

Security Role Code Definitions

Overview

A security role code (role code) is used to define the type of access a user has in the People First system and is designed to limit access to data based on the employee's work responsibilities. The role code is assigned to an employee's position on the Security screen within Org Management > Maintenance > Position.

The Security Matrix (matrix) identifies all role codes available in the People First system, role code descriptions, agency and statewide access levels, access for terminated employees and the type of employee (e.g., salaried, Other Personal Services) or agency that can be assigned the role code. In addition, the matrix identifies the type of access (e.g., view, update) to data. The matrix is intended to be a guide to assist agencies in determining which role code should be assigned to an employee based on his or her job responsibilities.

Special Notes

The following are special notes associated with the security role codes:

- The M role code defines access for direct reports structure, which includes all positions under the manager. If a manager has direct reports, he or she automatically has M role code access for their employees, even if a different role code is assigned to the manager's position. The only exception is users assigned an E role code; even with this role code, users will not have manager access (e.g., cannot access Manager landing page).
- Access to a user's own information (employee self-service) is defined by the E role code. The E role code cannot be assigned to users with direct reports (employees reporting to them).
- A, F, G, N, S, X, Y and Z role codes can only be assigned by the Department of Management Services' People First team.
 - If one of these roles needs to be assigned to a position, the Agency Human Resource Officer should send an email to Jimmy Cox at jimmy.cox@dms.fl.gov and copy Nikki Turlington at nikki.turlington@dms.fl.gov. Include the employee's name, appointment ID, org code range or ranges to be assigned (for Y role code), agency to be assigned (for G role code), and the reason or justification for the requested level of statewide access. The DMS People First team will process the request within 24 hours.

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- The ability to update information on terminated employees is limited to 60 days from the last day the terminated employee was employed. Manager and human resource (HR) role codes will have update access to the terminated employee's timesheet and selected payroll screens as identified in the matrix. Human resource users will also have update access to benefits and personal information if the employee does not actively hold another position in a People First entity.

Definitions

- Benefits Only Employee (BENO) – Employees who only use People First for insurance benefits (e.g., Florida Legislature, state universities).
- Other Personal Services (OPS) Employee – Employees who are considered temporary that are hired for a specific job and a limited amount of time. Other Personal Services employees are not assigned to established (salaried) positions.
- Salaried Employee – All employees except for OPS, contractors, and benefits only employees.

Security Matrix

Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
A	Agency HR with Statewide View	Full update access (except Direct Deposit) for agency employees and positions.	No update access. View Only: <ul style="list-style-type: none">• Insurance Benefits (e.g., Dependent Information, Change My Benefits, Premium History, My Benefits)• Action History• Key Service Dates• Training History	Recruiting: Full update access to agency when proxying in as the agency HR user or by proxying in as hiring manager directly. Performance: View only statewide. Access to proxy as all employees and managers in the agency.	View access as defined in the <i>Level of Access Statewide</i> column. Ability to process limited updates (e.g., timesheet entry, timesheet and leave approvals, Form W-4, Contact Information, EEO-Veteran, Leave Payout, Additional One-Time Payments) for	Salaried Employees

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Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
			<ul style="list-style-type: none"> Pay Info (e.g., Pay Info, Employee Gross Salary, Recurring Payments, Leave Payout, Gross Pay History) Time and Attendance (e.g., Timesheet, Leave Balance Overview, Flexible Work Schedule, Base Work Schedule Assignment, Leave Transfer) 	<p>Administrative access to all agency evaluations (e.g., route to different step, update evaluation dates).</p> <p>Administrative access to grant proxy assignment.</p> <p>Learning Management: Access to direct reports only. Access to view training completions on employee profiles.</p> <p>Onboarding: Can initiate, monitor and access all activities for agency.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	<p>separated agency employees within 60 days from last day employed.</p> <p>If the employee actively holds another position in a People First entity, the existing agency does not have update access to Form W-4, Contact Information, and EEO-Veteran.</p>	
B	Requisition Manager & Timekeeper – Org Code Range Allowance	<p>Access to positions and employees in assigned Org Code Range Allowance.</p> <p>Update:</p> <ul style="list-style-type: none"> Timesheet Timesheet Approval Flexible Work Schedule 	No access.	<p>Recruiting: Ability to create requisitions for positions in the assigned Org Code Range Allowance. All other access is limited to requisitions where the user is a hiring manager, approver, or team member.</p> <p>Performance: Access to direct reports only.</p>	<p>View access as defined in the <i>Level of Access in Agency</i> column.</p> <p>Ability to process limited updates (i.e., timesheet entry, timesheet and leave approvals) for separated agency employees within 60</p>	Salaried and OPS Employees

