

What's Happening?

The Division of Human Resources, UCO Payroll and Information Technology have teamed up to implement Row Level Security (RLS) in GEMS.

Why?

Row Level Security provides additional levels of security for employee data maintained in GEMS. This implementation will also position USF to take advantage of delivered system functionality in the future.

Who is Affected?

Row Level Security controls the employee population that a GEMS User can view. Therefore, it may affect anyone that currently accesses employee information using GEMS.

How will GEMS Users Be Affected?

GEMS users currently have access to pages in GEMS based on their functional business need. Existing GEMS Permission Lists and Roles grant users access to certain pages in GEMS. Based on business need, these Permission Lists also determine the level of access a user may have such as: view only, update, correction, etc. This access will not change.

Prior to RLS there were no limits on the employee population that a GEMS user could see. Row Level Security will provide the capability to grant access to a specific employee population in GEMS.

For example:

When a GEMS user has a business need to access employee data for a specific department, and doesn't need to see employee data for employee's outside of that department, that need will be addressed with Row Level Security.

Will My Screens in GEMS Look Any Different?

The navigation and screens that you have access to now in GEMS will not change. Access to pages in GEMS is provided by security Roles and Permissions. Row Level Security will not impact this access.

Have Any GEMS Processes Changed?

The RLS Project Team received valuable input from individuals that responded to surveys, participated in interview sessions, provided input as a Focus or Pilot group member or participated in User Acceptance testing. This feedback resulted in the following process changes:

Grants – The team created a simplified process for gathering data for grant processing. Individuals that communicated this business need should have access to this report process when RLS goes live in production Monday. If you have a business need to provide data for grants, and do not receive specific instructions regarding this new process by Monday, 11/5/18, please refer to the section entitled “**Have a Business Need for Additional Access?**” to request Grant Report access.

Salary Equity – Some GEMS Users may have a need for salary data outside of their home departments. Going forward the DHR Classification and Compensation team will assist with the following:

- Position Classification
- Clarification of hiring ranges or promotional increases
- Reviewing salary inequity inquiries within a department

Departments in St. Petersburg, Sarasota and USF Health should forward requests to their respective HR Offices.

Departments in Tampa should forward the specifics of a request to classcomp@usf.edu. Please include a detailed explanation of your request including specific criteria such as job code, date in position, etc. and a justification of the business need for the request.

Queries – It may be necessary to “optimize” your private queries to improve run times. The team has reviewed and optimized most of the public queries.

Private queries with multiple table joins using the same security views may take longer to run. If your private queries run longer or will not run to completion, please click [here](#) for instructions on optimizing queries.

Have a Business Need for Additional Access?

The RLS Team sent out surveys, conducted interviews and worked with a Focus Group to identify business needs and the access levels needed by employees in various job groups. This input was used to determine default access levels by Department and Job Code.

Should you have a business need for additional access, a new GEMS Access Request form is located under the Manager Self Service menu in GEMS. Your immediate supervisor simply needs to complete the request form confirming your business need, click SAVE, then scroll to the top of the page and click SUBMIT. Clicking SUBMIT will route the form to HRIS in the Division of HR for processing. HRIS will grant access once they obtain the required approvals. The following chart reflects the level of approval required for various levels of access in GEMS.

Requests For:	Approval Required:
Own Department	Director / Dean or Chair
Multiple Departments within same College	Director / Dean or Chair
Multiple Departments across multiple Colleges	Director / Dean or Chair of each College
Multiple Departments within same VP Area	Vice President / Provost
Multiple Departments across multiple VP Areas	Specific VP Area Vice President / Provost
Campus Wide Access	DHR Leadership
Multiple Campuses	DHR Leadership
System Access	DHR Leadership

Click [here](#) for additional instructions on completing the form.

Are other systems or processes impacted by Row Level Security?

Row Level Security is only being applied to GEMS. This change will not affect FAST access, PERT reporting or CERTs processes.

What about the Sunshine Laws?

Florida does have the Sunshine Law which allows access to certain data. However, there are over 1,000 exceptions to the Sunshine Law. These exceptions include specific data, documents to protect certain populations such as law enforcement personnel, healthcare workers, etc. RLS will better enable us to comply with these exemptions.

You can view the Florida Sunshine Law and any exemptions via the legislative link:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0119/Sections/0119.01.html

When Will Row Level Security Changes Occur?

RLS will go live in the GEMS Production Environment on November 5th.

Please direct all questions to the RLS group email box – RowLevelSecurity@usf.edu.

Our entire project team (HR and IT) has access to this mailbox.