform Allocations
- Period Close

GL User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Journal Processor V_GL_JOURNAL_PROCESSOR	This role has access to: • Enter online journals • Enter journals in spreadsheet journal • Edit journals online • Budget check journals online • Copy a journal • Execute Spreadsheet Upload process (batch process)	N/A	N/A
Agency Use 1 ChartField Administrator V_GL_AGENCYUSE_1_CF_ADMIN	This role has access to: • Add/update Agency Use 1 Chart of Account Values VDOT users will use the Agency Use 1 field to track "Function" work efforts or initiatives of a miscellaneous nature that should not be linked to automated billing contracts. This field is similar to FMS II Operational Projects that are not billed (ex. One time mowing). No specific naming or numbering convention has been identified for the Agency Use 1 field at this time but the character limit for this field has a length of 10.	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Operational Budget Processor V_GL_OPER_BUDGET_PROCESS	This role has access to: • Review and correct operational budget journal errors • Post operational budget journals	**SOD:** This role should not be given to users with the **Agency Budget Processor** or **Agency Budget Approver** roles	Segregation of Duties (SOD)/ Restriction – send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov (see SOD/Restricted Section of handbook for further instructions)
Agency Journal Approver V_GL_JOURNAL_APPROVER	This role has access to: • Post journals through batch process or online • Review journal lines • Upload import file • Execute Spreadsheet Upload process (batch process) • Execute Journal Edit through batch process • Execute Journal Budget Check through batch process • Execute Journal Posting process	**RR:** This role may only be selected by employees of the following agency/division(s): • **Central Office - Fiscal Division** • **District Accounting Offices**	N/A
Agency Budget Approver V_GL_BUDGET_APPROVER	The Budget Approver is responsible for Agency-level Budgets. This role has access to: • Post budget journal through online or batch process • Delete budget journal through online or batch process • Post budget transfer and adjustments	**SOD:** This role should not be given to a user with the **Budget Processor** or **Operational Budget Processor** roles. **(No Exceptions Allowed)** **RR:** This role may only be selected by employees of the following division(s): • **Central Office – Financial Planning Division**	Segregation of Duties (SOD)/ Restriction – send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov (see SOD/Restricted Section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Agency Budget Processor V_GL_BUDGET_PROCESSOR	The Budget Processor is responsible for budget journals at the Agency-level. This role has access to: • Enter budget journals, budget transfers and budget adjustments • Upload journals using the Spreadsheet Budget Journal upload • Review and correct budget journal errors • Define funding sources and funding source allocations	**SOD:** This role should not be given to a user with the **Budget Approver** or **Operational Budget Processor** roles. **(No Exceptions Allowed)** **RR:** This role may only be selected by employees of the following division(s): • **Central Office - Financial Planning Division**	Segregation of Duties (SOD)/ Restriction – send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov (see SOD/Restricted Section of handbook for further instructions)
Agency ChartField Administrator V_GL_CHARTFIELD_ADMIN	This role has access: • Maintain Agency controlled ChartFields (Department, Project, Activity, Cost Center, Task, Asset, Agency Use 1, Statistics Code, Agency Use 2) • Define SpeedTypes/ SpeedCharts (Non-Central ChartFields)	**RR:** This role may only be selected by employees of the following division(s): • **Central Office - Fiscal Division**	N/A
Agency General Ledger System Administrator V_GL_SYSTEM_ADMINISTRATOR	This role has access to: • Define ChartField Value Sets • Define Journal Generator templates	**RR:** This role may only be selected by employees of the following division(s): • **Central Office - Fiscal Division**	N/A
General Ledger nVision Executer V_GL_NVISION_EXECUTER	This role has access to: • Define the scope of nVision reports • Create nVision report requests	**RR:** This role may only be selected by employees of the following division(s): • **Central Office - Fiscal Division**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
General Ledger System Processor V_GL_SYSTEM_PROCESSOR	This role has access to: • Define and create Standard Journal Entries templates • Define Average Daily Balance • Define Allocation • Define Allocation Group • Run the process to calculate ADB • Run Allocations • Execute Journal Generator to generate subsystem journal entries (batch process)	**RR:** This role may only be selected by employees of the following division(s): • **Central Office - Fiscal Division**	N/A
Mark Journal Post V_GL_COVA_JOURNAL_MARKPOST	This role has access to: • Mark Journals for Posting page The page provides users with the ability to mark a journal that has been successfully edited and budget checked for posting. Journals manually set to "Mark to Post" will automatically bypass the approval process and post in Cardinal.	**RR:** This role may only be selected by employees of the following agency/division(s): • **Central Office - Fiscal Division**	Approval is required by VDOT's Fiscal Officer and a DOA Approver. Fiscal Division will need to inquire DOA's Approver signature (gacct@doa.virginia.gov) for this role.