Security Role Code Definitions

Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
		<ul style="list-style-type: none"> Other Approvals Vacancy <p>View Only:</p> <ul style="list-style-type: none"> Leave Balance Adjustments Leave Balance Overview Action History Key Service Dates Position Information 		<p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	<p>days from last day employed.</p> <p>No access after 60 days from last day employed.</p>	
C	Agency HR View, without Benefits	<p>No update access.</p> <p>View Only (except Insurance Benefits and Direct Deposit) for agency employees and positions.</p>	No access.	<p>Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member.</p> <p>Performance: Access to direct reports only.</p> <p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	<p>View access as defined in the <i>Level of Access in Agency</i> column.</p> <p>No access after 60 days from last day employed.</p>	Salaried and OPS Employees

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Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
D	Agency Finance/ Accounting & Budget	No update access. View Only: <ul style="list-style-type: none"> Action History Pay Info Employee Gross Salary Gross Pay History Key Service Dates Leave Balance Overview Recurring Payments and Military Pay One-Time Pay Supplemental Pay Position Information Organizational Information 	No access.	Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member. Performance: Access to direct reports only. Learning Management: Access to direct reports only. Onboarding: Can initiate, monitor and access all activities for direct report positions only. Note: Learning Management Administrator and Trainer access is assigned manually for all roles.	View access as defined in the <i>Level of Access in Agency</i> column. No access after 60 days from last day employed.	Salaried and OPS Employees
E	Employee Self-service	Access is limited to own information. Update: <ul style="list-style-type: none"> Contact Information Direct Deposit 	No access.	Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member. Performance: Access is limited to own performance	Ability to process limited updates (e.g., timesheets for period of employment with agency, Contact Information, emergency contact, direct deposit,	Salaried and OPS Employees without Direct Reports Access to certain

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Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
		<ul style="list-style-type: none"> Emergency Contact Insurance Benefits Leave and Overtime Requests Flexible Work Schedule Requests Timesheet Form W-4 <p>View Only:</p> <ul style="list-style-type: none"> Action History Pay Info Employee Gross Salary Key Service Dates Gross Pay History Organizational Work Assignment Personal Info Recurring Payments Training Transcript 		<p>expectations and performance evaluation.</p> <p>Ability to acknowledge receipt of performance expectations, acknowledge receipt of performance evaluation and add comments to final performance evaluation.</p> <p>Learning Management: Access is limited to own training information.</p> <p>Onboarding: No access.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	<p>Form W-4) for 30 days from last day employed.</p> <p>No access after 30 days from last day employed.</p>	<p>screens is limited for BENO.</p>
F	BOSP with Statewide Access	All access defined in the <i>Level of Access Statewide</i> column.	<p>Update:</p> <ul style="list-style-type: none"> Form W-4 W-4 IRS Required Field Wage Type Permissibility 	<p>Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member.</p>	All access as defined in the <i>Level of Access Statewide</i> column.	Salaried Employees in Department of Financial Services

