



**Administrative Data Management Procedures - Security**

University Roles, Cognos Security and Security Class Definitions

**Administrative Data Management  
Business, Finance and Human Resources  
New Mexico State University**

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## Security

### **University Roles**

The following university roles are defined for purposes of access to information and requirement to perform job responsibilities.

**Audit Services** – Employees responsible for ensuring proper procedures are utilized to safeguard University assets

**Business Manager** – Division or departmental business manager responsible for fiscal operations

**Campus Executive** – Chancellor, President, Provost, Vice President (VP), Associate VP, Assistant VP, Chief Academic Officer, Chief Financial Officer, Chief Information Officer, member of Presidential Cabinet

**Central Budget** - Employees of Budget Office responsible for university's fiscal operation

**Central Finance** – Employees of Controller's Office responsible for university's financial operation

**Central HR** - Employees of Human Resource Services responsible for university's human resource operation

**Central Information Technology (IT)** – Employees of university's central IT organization

**Central Student** – Employees of Student Success Office responsible for university's academic client operation

**Administrative Data Management** – Employees responsible for the university's data warehouse and reporting and business intelligence environment

**Data Warehouse Administrator** – Employees of Central IT's data warehouse department responsible for administering Cognos and ODS

**Dean** – College or Division Dean, Associate Dean, Assistant Dean


**Department Head** – Academic department head

**Departmental Report Writer** – Departmental staff member responsible for providing external unit reporting support

**Director** – Administrative department head

**HR Liaison** – Division or departmental human resources liaison responsible for personnel actions

**Institutional Research** – Employees of Institutional Research responsible for state, federal and regulatory reporting



## Cognos Security

The Cognos toolkit provides a variety of mechanisms to deliver and segregate access to information. NMSU has elected to utilize a mechanism which provides great flexibility, while requiring limited personnel resources for maintenance.

### Security Class Definitions

Security classes are defined by ADM. The following security classes are utilized to grant access. A brief description of the intended use and purpose of the class is provided.

**BF\_admin** – class provides Administrative Data Management custodian and designees access to:

- create packages in the Cognos development environment
- create cubes in the Cognos development environment
- create metrics in the Cognos development environment

Access is limited by licensing. Access is authorized by the data management custodian, the Director of Administrative Data Management.

**BFHR\_adm** – class provides Administrative Data Management access to:

- create standard, ad-hoc and analytical finance, budget and human resources standard reports in the Cognos development environment
- utilize standard finance, budget and human resources development, test and production packages in the Cognos development environment
- create standard, ad-hoc and analytical finance, budget and human resources reports in the Cognos production environment

Access is authorized by the Director of Administrative Data Management.

**BFHR\_dept\_rpt** – class provides a departmental report writer access to:

- create department-specific reports in the Cognos development environment against standard test packages

Two-step access is authorized by access to a specific user class, e.g. bfhr\_user\_group and authorization of Administrative Data Management.


**BFHR\_set\_policy** – class provides Administrative Data Management custodian and designees access to:

- perform select Cognos administrative functions

Access is authorized by the Director of Administrative Data Management.

**BFHR\_user\_group** – class provides access to consumers of financial, budgetary and human resources related reports. This class provides the ability to:

- utilize Cognos Connection in the production environment to run and receive standard reports
- utilize Cognos Query Studio in the production environment to create ad-hoc reports
- utilize Cognos Analysis Studio in the production environment to run and create cube reports
- utilize end-user production packages in the Cognos production environment to create ad-hoc reports. End-user production packages have a limited set of data elements available; university-deemed sensitive information is not available in end-user packages.



Access to this security class is provided to employees fulfilling the following university roles: President, Executive Vice President/Provost, Vice President/Assistant Vice President, Dean/Assistant Dean, Department Head/Assistant Department Head, Director/Assistant Director, Business Manager, Accountant, Central Administrative Offices (Finance, HR, Budget, Student), Administrative Data Management, Institutional Research, Data Warehouse Administrator, Audit Services. Authorization by the responsible Dean/Vice President/Director is required.

**BFHR\_super\_user** – class provides access to special purpose financial, budgetary and human resources information in support of specific projects, e.g. University accreditation. Access is limited to specific package(s) and a specific purpose or project. This class provides the ability to:

- utilize Cognos Connection in the production and/or development environments to test specialized reports

Two-step access is authorized by a data custodian and Administrative Data Management.

**BUD\_custodian** – class provides the budget data custodian and designees access to:

- test standard and analytical budget reports in the Cognos development environment
- utilize standard budget production packages in the Cognos development environment
- run and receive standard and analytical budget reports in the Cognos production environment
- utilize standard budget production packages in the Cognos production environment to create ad-hoc budget reports

Access is authorized by the budget data custodian, the Budget Director.

**FIN\_custodian** – class provides the financial data custodian and designees access to:


- test standard and analytical financial reports in the development environment
- utilize standard financial production packages in the Cognos development environment
- run and receive standard and analytical financial reports in the Cognos production environment
- utilize standard financial production packages in the Cognos production environment to create ad-hoc financial reports


Access to this security class is authorized by the finance data custodian, the Controller.

**HR\_custodian** – class provides the human resources data custodian and designees access to:

- test standard and analytical human resources reports in the Cognos development environment
- utilize standard human resources production packages in the Cognos development environment
- run and receive standard and analytical human resources reports in the Cognos production environment
- utilize standard human resources production packages in the Cognos production environment to create ad-hoc human resources reports

Access to this security class is authorized by the human resources data custodian, the Director of Human Resource Services.





**HR\_Interface** – class provides NMSU staff a minimal set of human resources data for those staff members with a job requirement of interfacing with and viewing human resource data.

Access to this security class is authorized by the human resources data custodian, the Director of Human Resource Services.

**HR\_internal** – class provides the human resources data custodian and select HR central office employees access to:

- run and receive select standard and analytical human resources reports in the Cognos production environment
- utilize select standard human resources production packages in the Cognos production environment to create ad-hoc human resources reports

Access to this security class is authorized by the human resources data custodian, the Director of Human Resource Services.

**FSA\_report\_writers** – class provides Financial Systems Administration (FSA) access to:

- create procurement card system reports in the Cognos development environment against standard packages

Access is authorized by the Director of Financial Systems Administration (FSA).

**NMSU\_executive** – class provides access for executive administration to:

- view and analyze strategic report content applicable to the university's mission and strategic plan

Access is authorized by the President, Executive Vice President and Provost or Senior Vice President.

**PI\_user** – class provides NMSU sponsored research Principal Investigators (PIs) access to:

- run and receive select grant and contract related standard and analytical financial and human resources reports in the Cognos production environment

Access to this security class is authorized by the appropriate Dean or Vice President and by the Associate Controller for Sponsored Projects Administration.


**Query\_studio\_users** – class provides the ability to:


- utilize the Cognos Query Studio tool

**Report\_studio\_users** – class provides the ability:

- for data administration to utilize the Cognos Report Studio tool in the Cognos production and development environments
- for departmental report writers to utilize the Cognos Report Studio tool in the Cognos development environment

Access is limited by Cognos licensing. Access is authorized by Administrative Data Management.





**Rpt\_mgr\_XXXX** – classes provide the ability to:

- share division/college/departmental reports in the Cognos production environment, e.g. the Business College
- reduce duplication of effort and expenditure of resource in creating a sharable report again and again

Access to these security classes is a two-step process. The employee must first meet the `bfhr_user_group` criteria. Secondly, the employee must be authorized by the division vice president, college dean, director or department head.