General Ledger Workflow

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level to approve or deny. GL Workflow governs the journal approval (and denial) process.

The following General Ledger role(s) are tied to workflow:

- Journal Processor
- Journal Approver

Users assigned to the following General Ledger workflow roles will be assigned route control profiles (listed in the table below) to properly route transactions for workflow.

- Journal Processor
- Journal Approver

The route control profiles assigned to a user will be determined based on the user's Department ID/location by the Cardinal Security Team. You do not need to provide any additional information for users tied to these workflow roles.

General Ledger Route Control Profiles Table

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 - 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 - 50100	Hampton Roads District Office
District 16 - 50100	Fredericksburg District Office
District 17 - 50100	Culpeper District Office
District 18 - 50100	Staunton District Office
District 19 - 50100	Northern Virginia District Office

Procurement User Roles

Procurement (PR) is the process of obtaining goods and services to accomplish the goals of the enterprise. PR includes the following processes:

- Maintain Items
- Enter and Process Requisitions
- Enter and Maintain Contracts
- Strategic Sourcing
- Enter and Process Purchase Orders
- Receive and Inspect Goods
- Procurement Card Processing

PR User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Purchasing Requisition Processor V_PR_REQUISITION_PROCESSOR	This role has access to: • Create and update requisitions • Add and update receivers • View purchase orders, contracts and strategic sourcing events (bids) • View purchasing items, categories and locations • Approve requisitions, if you are a supervisor	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Strategic Sourcing Collaborator V_PR_STRATEGIC_SOURCING_COLLAB	This is any user the Strategic Sourcing buyer wants to receive input from and is also used to route potential awards to Procurement management for approval. This role has access to: • Review sourcing events (bid) • Provide feedback and evaluation for an event (bid) during event creation and award **Buddy Role:** This role requires the user to also have the Event Collaborator role.	N/A	N/A
Buyer V_PR_BUYER	This role has access to: • Create, update and dispatch Purchase Orders	N/A	N/A
PCard User V_PR_PCARD_USER	This role has access to: • Review and verify PCard transactions • Dispute transactions as necessary • ISSP Reconciler	N/A	N/A
PCard Supervisor SUPERVISOR	This role has access to: • Review and approve PCard transactions • ISSP Approver **Buddy Role:** This role requires the user to either have the PCard User role or PCard Administrator role (may not have a proxy as the PCard user unless MANCON)	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
PCard Administrator V_PR_PCARD_ADMINISTRATOR	This role has access to: • Associate credit cards to users • Maintain user credit card information • Add and maintain proxies (associate the supervisor to the card)	**SOD:** This role may not have the **PCard User** role. (**Exception:** the user needs to be listed as the PCard user proxy for MANCON only)	Segregation of Duties (SOD)/ Restriction – send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov (see SOD/Restricted Section of handbook for further instructions)
Purchasing Contracts Administrator V_PR_CONTRACTS_ADMIN	This role has access to: • Add and update Contracts • Create new versions of Contracts (new effective dates) • Maintain Contracts Approve Contracts	N/A	N/A
Bid Processor V_PR_BID_PROCESSOR	This role has access to: • Enter and update Bid responses • Enter and update vendor responses in Strategic Sourcing (RFQ) **Buddy Role:** This role requires the user to also have the Strategic Sourcing Buyer role. Note: Buddy Roles for Strategic Sourcing Buyer **is not** needed when user primary role is Bid Processor	**RR:** This role should only be assigned to no more than two users per district location.	N/A
StoreKeeper V_PR_WEBIMS_STOREKEEPER	This role has access to: • Issue WebIMS stock • Create restock orders • Receive replenishment stock	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Strategic Sourcing Buyer V_PR_STRATEGIC_SOURCING_BUYER	This role has access to: • Add and update award events (bids) • Award events (bids) into Purchase Orders/Contracts • Assign Strategic Sourcing Collaborators to events (bids) **Buddy Role:** This role requires the user to also have the Buyer and Purchasing Contracts Administrator roles.	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Administrative Services Division** • **District – Administrative Services Division**	N/A
Procurement System Administrator V_PR_PROCUREMENT_SYSTEM_ADMIN	This role has full access to all of Procurement including correction mode. In addition, this role has access to: • Provide support • Resolve issues	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Administrative Services Division**	N/A
Procurement Manager V_PR_PROCUREMENT_MANAGER	This role has access to: • Assign requisitions to Buyers for processing • Approve Strategic Sourcing events (bids) that are above the Buyer's delegated authority • Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required **Buddy Role:** This role requires the user to also have the Buyer, Purchasing Contracts Administrator and Strategic Sourcing Buyer roles.	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office Administrative Services Division** • **District – Administrative Services Division**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Senior Procurement Manager V_PR_SR_PROCUREMENT_MANAGER	This role has access to: • Approve Strategic Sourcing events (bids) that are above the Procurement Manager's delegated authority • Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required **Buddy Role:** This role requires the user to also have the Buyer, Purchasing Contracts Administrator and Strategic Sourcing Buyer roles.	**RR:** This role may only be selected by employees of the following division/district(s): • **Central Office – Administrative Services Division** • **District – Administrative Services Division**	N/A
Administrative Services Director (ASD) V_PR_ASD_DIRECTOR	This role has access to: • Review and approve any and all transactions in the Procurement module • Approve Purchase Order change orders that exceed the APSPM (Agency Procurement and Surplus Property Manual), if required • Handle escalations **Buddy Role:** This role requires the user to also have the: • Buyer, Purchasing Contracts Administrator (Not needed for Consultant Procurement Division) • Strategic Sourcing Buyer (Not needed for Consultant Procurement Division)	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Administrative Services Division** • **Central Office – Consultant Procurement Division**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Fiscal Inventory Manager V_PR_FISCAL_INVENTORY_MANAGER	This role has access to: • Add and update items and categories • Add and update locations	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A

