The following questions were asked during the Unit Liaison meeting on November 14, 2012. The questions and answers have been grouped by presentation topic and are posted to the Unit Liaison web site (http://www.mais.umich.edu/project_infocenter/ul_info_center.php) for your reference.

**Tips: OARS and M-Pathways Roles**

**Q:** Does only one person per department receive access to the Compliance tab in M-Reports?

**A:** Only the Primary Unit Liaison for a department automatically receives access to the Compliance tab in M-Reports to view the Access Validation Report.

**Q:** In the Access Validation Report, is there a way to view the information by a higher level than Dept ID?

**A:** The department criterion is limited to 200 departments. For most academic units, you can select a department group (e.g., College of Engineering) but would not be able to view access data for an entire VP Area (e.g., Provost & Exec VP Academic Affairs).

**Q:** How often are the Access Role descriptions updated?

**A:** As role changes are made, ITS tries to update the roles and their descriptions as soon as possible, especially when a new role and/or system functionality is introduced. The role description is maintained in the PeopleSoft system. Please file an incident with the ITS Service Center if you notice a role is missing or inadequately described.

**Q:** When you use the Search OARS function to view Requests for an employee, will the results show the requests to terminate role access?

**A:** Per Ken Heskett (ITS Access Services Manager), a termination request will show while it is being processed. Once the role has been terminated, the request will no longer show in the Request list.

**Q:** The Access Validation Report in M-Reports doesn't show all secondary security. Is there a way to see all secondary security for an individual?

**A:** To find out all secondary security for an individual, use the User Security function in Search OARS. You can also call the ITS Service Center (4-Help) for assistance.

**Q:** What is the process/policy for department transfers?

**A:** At a high-level, the OARS process for department transfers is:

1. Select Unit Transfer on the Submit and Authorize Roles Request for [uniqname] page of the OARS form.
2. Enter the effective date of the transfer, the old Dept ID and the new Dept ID.
3. Select all roles required for new job (even if employee currently has the role for their old job).
4. Complete the OARS form as applicable to submit for authorization.

The new department is in the best position to complete this process, as they are aware of which system roles are required for the employee’s new job. To ensure a smooth transfer of system access, communication between the two units is important.

Contact the ITS Service Center to get help from an Access & Accounts representative if you have question about how to complete a Unit Transfer request.

**Q:** If an employee is transferring from one Dept ID to another Dept ID within the same School/College/Organization, do we still need to complete a unit transfer request?

**A:** Yes, even if the employee’s system roles will be the same in the new Dept ID. The employee’s system access is tied to the specific Dept ID. That is, the Dept ID may be used as a default value for certain roles (e.g., Dept ID determines default location code in Procurement roles).
Q: How does ITS Access & Accounts process unit transfer requests?
A: On the Effective Date specified in the request, ITS deletes the “Current Roles” (i.e., those previously granted under the old Dept ID) and applies the “Roles Requested” in the form. Where there is “role overlap” (i.e., role listed in both Current and Requested) the user shouldn’t see an interruption in system access.

Q: For a unit transfer why does it seem that some roles are added and then removed at a later date?
A: In general ITS Access & Accounts processes requests in the following order:
- Grants new roles based on the request
- Deletes roles based on the request

If the new department submits the Unit Transfer request these two activities are completed at the same time based on the Effective Date in the request.

In most cases, the later removal of roles is due to the old department submitting a Deletion Request for their former employee either:
- After the new department completed an OARS request, or
- The Deletion Request had an effective date after the OARS request from the new department.

Q: When an employee leaves a department, what do we do with their MToken?
A: For unit transfers, the employee takes the M-Token with them. It is tied to their EmplID.

For those leaving the university, the MToken should be collected as part of the “off-boarding” process. MTokens can be campus mailed to ITS Access & Accounts (2019 ASB, 1432) or returned to any of the MToken Distribution Center.

Q: In OARS, can roles be grayed out to prevent duplicate requests?
A: Per Ken Heskett, the system development to do may be complicated. He will ask the ITS OARS developers to identify what is possible and effective and re-visit this question with ULs at a later date.

Q: In OARS, what is the time frame/policy for deleting outstanding pending and unsubmitted requests?
A: Unsubmitted requests are deleted from OARS on monthly basis. Pending requests (i.e., those in a “Waiting for Training” status) are inactivated on a six-month basis.

Q: In OARS, the Common Role Finder function is cumbersome and out-of-date. Are there plans to improve it or remove it?
A: We admit to its limitations, but have heard from some that it is helpful. We don’t want to remove it if in use, but are interested in hearing from ULs on how it could be improved and/or exploring other options. One way to submit this feedback is through the UL Survey that is sent out after each UL meeting.
HE Database Split/ODS Retirement

Q: What does RDA stand for?
A: RDA stands for “Remote Data Access.” RDAs are database links between an M-Pathways environment and a unit-based (i.e. internal) system. As part of the HE Database Split/ODS Retirement, ITS will be contacting units with RDAs to HRMS, Student Administration, HEODS and FINODS to verify the link is still needed and to convert the link to the applicable production system (e.g., M-Pathways Financial & Physical Resources system, a.k.a., “FINPROD”).

Q: Will nVision go away?
A: nVision is reporting functionality currently provided through FINODS for management-level financial reporting. All nVision reports will be made available in FINPROD when FINODS is retired. (Date TBD)

eRecruit Graduate Student Appointment Processing

Q: Does the student have to apply for a job in your department or can they apply to any department?
A: Any department.

Q: Who can apply for the graduation student positions?
A: For the Ann Arbor campus, the student must be a matriculated student to apply for graduation student positions.

Temporary Termination

Q: Is there a way to prevent the purge?
A: Contact the ITS Service Center to request a list of temporaries in your department(s) that will be included in the purge. You can identify those temporaries you don’t want to purge and contact ITS with those names. When ITS loads the revised list, the persons identified won’t be purged.