

Application Administration and Security Report (KFS Security Report)

The Application Administration and Security Report groups the active KFS users by FO Code. The report lists in alphabetical order by last name the role(s) that a user is assigned and the specified chart-organization code qualifiers where applicable. This report will be used to verify access to KFS and will be generated semi-annually at the beginning of March and September.

Description of the Report Fields

Name: Name of the user (last name, first name)

UH Username: UH Username

UH Number: 8-digit UH Number

GCN: Date that the user acknowledged the General Confidentiality Notice

ISAT: Date that the user completed the Information Security Awareness Training

Primary Chart-Org: Chart-Organization Code used as default values in certain eDocs

Role(s): Listing of role(s) assigned to the user in numerical order. The role is listed with the role number and the role name (e.g., 54 – User). If the role has a qualifier(s), the chart-organization code qualifier(s) are listed under the role. The role descriptions may be found at:

http://www.fmo.hawaii.edu/financial_systems/docs/KFS_Role_Descriptions.pdf

Remarks/Correction: These lines are used to annotate any security changes for the particular user.

Verification Process

The generated Application Administration and Security Report will be run at the beginning of March and the beginning of September and will be distributed to the respective FOOnn mailboxes in PagecenterX (FO/FOOnn/KIM/kim_security.pdf). The Fiscal Administrator is responsible for reviewing the list of users in their department(s). Security changes may be annotated in the Remarks/Correction column. The Fiscal Administrator should sign at the end of the report and submit it to the KFS Security Administrator by the respective deadline as indicated in the email notification.

Sample Report (UH numbers have been redacted):

| Application Administration and Security | | Run Date: 03/01/2020 12:11 AM |
|---|--------------------|-------------------------------|
| FO Code: 001 | | Page 4 of 34 |
| # of Users: 106 | | |
| Name: Chan, Yin Mei | Remarks/Correction | |
| UH Username: ychan368 | | |
| UH Number: [REDACTED] | | |
| GCN: 09/27/2017 | | |
| ISAT: 09/06/2017 | | |
| Primary Chart: MA-DNED | | |
| Role(s): 54 - User | | |
| Name: Chinn, Pauline | Remarks/Correction | |
| UH Username: chinn | | |
| UH Number: [REDACTED] | | |
| GCN: 02/05/2020 | | |
| ISAT: 02/04/2020 | | |
| Primary Chart: MA-EDCS | | |
| Role(s): 40 - Contracts & Grants Project Director | | |
| 54 - User | | |
| Name: Chun, Robyn | Remarks/Correction | |
| UH Username: rchun | | |
| UH Number: [REDACTED] | | |
| GCN: 01/18/2016 | | |
| ISAT: 01/15/2016 | | |
| Primary Chart: MA-EDCS | | |
| Role(s): 54 - User | | |
| Name: Chung, Sharlena | Remarks/Correction | |
| UH Username: sharlena | | |
| UH Number: [REDACTED] | | |
| GCN: 04/28/2017 | | |
| ISAT: 04/26/2017 | | |
| Primary Chart: MA-DNED | | |
| Role(s): 54 - User | | |