Procurement Workflow

Workflow is an automated process that takes a Cardinal transaction and routes it to the next approver level to approve or deny. Procurement workflow governs the approval (and denial) of Procurement related transactions.

In Procurement, requisitions are routed to the requestor's supervisor for approval and purchase orders not related to a requisition are routed to the buyer's supervisor for approval. There is no role or route controls profile required for the approval of these transactions; it will be done automatically in Cardinal based on supervisor information. Listed below are the roles that will require route control profile information for transaction approval.

The following Procurement role(s) are tied to workflow:

- Procurement Manager
- Senior Procurement Manager
- Administrative Services Division Director
- Storekeeper

Users assigned to the following Procurement workflow roles will be assigned route control profiles (listed in the table below) to properly route transactions for workflow.

- Administrative Services Division Director

The route control profiles assigned to a user will be determined based on the user's Department ID/location.

Procurement Route Control Profiles Table

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 - 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 - 50100	Hampton Roads District Office
District 16 - 50100	Fredericksburg District Office
District 17 - 50100	Culpeper District Office
District 18 - 50100	Staunton District Office
District 19 - 50100	Northern Virginia District Office

Users assigned to the following Procurement workflow roles will need to select the appropriate District(s) location as specified on the security form.

- Procurement Manager
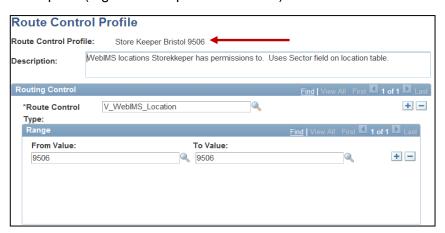- Senior Procurement Manager

Route Control Profiles	Description
District 10 - 50100	Central Office
District 11 - 50100	Bristol District Office
District 12 - 50100	Salem District Office
District 13 – 50100	Lynchburg District Office
District 14 - 50100	Richmond District Office
District 15 – 50100	Hampton Roads District Office
District 16 – 50100	Fredericksburg District Office
District 17 – 50100	Culpeper District Office
District 18 – 50100	Staunton District Office
District 19 – 50100	Northern Virginia District Office

StoreKeeper Setup

For users with the Storekeeper role, you will need to select the appropriate WebIMS Route Control profiles that should be assigned to the user. The WebIMS route control profiles outline the stock locations a Storekeeper has WebIMS security to issue and receive stock for.

When selecting WebIMIS route control profiles for users assigned to the Storekeeper role, you can select route controls that are location specific, for an entire residency location or for an entire district location.
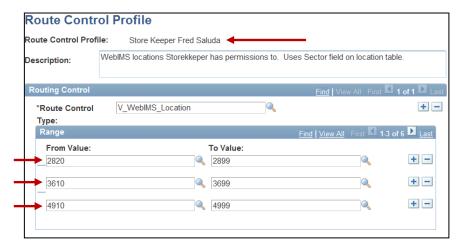
Some locations in the route control profiles table are specifically listed with the WebIMS number in the description (e.g. Storekeeper Bristol 9506).

