

## OnBase Security Classes

Type	Security Class	Description	Examples of Users
<u>Concurrent License</u>	hr_onbase_concur_lic_cls	Needed for all HR OnBase Users not associated with a named license.	All OnBase HR users
<u>Scanning</u>	hr_pay_scan_xxx_cls	Users in this class will be granted the necessary privileges to scan HR payroll <u>and</u> personnel document types.	HR staff who will be scanning payroll or personnel documents.
<u>Retrieval</u>	hr_pay_review_xxx_cls	Users in this class will be granted the necessary privileges to review HR payroll <u>or</u> personnel document types	Payroll Techs
	hr_pers_review_xxx_cls		Personnel Techs, Benefits Consultants
<u>Indexing</u>	hr_pay_index_xxx_cls	Users in this class will be granted the necessary privileges to index HR payroll document types for batches	HR Staff who will be indexing payroll documents.
	hr_pers_index_xxx_cls		HR Staff who will be indexing payroll documents.
<u>Print</u>	misc_onbase_printing_cls	Users in this class can print all HR payroll document types.	Limited to HR Managers and/or their designees who have the need to print document for audits, records requests, or other purposes.
<u>Redact</u>	misc_onbase_redact_cls	Users in this class can redact (black out) information on all HR payroll document types. This is not a secure method to protect sensitive information. For absolute security, black out fields prior to scanning.	HR Records Managers
<u>Manager</u>	hr_pay_manager_cls	Users in this class can scan, index, download and retrieve all HR payroll document types. Managers do not need individual scanning, retrieval, or indexing classes.	MAU Payroll Manager-Only one person from each MAU is given this security class
	hr_pers_manager_cls		MAU Personnel Manager-Only one person from each MAU is given this security class
<u>HR Administrator</u>	hr_administrator_cls	Users in this class can scan, index, alter, download, configure and retrieve all HR document types.	SW HR Systems ONLY

revised 6/7/10