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			View Only: <ul style="list-style-type: none"> • Pay Info Screens • Personal Info • Position Information 	Performance: Access to direct reports only. Learning Management: Access to direct reports only. Onboarding: Can initiate, monitor and access all activities for direct report positions only. Note: Learning Management Administrator and Trainer access is assigned manually for all roles.		(OLO 4300) and Department of Management Services (OLO 7200) Only
G	Auditor General with Benefits View	All access defined in the <i>Level of Access Statewide</i> column.	Access is restricted by OLO Code (agency). No update access. View access to all information (except Direct Deposit).	Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member. Performance: Access to direct reports only. Learning Management: Access to direct reports only. Onboarding: Can initiate, monitor and access all activities for direct report positions only. Note: Learning Management Administrator and Trainer access is assigned manually for all roles.	All access as defined in the <i>Level of Access Statewide</i> column.	Salaried Employees

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Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
H	Agency HR	Full update access (except Direct Deposit) for agency employees and positions.	No access.	<p>View only statewide.</p> <p>Access to proxy as all employees and managers in the agency.</p> <p>Administrative access to all agency evaluations (e.g., route to different step, update evaluation dates).</p> <p>Administrative access to grant proxy assignment.</p> <p>Learning Management: Access to direct reports only. Access to view training completions on employee profiles.</p> <p>Onboarding: Can initiate, monitor and access all activities for agency.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	<p>Ability to process limited updates (e.g., timesheet entry, timesheet and leave approvals, Form W-4, Contact Information, EEO-Veteran, Leave Payout, Additional One-Time Payments) for separated agency employees within 60 days from last day employed.</p> <p>If the employee actively holds another position in a People First entity, the existing agency does not have update access to Form W-4, Contact Information, and EEO-Veteran.</p> <p>Ability to view all employee information for former employees after 60 days from last day employed.</p> <p>No access to employees who separated and were hired at another agency</p>	Salaried and OPS Employees

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					<p>under the same appointment ID or were moved to a benefits only status (e.g., retirement, layoff) under the same appointment ID.</p> <p>No access to new appointment IDs (e.g., employee hired at another agency, retirement).</p>	
I	Agency Inspector General	<p>No update access.</p> <p>View only to all employee information (except Insurance Benefits and Direct Deposit).</p>	No access.	<p>Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member.</p> <p>Performance: Access to direct reports only.</p> <p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	All access as defined in the <i>Level of Access in Agency</i> column.	Salaried Employees

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Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
J	Agency Training Coordinator	Update: <ul style="list-style-type: none"> Employee Training Entry Training Library 	No access.	Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member. Performance: Access to direct reports only. Learning Management: Access to direct reports only. Onboarding: Can initiate, monitor and access all activities for direct report positions only. Note: Learning Management Administrator and Trainer access is assigned manually for all roles.	All access as defined in the <i>Level of Access in Agency</i> column.	Salaried and OPS Employees
K	Agency HR View, without Benefits – Org Code Range Allowance	Access is restricted by Org Code Range Allowance. No update access. View Only to all employee information (except Insurance Benefits and Direct Deposit).	No access.	Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member. Performance: Access to direct reports only. Learning Management: Access to Direct reports only.	View access as defined in the <i>Level of Access in Agency</i> column. No access after 60 days from last day employed. No access to employees who move outside the Org Code Allowance within the same agency.	Salaried and OPS Employees

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Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
		This role is the equivalent of the C role code, only restricted by Org Code Range Allowance.		Onboarding: Can initiate, monitor and access all activities for direct report positions only. Note: Learning Management Administrator and Trainer access is assigned manually for all roles.		
M	Manager Self-service	Access to direct reports structure only (includes all employees and positions under the manager's structure). Update: <ul style="list-style-type: none"> • Timesheet • Timesheet Approval • Other Approvals • Contact Information • Work Email Address • DROP/Retirement • EEO-Veteran • Performance Appraisal • Form W-4 • Professional Licenses and Certifications 	No access.	Recruiting: Ability to create requisitions for positions in direct reports structure. All other access is limited to requisitions where the user is a hiring manager, approver or team member. Performance: Access to direct reports only. Ability to complete the performance expectations and performance evaluation processes for employees within direct reports structure. Automatic proxy access to employees who are direct reports.	Ability to process limited updates (e.g., timesheet entry and timesheet approval for period of employment under manager's direct reports structure, employee training entry, performance appraisal) for separated agency employees within 60 days from last day employed. No access after 60 days from last day employed.	Salaried and OPS Employees