Some locations are grouped together for a Residency or District. For example, in the screenshot the "Storekeeper Fred Saluda" Route Control Profile gives a user access to the range of Web IMS locations

Route Control Profile

Route Control Profile:	Store Keeper Fred Saluda
Description:	WebIMS locations Storekkeeper has permissions to. Uses Sector field on location table.

Routing Control   Find | View All   First ◄ 1 of 1 ► Last

*Route Control Type: V_WebIMS_Location

Range   Find | View All   First ◄ 1-3 of 6 ► Last

From Value:	To Value:
2820	2899
3610	3699
4910	4999

Additional Group Locations

Bristol	Salem	Lynchburg
Store Keeper Bristol All	Store Keeper Salem All	Store Keeper Lynchburg All
Store Keeper Bristol Abingdon	Store Keeper Salem Bedford	Store Keeper Lynch Amherst
Store Keeper Bristol Jonesvle	Store Keeper Salem Christnsbrg	Store Keeper Lynch Appomattox
Store Keeper Bristol Lebanon	Store Keeper Salem Hillsville	Store Keeper Lynch Chatham
Store Keeper Bristol Tazewell	Store Keeper Salem Martinsvle	Store Keeper Lynch Dillwyn
Store Keeper Bristol Wise	Store Keeper Salem Res	Store Keeper Lynch Halifax
Store Keeper Bristol Wythevle	Store Keeper Salem Rocky Mount	
Richmond	**HamptonRds**	**Fredericksburg**
Store Keeper Richmond All	Store Keeper Hmp Rds All	Store Keeper Fred All
Store Keeper Rich Amelia	Store Keeper HR Accomac	Store Keeper Fred Bowling Grn
Store Keeper Rich Ashland	Store Keeper HR Franklin	Store Keeper Fred Fredericksburg
Store Keeper Rich Chesterfield	Store Keeper HR Hmp Rds	Store Keeper Fred Northern Nec
Store Keeper Rich Petersburg	Store Keeper HR Waverly	Store Keeper Fred Saluda
Store Keeper Rich Sandston	Store Keeper HR Williamsburg	Store Keeper Fred Warsaw
Store Keeper Rich South Hill		
Culpeper	**Staunton**	**NOVA**
Store Keeper Culpeper All	Store Keeper Staunton All	Store Keeper NOVA All
Store Keeper Culp Charlottsvle	Store Keeper Staunt Edinburg	Store Keeper NOVA Fairfax
Store Keeper Culp Culpeper	Store Keeper Staunt Harrisonbg	Store Keeper NOVA Leesburg
Store Keeper Culp Louisa	Store Keeper Staun Lexington	Store Keeper NOVA Manassas
Store Keeper Culp Warrenton	Store Keeper Staunt Luray	
	Store Keeper Staunt Verona	

Project Accounting User Roles

Project Accounting (PA) provides the ability to track project related costs and to automatically bill entities for the portion of costs incurred for which the entity has agreed to provide reimbursement. In addition, PA provides the ability to report on the financial status of projects which can be used by management to manage projects. PA includes the following processes:

- Create and Maintain Projects
- Create and Amend Contracts
- Collect, Distribute, and Price
- Process Billing and Revenue
- Adjustments and Reconciliation

PA User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Projects Manager V_PA_PROJECT_MANAGER	This role has access to: • Enter and update projects and associated activities • Update the Project Manager associated with a project	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division** • **Central Office – Transportation Planning Division** • **Central Office – Research Council** • **Central Office – Infrast Investment Division** • **Central Office – Financial Planning Division** • **Central Office – Administrative Services Division**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Accounting Distribution Specialist V_PA_ACCOUNT_DISTRIB_SPECIAL	This role has access to: • Enter and update project distributions • View funds distribution rules • Review funds distribution errors	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division** • **Central Office – Transportation Planning Division** • **Central Office – Research Council** • **Central Office – Infrast Investment Division** • **Central Office – Financial Planning Division** • **Central Office – Administrative Services Division**	N/A
Accounting Distribution Approver V_PA_ACCOUNT_DISTRIB_APPROVER	This role has access to: • Enter and update project distributions • Approve project distributions • View funds distribution rules • Review funds distribution errors	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Project Status Approver V_PA_PROJECT_STATUS_APPROVER	This role has access to: Update and approve project status	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Contracts Manager V_PA_CONTRACTS_MANAGER	This role has access to: • Enter and amend contracts (agreements to bill customers i.e., FHWA, localities, property damage)	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Project Accounting Configurator V_PA_CONFIGURATOR	This role has access to: • Add/Update Project Accounting configuration	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A
Work Breakdown Structure Control Status Processor V_PA_WBS_CONTROL_STATUS	This role has access to: • Update/maintain the Work Breakdown Structure (WBS) for project activities (maintain the activity association to the appropriate phase)	**RR:** This role may only be selected by employees of the following division(s): • **Central Office – Fiscal Division**	N/A

