



NEW YORK STATE  
**Unified Court System**

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## Division of Financial Management

DFM Bulletin	Number 1405	May 8, 2014
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Statewide Financial System (SFS) Security Administration Guidelines -  
Departmental Responsibilities

In accordance with SFS Security Administration Guidelines, the Division of Financial Management (DFM) has designated Amanda Ross and Jeffrey Hoffman as the SFS Agency Security Administrators (ASA) for the Unified Court System (UCS). ASAs are responsible for monitoring user access and granting user role mapping changes to the SFS.

**SFS role assignments should be limited to the roles needed for a job function and in compliance with UCS/SFS Security policies.**

A list of authorized department Role Mapping Administrators (RMA) is available on DFM's SFS page on the UCS Intranet. Only RMAs are authorized to submit role mapping changes. Any changes to this list must be requested by the agency financial supervisor and/or District/Department Head by submitting a UCS Role Mapping Administrator Designation form. This new form is also available on the SFS page.

All role mapping requests should be submitted by RMAs to: [helpcenter@nycourts.gov](mailto:helpcenter@nycourts.gov). Please review the [UCS Matrix of Role Combinations and Conflicts](#)<sup>1</sup> also posted on the SFS page on the UCS intranet. Prior to submitting a role mapping request, the RMA is responsible for verifying that no

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<sup>1</sup>The UCS matrix of role conflicts varies from the SFS version; role restriction discrepancies are noted on the "SFS\_UCS\_MATRIX\_MISMATCH" tab of the matrix.

conflicts exist and ensuring compliance with SFS and UCS policies. Please note, however, that ASA approval does not necessarily ensure such compliance. If a situation occurs where a conflict is unavoidable, the RMA must submit their compensating controls for review before their request will be approved by the ASA.

DFM's Agency Security Administrators will conduct quarterly reviews of all role mapping to identify any deficiencies, conflicts, and users who have not been active in the system. All errors identified by the ASA should be corrected by the Department RMA. Users who have not logged into SFS in the previous 12-month period will be removed.

### **Guidelines for Submitting Role Requests**

#### **Role Mapping Change or New User Request:**

- The [SFS User Role Request](#) form (UCS-SFS-URR) must be completed in its entirety and submitted to the [OCA Help Desk](#) with the subject "SFS Role Mapping". Instructions for completing this form are available on DFM's SFS page on the UCS Intranet.
- Role mapping for any of the following roles must also include the "Department Route Control" form, which is available via the link at the bottom of the SFS User Role Request form:
  - PO Approver - Department level
  - PO Approver - Procurement level
  - AP Approver - Department level
  - AP Approver - Manager level

#### **Removal of an Existing User:**

- When a user separates from UCS service, DFM removes them from SFS on a bi-weekly basis.
- If an employee's job duties change, the RMA must submit a UCS-SFS-URR form.
- If an employee is on leave, the RMA must submit a request to temporarily remove processing and approval roles from the user.

#### **Changes to an Existing User:**

- If a user changes job title or job function, the RMA must determine if role changes are required and submit a SFS User Role Request form, as necessary.

- If a user is transferred to a new UCS department, the RMA from the initial department should request all roles be removed for the user. The RMA at the *new* department should request appropriate role mapping for the employee; this includes supervisory changes in the user's employee data. The Employee Data Administrator (EDA) must update the supervisor information. If the user does not require SFS roles in the new department, the RMA in the new department should request that the individual be removed from SFS.
- Any change to a user's roles will require review of their designated proxies, as well as existing proxy assignments, as applicable.

Adding a New User:

- A new user must be an active UCS employee for an RMA to submit a SFS User Role Request form. The EDA must update supervisor information prior to submitting the SFS User Role Request.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, all SFS transactions. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY

  
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