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		<ul style="list-style-type: none"> Employee Training Entry PAR (access is limited to PARs manager has created or is identified as an approver.) <p>View Only:</p> <ul style="list-style-type: none"> Action History Organizational Work Assignment Leave Balance Overview Key Service Dates Personal Info (except SSN) Pay Info Employee Gross Salary Gross Pay History 		<p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>		
N	Statewide View Only	<p>No update access.</p> <p>View only to all screens (except Direct Deposit).</p> <p>This role is the equivalent of the</p>	<p>No update access.</p> <p>View only to all screens (except Direct Deposit).</p>	<p>Recruiting: View only statewide.</p> <p>Update access is limited to requisitions where the user is a hiring manager, approver or team member.</p>	Ability to view all employees who are no longer active in any People First entity.	Salaried Employees

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		S role code, but with view only.		<p>Performance: View only statewide.</p> <p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>		
R	Requisition Manager – Org Code Range Allowance	<p>Access to employees and positions in assigned Org Code Range Allowance.</p> <p>Update:</p> <ul style="list-style-type: none"> Vacancy <p>View Only:</p> <ul style="list-style-type: none"> Organizational Work Assignment Position Information Position Relationships 	No access.	<p>Recruiting: Ability to create requisitions for positions in the assigned Org Code Range Allowance. All other access is limited to requisitions where the user is a hiring manager, approver or team member.</p> <p>Performance: Access to direct reports only.</p> <p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p>	No access.	Salaried and OPS Employees

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Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
				Note: Learning Management Administrator and Trainer access is assigned manually for all roles.		
S	Statewide Access	<p>Update to all Org Management screens.</p> <p>View only to all other screens (except Direct Deposit).</p>	<p>Update to all Org Management screens.</p> <p>View only to all other screens (except Direct Deposit).</p>	<p>Recruiting: View only statewide.</p> <p>Update access is limited to requisitions where the user is a hiring manager, approver or team member.</p> <p>Performance: View only statewide.</p> <p>Learning Management: Access to direct reports only. Access to view training completions on employee profiles.</p> <p>Onboarding: View only to all activities statewide.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	Ability to view all employees who are no longer active in any People First entity.	Salaried Employees in Department of Management Services (OLO 7200) only
T	Timekeeper – Org Code Range Allowance	<p>Access to employees in assigned Org Code Range Allowance.</p> <p>Update:</p> <ul style="list-style-type: none"> • Timesheet 	No access.	Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member.	<p>View access as defined in the <i>Level of Access in Agency</i> column.</p> <p>Ability to process limited updates (i.e., timesheet entry,</p>	Salaried and OPS Employees

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Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
		<ul style="list-style-type: none"> • Timesheet Approval • Flexible Work Schedule • Other Approvals <p>View Only:</p> <ul style="list-style-type: none"> • Leave Balance Adjustments • Leave Balance Overview • Action History • Key Service Dates 		<p>Performance: Access to direct reports only.</p> <p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	<p>timesheet and leave approvals) for separated agency employees within 60 days from last day employed.</p> <p>No access after 60 days from last day employed.</p>	
U	Agency HR – Org Code Range Allowance	<p>Access is restricted by Org Code Range Allowance.</p> <p>Full Access (except Direct Deposit) for Org Code Range Allowance.</p> <p>This role is the equivalent of the H role code, only restricted by Org Code Range Allowance.</p>	No access.	<p>Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member.</p> <p>Performance: Access to direct reports only.</p> <p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	<p>Update access as defined in the <i>Level of Access in Agency</i> column.</p> <p>No access after 60 days from last day employed.</p> <p>No access to employees who move outside the Org Code Allowance within the same agency.</p>	<p>Salaried and OPS Employees</p> <p>Access to certain screens is limited for BENO.</p>