Additional User Roles

Additional roles are available in Cardinal FIN and will be granted to select users as noted in the descriptions below.

Additional User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Event Collaborator Event Collaborator	This role is for a user the Strategic Sourcing buyer wants to receive input from and is used to route potential awards to Procurement management for approval. This role has access to: • Review sourcing events • Provide feedback and evaluation for an event during event creation and award. This role is only granted when the Strategic Sourcing Collaborator role is selected.	N/A	N/A
VDOT Special V_VDOT_SPECIAL	This role grants: • Read Only Access directly to the FIN Database	**RR:** This role may only be selected by limited users in the Central Office Fiscal Division's Financial Systems and Training section.	Special Approval is required by VDOT's Fiscal Officer and a DOA Approver - send to VDOT's Fiscal Officer for approval at cofiscalcardi@vdot.virginia.gov send to DOA Approvers for approval at gacct@doa.virginia.gov. (see SOD section of handbook for further instructions)
Audit Inquiry V_AUDITOR_FIN	This role grants access to: • Read Only access to FIN pages • FIN Reports and Queries **Note:** The **Cardinal Security Audit Access Form (SE-AUDIT-001)** must be submitted for this access.	**RR:** This role may only be assigned to users of the following agency/division(s): • **Auditor of Public Accounts** • **Agency Audit Staff**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
LDAP Setup Role (No Access) V_NOACCESS	This role has no system access. It is assigned automatically when one of the following events occurs: The user has been terminated after the completion of 1.5 years as an Employee Self Service (ESS) user. • The user is deceased. • The user is a contractor and no longer requires access to the system. • Terminated users whose agency does not use payroll or benefits and no longer needs access to the system (i.e., Locality user)*.* *Note: this role is listed for awareness only.*	N/A	N/A

Default User Roles

Default roles will be automatically assigned to Cardinal FIN users as noted in the descriptions below. This includes FIN users who request the Cardinal FIN Read Only access. These roles are not listed on the security forms, but will be visible in the FIN security queries.

Default Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Cardinal PeopleSoft User V_PEOPLESOFT_USER	This role has access to: • Run public queries Default role given to all users for access in the system. Default role given to all FIN Core users.	N/A	N/A
Cardinal Viewer V_CARDINAL_VIEWER	This role has access to: • Read-only pages in Cardinal Default role given to all FIN Core users.	N/A	N/A
Cardinal Reporter V_CARDINAL_REPORTER	This role has access to: • Run Reports in Cardinal Default role given to all FIN Core users.	N/A	N/A

The following sections of this handbook are applicable for the Cardinal Human Capital Management (HCM) application.

Benefits Administration User Roles

Benefits Administration (BN) is the functional area containing the processes required for maintaining health and other benefits for the employees of the organization and their dependents. Benefits includes the following processes:

- Administer Event Maintenance
- Benefits Reconciliation
- Affordable Care Act (ACA) Reporting

BN User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Benefits Administrator V_BN_ADMINISTRATOR	This role has access to: • View/update/process benefits enrollments • Run BN, HR reports and queries • View HR Data • Input and reconcile ACA data • View and update personal data • View and update employee dependent data • Update agency BN administrator contacts	**RR:** This role may be assigned to employees at state agencies and decentralized localities.	N/A
Benefits Read Only V_BN_RO	This role has access to • Run BN reports and queries • View employee BN enrollment data	N/A	N/A

Human Resources User Roles

Human Resources (HR) is the functional area containing all employee human resource data related to the employee lifecycle. HR includes the following processes:

- Set Up and Maintain Employee HR Data
- Maintain Employee Payroll Data – Maintain Additional Pay
- Maintain Additional HR Data

