

# HRS Separation of Duties WED Register Process – PY2

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## *Summary*

The purpose of this document is to instruct individuals how to complete the compensating control for the Separation of Duties (SOD) report, PY2. Notification of reports to be signed is presented via the Workflow Exception Dashboard (WED).

## *Who completes the report?*

Security recommends HR Directors review and sign reports as listed in this document. However, HR Directors can appoint designees who are also able to sign reports as long as they meet core requirements.

## *Report Frequency*

Transactions which are potentially SOD conflicts are run and posted into the custom HRS page once per week. Every night, the WED will reload lists of reports which remain unsigned.

## *Process of Completing the Report Register*

**Report Scenario:** PY2

**Report Name:** Additional pay transactions by campus/individual

**Report Description:** Listing of all Additional Pay entries by report timeframe.

**Conflict Description:** Additional or supplemental payment may be issued inappropriately. SOD conflict is the result of an HR Employee performing conflicting transactions e.g. request/approve additional payment (done outside of HRS) with entering an additional payment.

**Process:**

1. Reports are automatically run Sunday night, and saved within HRS
2. Nightly, the WED will display the reports which have not yet been signed
3. Conduct management review
  - a. Validate each payment against external request.
  - b. Validating requests and approvals are done by someone other than entry staff.
4. Investigate any discrepancies.
5. Complete the remaining steps using KB 53881.

**Example Scenario:**

- Reviewed additional pay entry. Documentation for request and approval was valid. No overlap in responsibilities per SOD. Action is not a discrepancy.
- Reviewed additional pay entry. Documentation for request and approval was insufficient. Additional pay is a discrepancy. Investigate and take action as necessary. Note on log.
- Reviewed additional pay entry. Documentation for request and approval was valid. Existing overlap of responsibilities per SOD. Additional pay is a discrepancy. Note one time, reference if reoccurs on future report.