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V	Third Party Vendor (Misc Deductions)	Update: <ul style="list-style-type: none"> Recurring Pay Deductions One-Time Pay Deductions View Only: <ul style="list-style-type: none"> Personal Info Pay Info Employee Gross Salary Recurring Payments 	No access.	No access.	No update access. View access as defined in the <i>Level of Access in Agency</i> column. No access after 60 days from last day employed.	Salaried and OPS Employees
X	Agency HR with Statewide Benefits View	Full update access (except Direct Deposit) for agency employees and positions. This role is the equivalent of the H role code, but with statewide benefits view.	No update access. View Only: <ul style="list-style-type: none"> Insurance Benefits (e.g., Dependents Information, Change My Benefits, Premium History, My Benefits) 	Recruiting: Full update access to agency when proxying in as the agency HR user or by proxying in as hiring manager directly. Performance: Access to direct reports only. Access to proxy as all employees and managers in the agency Administrative access to all agency evaluations (e.g., route to different step, update evaluation dates).	Ability to process limited updates (e.g., timesheet entry, timesheet and leave approvals, Form W-4, Contact Information, EEO-Veteran, Leave Payout, Additional One-Time Payments) for separated agency employees within 60 days from last day employed. If the employee actively holds another position in a People First entity, the existing agency does not have update access to Form W-4,	Salaried Employees

Security Role Code Definitions

Role Code	Role Code Description	Level of Access in Agency	Level of Access Statewide	Level of Access in Talent Management	Level of Access to Terminated Employees	Who Can Have Role Code
				<p>Administrative access to grant proxy assignment.</p> <p>Learning Management: Access to direct reports only. Access to view training completions on employee profiles.</p> <p>Onboarding: Can initiate, monitor and access all activities for agency.</p> <p>Note: Learning Management Administrator and Trainer access is assigned manually for all roles.</p>	<p>Contact Information, and EEO-Veteran.</p> <p>Ability to view all employee information for former employees after 60 days from last day employed.</p>	
Y	Agency HR with Statewide Benefits View – Org Code Range Allowance	<p>Access is restricted by Org Code Range Allowance.</p> <p>Full update access (except Direct Deposit) to agency employees and positions, for Org Code Range Allowance.</p> <p>This role is the equivalent of the X role code, only restricted by Org</p>	<p>No update access.</p> <p>View Only:</p> <ul style="list-style-type: none"> Insurance Benefits (e.g., Dependents Information, Change My Benefits, Premium History, My Benefits) 	<p>Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member.</p> <p>Performance: Access to direct reports only.</p> <p>Learning Management: Access to direct reports only.</p> <p>Onboarding: Can initiate, monitor and access all activities for direct report positions only.</p>	<p>Update access as defined in the <i>Level of Access in Agency</i> column.</p> <p>No access after 60 days from last day employed.</p> <p>No access to employees who move outside the Org Code Allowance within the same agency.</p>	<p>Salaried Employees</p> <p>Access to certain screens is limited for BENO.</p>

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		Code Range Allowance.		Note: Learning Management Administrator and Trainer access is assigned manually for all roles.		
Z	Division of Retirement w/Statewide View	No update access. View Only: <ul style="list-style-type: none"> Action History DROP/Retirement Key Service Dates Personal Info (except SSN) Organizational Work Assignment Contact Information Pay Info Employee Gross Salary Recurring Payments Additional One-Time Payments Gross Pay History 	Access as defined in the <i>Level of Access in Agency</i> column.	Recruiting: Access is limited to requisitions where the user is a hiring manager, approver or team member. Performance: Access to direct reports only. Learning Management: Access to direct reports only. Onboarding: Can initiate, monitor and access all activities for direct report positions only. Note: Learning Management Administrator and Trainer access is assigned manually for all roles.	Ability to view all employees who are no longer active in a People First entity.	Salaried Employees in Department of Financial Services (OLO 4300) and Department of Management Services (OLO 7200) Only