HR User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
HR Administrator V_HR_ADMINISTRATOR	This role has access to: • Enter/update job data • Enter/update additional pay data • Update position data • Enter/update personal data • View results of position data upload and employee data upload • Enter/update performance ratings • Enter/update rewards & recognition • Enter/update disciplinary actions • Enter/update EPR tool • Employee match search • Run HR reports and queries, including those with Personally Identifiable Information (PII) and confidential data Users with the HR Administrator role will not have access to update their own HR records in Cardinal. Users with the HR Administrator role do not need to select the EPR Only role, as this capability is also included as part of the HR Administrator role.	**SOD:** This role should not be assigned to users with the **PY Administrato**r role.	Segregation of Duties (SOD)/ Restriction– send to DOA Approvers for approval at gacct@doa.virginia.gov (see SOD section of handbook for further instructions)

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
HR Position Management V_HR_POSITION_MGMT	This role has access to: • Add a position • Agency salary plan steps configuration **Buddy Role:** HR Administrator role	**SOD:** This role should not be assigned to users with the **PY Administrato**r role.	Segregation of Duties (SOD)/ Restriction– send to DOA Approvers for approval at gacct@doa.virginia.gov (see SOD section of handbook for further instructions)
HR Manager Reports V_HR_MANAGER_RPTS	This role has access to: • Run HR reports and queries with PII and confidential data in Cardinal including, but not limited to, performance, rewards, and disciplinary actions. This role gives access to confidential data in Cardinal.	N/A	N/A
HR Read Only V_HR_RO	This role has access to: • View personal data • View job data • View position data • Run HR reports and queries	N/A	N/A
HR Read Only Sensitive Data V_HR_RO_PII	This role has access to: • Sensitive personal fields (e.g., SSN, Date of Birth) **Buddy Role:** HR Read Only	N/A	N/A
EPR Only Entry V_HR_EPR_ONLY	This role has access to: • Review/Update/Certify EPR Counts The EPR Only Entry role does not need to be given to an HR administrator due to that role having access to the EPR tool.	N/A	N/A

Payroll User Roles

Payroll (PY) is the functional area that enables the calculation of earnings, taxes, and deductions. Payroll includes the following processes:

- Maintain Employee Payroll Data
- Process Payroll
- Post Payroll Process
- Payroll Costing
- Periodic Regulatory Reporting

PY User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Payroll Administrator V_PY_ADMINISTRATOR	This role has access to: • Enter general deductions • Enter direct deposit information on behalf of employees • Review W-4 tax data • Enter state and local tax data and tax distribution data • Run Payroll audit reports and queries • View garnishments • Enter adjustments through Single Use Payroll Online Tool (SPOT) • Run PY, HR, TA, and BN reports and queries • View HR and BN data	**SOD:** This role should not be assigned to users with the **HR Administrator** role or the **HR Position Management** role. **RR:** This role cannot be assigned to users of a Payroll Service Bureau agency (with the exception of the Department of Accounts-15100 & DBHDS-72000 Only)	Segregation of Duties (SOD)/ Restriction– send to DOA Approvers for approval at gacct@doa.virginia.gov. (see SOD section of handbook for further instructions)
Payroll Read Only V_PY_RO	This role has access to: • View employee PY data • View Absence Management administration data • Run PY reports and queries	N/A	N/A
SPOT Approver V_PY_SPOT_APPROVER	This role has access to: • Approve SPOT transactions	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Payroll Budget Processor V_PY_BUDGET_PROCESSOR	This role has access to: • Run PY reports and queries • Maintain default funding details on the department/ position budget table Recommend assigning this role to a user in Finance or a user with the HR Administrator role. The intent of the PY Budget Processor role is to maintain position/ department default funding, not to view payroll data. **Note:** The Payroll Read Only role gives access to view payroll data online. A person can be assigned either or both roles. Non-payroll agencies providing default funding will assign the PY Budget Processor role.	N/A	N/A

Time & Attendance User Roles

The Time & Attendance (TA) functional area includes two modules: Time & Labor (TL) and Absence Management (AM) and handles time and leave entry and administration. Time & Attendance includes the following processes:

- Time & Attendance Employee Setup
- Time & Attendance Capture
- Time & Attendance Approval and Processing
- Payroll Integration and Cost Allocation

Note: The terms "Absence" and "Leave" are both defined as time away from work and are referenced interchangeably. Additionally, "Time & Labor" and "Time & Attendance" are referenced interchangeably.

