**Please read the following instructions before completing** the SHARE Security User Permission form for HCM.

The state’s HR system SHARE contains sensitive employee data; changes to data can have far reaching consequences if not completed correctly. Please review the instructions and request only the access you or your employee require to perform job duties. Please contact the DoIT SHARE team with any questions.

The **SHARE User Access Form** is required for the following:

* Assign security roles and request user ID’s and passwords for new users.
* Add security roles to existing user profiles.
* Remove security roles from existing users.

**How to fill out the SHARE Security User Permission Form**

Any text in BLUE represents a field that is editable. The text in RED are instructions to you to assist you in filling out the form.

The following fields are **REQUIRED**:

* Employee Name
* Business Unit
* SHARE Access ID
* Employee Position Type
* Submitted By
* Submitter’s Email
* Employee E-Mail
* SHARE Employee ID
* Employee Status
* Submitter’s Phone

Once you have provided the above information, select which roles the user needs **Added** or **Deleted** by clicking on the **Select** text. This will give you a drop down box with the options of Add, Delete, or Select.

**PLEASE NOTE:** **Select** is a default value. If you want to add a role, you must change this to **Add**. If you want to delete a role, you must select **Delete**. A value of **Select** means that we will not change the security relating to the user for that role.

**Roles that Require Training**

Due to the high level of access some roles require training before they can be assigned. These roles are marked on the form with a **[REQUIRES TRAINING]** tag. More information can be found at this link:

<https://www.share.state.nm.us/hcm-training.html>. If a role that requires training is selected, you must submit proof of the training completion when you submit the SHARE Security User Permission.

**Agency Human Resources Authorization**

This form must be signed by an appropriate officer within your agency. For the HCM form, the signature must be signed by a human resources agency director or manager.

**Privacy Statement**

Employees granted access to HCM will be given access to view sensitive and personal identifying information. Employees are expected to treat this information securely and not to abuse this access or disclose any information to other employees or non-state personnel.

**Restricted Roles**

Employees requesting access to a restricted role from the following departments please check the box at the top of the form and complete all submitter information and DoIT will reach out to you directly.

* Risk Management Division Employee Benefits Bureau
* Department of Finance & Administration – Central Payroll
* Department of Finance & Administration – State Budget Division

**Form Rejection**

This form may be rejected if a request is made to copy another user’s access. We cannot process this type of request. Review the form and be specific in your request.

If you are requesting new access or a change to existing access for a transferred employee, ensure all job data has been completed in SHARE before submitting this User Access Request. This request will be rejected if job data does not reflect the correct agency and position.

Submission of this form does not guarantee access will be given. Requests missing required information, a request for a role that does not apply to an employee’s job function, requesting HR roles for a Non-HR Employee, or missing proof of training certificate for required roles will not be accepted.

 **HCM User Roles Detailed Descriptions**

|  |  |  |
| --- | --- | --- |
| **Role Name** | **Description** | **Requirements** |
| Agency Time Admin | This is the most comprehensive Time and Labor role and is intended for high-level HR Professionals, this role grants access to all necessary Time and Labor functions. It also provides access to HR Administrator-level Time Reporting Codes. **Role Security Name: NMX\_TL\_AGY\_TIME\_ADMIN** |   |
| Time Approver | This is a focused role allowing both input and approval of time for other employees. This role is primarily for mid-level and lower HR professionals. **Role Security Name: NMX\_TL\_TIME\_APPROVER** |   |
| Timekeeper | This role allows access to inputting schedules and recording time on the time sheet. This role does not allow approval of time.**Role Security Name: NMX\_TL\_TIME\_KEEPER**  |   |
| View Only | This role provides view only access to the employee’s timesheet. This role is intended for audit or review purposes.**Role Security Name: NMX\_TL\_VIEW** |   |
|   |   |   |
| Payroll Update | This role allows full access to all core payroll functions. You must complete the HR Administrator 101 Training and provide your completion certificate to obtain this role. **Role Security Name: NMX\_PR\_UPDATE** | HR Administrator 101 Training |
| Payroll View Only | This role allows access to view an employee’s payroll. This role does not allow the ability to adjust or update employee payroll information. **Role Security Name: NMX\_PR\_VIEW** |   |
|   |  |   |
| Benefits View Only | This role allows access to view an employee’s current benefits and leave accruals. **Role Security Name: NMX\_BN\_VIEW** |   |
|   |   |   |
| HR Admin Update | This role allows full access to all HR-level personnel functions. You must complete the HR Administrator 101 Training and provide your completion certificate to obtain this role. **Role Security Name: NMX\_HR\_ADMIN\_UPDATE** | HR Administrator 101 Training |
| HR Admin View Only | This role provides view only access to all HR personnel pages. This role cannot update or make changes to any HR information. **Role Security Name: NMX\_ADMIN\_VIEW** |   |
|   |   |   |
| Query Viewer  | This role allows access to run all public HR queries in HCM. **Role Security Name HR: NMX\_QV\_GENERAL** |   |
| Recruiter | This role allows access to recruiter functions to create, update, and manage job openings and applicants. **Role Security Name NMX\_TA\_RECRUITER** | Recruiter Training |
| Task Profile ID | This role allows access to add/update Task Profile ID information. **Role Security Name: NMX\_TL\_TASK\_PROFILE\_ID** |   |