TA User Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Absence Administrator V_AM_ADMINISTRATOR	This role has access to: • View calendars and calendar groups • Review/correct/approve reported absences • TRC administrator-level access on timesheets • Enter/modify/void leave • View/adjust leave balances • Enter leave donation and Family Medical Leave Act (FMLA) balance adjustments • View absence calculation results pages • View employee time reporting information • View schedules for employees • View comp time and overtime leave plans for employees • View TL eligibility and TL auto enroll bypass • View only to job data pages that impact TL auto enroll • View absence management calculation results • Run TA reports and queries This role gives access to the Timesheet & Absence Event page as an Administrator for time and absence entry	**RR:** This role may only be assigned to users of **agencies using Cardinal Absence Management** **RR:** This role cannot be assigned to users of a Payroll Service Bureau agency **(with the exception of the Department of Accounts-15100 & DBHDS-72000 Only)**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Absence Supervisor V_AM_SUPERVISOR	This role has access to: • Review/approve absences for direct reports • Enter leave on behalf of direct reports • Review direct reports' leave taken • Cancel or modify direct reports' leave taken • Review direct reports' leave balances and history • Enter or modify FMLA leave on behalf of a direct report • Delegate their own approval responsibility • Run TA reports and queries Users assigned to a position in Cardinal designated as a "Reports To" position will not be able to view/ approve/ deny absence events for employees that report to them if this role is not assigned. Anyone designated as a backup approver will also need this role in order to approve absence events. **Buddy Role:** Time & Labor Supervisor	**RR:** This role may only be assigned to users of **agencies using Cardinal Absence Management**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Time & Labor Administrator V_TL_ADMINISTRATOR	This role has access to: • Audit/monitor and validate timesheets • TRC Administrator-level access on timesheets • Review and resolve exceptions • Enter time on behalf of an employee • Correct employee's timesheet • View time entry processing status • View employee time reporting information • View/assign/change employee schedules • View comp time and overtime leave plans for employees • View TL eligibility and TL auto enroll bypass • View only to job data pages that impact TL auto enroll • Run TA reports and queries If Cardinal is the leave system of record the following are available on the timesheet: • View compensatory and overtime leave balances	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Employee TL Setup V_TL_EMPL_SETUP_ADMIN	This role has access to: • Enter TL eligibility and TL auto enroll bypass • View/change employee time reporter information • View/assign/change employee schedules • View/change compensatory time and overtime leave plans for employees • View (only) job data pages that impact TL auto enroll and service date • Run TA reports and queries **Buddy Role:** This role has to be assigned in conjunction with the Time & Labor Administrator <and/or> Absence Administrator role.	N/A	N/A
Time & Labor Supervisor V_TA_SUPERVISOR	This role has access to: • Review/Change/Approve direct reports' timesheets • Enter time on behalf of direct reports • Delegate approval responsibility • View/Approve payable time • View/Assign/Change employee schedules • View/Allow exceptions • View time entry processing status • Run TA reports and queries If Cardinal is the leave system of record the following are available on the timesheet: • View compensatory and overtime leave balances • View leave information Users assigned to a position in Cardinal designated as a "Reports To" position will not be able to view/ approve/ deny absence events for employees that report to them if this role is not assigned. Anyone designated as a backup approver will also need this role in order to approve absence events.	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Timekeeper V_TA_TIMEKEEPER	This role has access to: • Enter and view time for employees • View and correct timesheet errors • View time entry processing status • Enter and view leave for employees • View employee schedules • View/allow exceptions • View payable time summary and detail • Run TA reports and queries If Cardinal is the leave system of record the following are available on the timesheet: • View compensatory and overtime leave balances • View leave information	N/A	N/A
TA Interface Admin V_TA_INTERFACE_ADMINISTRATOR	This role has access to: • Review and correct Time and Absence interface errors • Reconcile time interfaced into Cardinal • Run TA reports and queries **Buddy Role:** Time & Labor Administrator	**RR:** This role may only be assigned to **agencies interfacing Time & Attendance**	N/A
Delegation Administrator V_TL_DELEGATION_ADMINISTRATOR	This role has access to: • Add and manage delegation requests on behalf of others • Reassign approval worklists for timesheets and absence requests, as applicable • Run TA reports and queries	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
TA Reporter V_TA_REPORTER	This role has access to: • Run TA reports and queries	N/A	N/A
TA Restricted Special Approver V_TA_RESTRICTED_SPEC_APPROVER	This role has access to: • Approve/change pending timesheet transactions that could not be routed to an actual approver due to various reasons (e.g., Reports To issues, user profile issues) • Approve/deny/change pending absence transactions events that could not be routed to an actual approver.	**RR:** This role should be assigned to a maximum of three users at each agency and must be assigned to at least one user at each agency.	N/A
TA Expired Grace Approver V_TA_EXPIRED_GRACE_APPROVER	This role has access to: • Batch approve payable time transactions pending approval by Employee ID and for dates up to 365 days in the past.	**RR:** This role should be assigned to a maximum of three users at each agency and must be assigned to at least one user at each agency.	

Additional User Roles

An additional role is available in Cardinal HCM and will be granted to select users as noted in the description below.

Additional Role & Description

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Audit Inquiry HR Sensitive V_AUDITOR_HR	This role grants access to: • Sensitive Data **Buddy Role:** HR Read Only **Note:** The **Cardinal Security Audit Access Form (SE-AUDIT-001)** must be submitted for this access.	**RR:** This role may only be assigned to employees of the following agency/division(s): • **Auditor of Public Accounts** • **Agency Audit Staff**	N/A
TA Audit Inquiry V_TA_RO	This role grants access to: • View Time & Labor pages (including employee timesheets) • Run TA reports and queries **Note:** The **Cardinal Security Audit Access Form (SE-AUDIT-001)** must be submitted for this access	**RR:** This role may only be assigned to employees of the following agency/division(s): • **Auditor of Public Accounts** • **Agency Audit Staff**	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles (RR)	Additional Approvals Required
LDAP Setup Role (No Access) V_NOACCESS	This role has no system access. It is assigned automatically when one of the following events occurs: The user has been terminated after the completion of 1.5 years as an Employee Self Service (ESS) user. • The user is deceased. • The user is a contractor and no longer requires access to the system. • Terminated users whose agency does not use payroll or benefits and no longer needs access to the system (i.e., Locality user)*.* *Note: this role is listed for awareness only.*	N/A	N/A

Default User Roles

Default roles will be automatically assigned to Cardinal users as noted in the descriptions below. These roles are not listed on the security forms, but will visible in the HCM security queries.

Default Roles & Descriptions

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD) / Restricted Roles (RR)	Additional Approvals Required
Cardinal Finance User V_PEOPLESOFT_USER_FIN	This role will provide access to Cardinal Finance application through the Cardinal Portal. All CORE Cardinal users who will need access to Cardinal Finance application will receive this role.	N/A	N/A
Cardinal HCM User V_PEOPLESOFT_USER_HCM	This role will provide access to Cardinal HCM application through Cardinal Portal. All CORE Cardinal users who will need access to Cardinal HCM application will receive this role.	N/A	N/A
HR Self Service V_HR_SS	This role has access to: • View/Update Personal Information Summary • View/Update Disability Status This role will be automatically assigned to employees for agencies not interfacing employee data and to locality employees for access to employee data.	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
HR Self Service Read Only V_HR_SS_RO	This role has access to: • View Personal Information Summary • View Disability Status • View Total Rewards • View payment advice information for past paychecks • View and print W-2 or W-2c forms This role will be automatically assigned to employees for agencies not interfacing employee data and to locality employees for access to employee data.	N/A	N/A
Benefits Self Service V_BENEFITS_SS	This role has access to: • View benefit information • View/Update dependent information • Create life events • View benefits statements • Enroll in benefits through self-service This role will be automatically assigned to all employees eligible for benefits for access to employee benefit data.	N/A	N/A
Time & Labor Self Service V_TA_SS	This role has access to: • Enter, view and correct timesheet This role will be automatically assigned to employees based on job setup for access to enter time through employee self-service.	N/A	N/A

Descriptive Role Name	Role Description & Other Role Considerations	Segregation of Duties (SOD)/Restricted Roles (RR)	Additional Approvals Required
Payroll Self Service V_PAYROLL_SS	This role has access to: • Maintain direct deposit information • View timesheet • View Monthly Schedule This role will be automatically assigned to all employees paid through Cardinal Payroll for access to employee pay data.	N/A	N/A
Terminated Employee Self Service V_TERM_EMPL_SS	This role has access to: • View/Update Personal Information Summary • View/Update Disability Status • View Total Rewards • View payment advice information for past paychecks • View and print W-2 or W-2c forms This role will be automatically assigned to terminated agency employees for 1.5 years after their termination.	N/A	N/A
Absence Self Service V_ABSENCE_SS	This role has access to: • View Absence Request History • View Comprehensive Absence Summary • View and forecast Absence Balances This role will be automatically assigned to all employees enrolled in Cardinal Absence Management for access to employee data through the portal.	N/A	N/A