Non-HR Professionals: If you need access to employee information please review the Non-HR Roles on the following page. This includes needs like budgeting, payroll reconciliation, and queries.

**If a requested Role is added that denotes [REQUIRES TRAINING], please attach a copy of certificate of completion to the security form.**

**Employee Name:** Click here to enter text. **Employee E-Mail:** Click here to enter text. **Business Unit:** Click here to enter text.

**SHARE Emp. ID:** Click here to enter text. **SHARE Access ID:**Click here to enter text.

**Employee Status:** Select **Employee Position Type:** Select

**Submitted By:** Click here to enter text. **Submitter’s Phone:**Click here to enter text. **Submitter’s Email:** Click here to enter text.

**[ ]  If this request is for restricted access (Central Payroll, RMD – EBB/ERISA, DFA -SBD) please check this box.**

|  |
| --- |
| Click here to enter text. |

 **Require access to multiple Business Units?**

**(LIST THEM IN THE BOX TO THE RIGHT.)**

**Human Resources Access**

**FOR HR PERSONNEL ONLY. Please choose “ADD/DELETE” from the** Select **dropdown boxes next to each role requested for this user.**

**Time Management Roles (SELECT ONE OR LEAVE BLANK) Description**

|  |  |  |
| --- | --- | --- |
| Select | Agency Time Admin | *Manage Time and Labor, approve time, and enroll Time Reporters* |
| Time Approver | *Time entry and approval for groups of employees* |
| Timekeeper | *Time entry on behalf of others* |
| View Only | ***View Only*** *all Time and Labor* |

**Payroll Roles (SELECT ONE OR LEAVE BLANK) Description**

|  |  |  |
| --- | --- | --- |
| Select | Payroll Update | *Training Required - Update employees’ payroll information* |
| Payroll View Only | ***View Only*** *employees’ payroll information* |

**Benefits Roles (SELECT ONE OR LEAVE BLANK) Description**

|  |  |  |
| --- | --- | --- |
| Select | Benefits View Only | ***View Only*** *Agency employee benefits data* |

**Human Resources Roles (SELECT ONE OR LEAVE BLANK) Description**

|  |  |  |
| --- | --- | --- |
| Select | HR Admin Update | *Training Required - Update Personal and Job data by agency* |
| HR Admin View Only | ***View Only*** *Personal and Job data by agency* |

**Additional Roles (SELECT ALL THAT APPLY) Description**

|  |  |  |
| --- | --- | --- |
| Select | Query Viewer | ***(HR Staff Only)*** *View / Run general existing queries only* |
| Select | Recruiter | *Training Required - HR Recruiter Role only* |
| Select | Task Profile ID | *Task Profile maintenance (labor distribution)* |

**Non-HR Access**

**FOR Non-HR PERSONNEL ONLY. Please choose “ADD/DELETE” from the** Select **dropdown boxes next to each role requested for this user.**

**Non-HR Roles (SELECT ALL THAT APPLY) Description**

|  |  |  |
| --- | --- | --- |
| Select | Non-HR Job View | ***View Only*** *View HR job data only* |
| Non-HR HCM View | ***View Only*** *View HR and Timesheet information* |
| Select | Non-HR Task Profile ID  | *Task Profile maintenance (labor distribution)* |
| Select | Non-HR Query Viewer | ***View Only*** *View/Run a subset of existing HCM queries only* |

**CFO signed initials required for Non-HR personnel requests. CFO Signature not required for HR personnel.**

**CFO Authorization: \_\_\_\_\_\_\_**

**Agency HR Manager Authorization**

**Print Name: Signature: Date:**