

## Office Memorandum

**Date:** December 21, 2020  
**To:** Agency Payroll, HR and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Data Warehouse Security Change to the HCM – Payroll – Labor Distribution Subject Area**

During the weekend of 12/19/2020 a security change was implemented to the HCM – Payroll – Labor Distribution subject area. Now, users will only be able to access labor distribution information where:

- The employee information is in a SEMA4 department ID that the user has security clearance to access.
- Or
- The user has security clearance to access the Financial department ID on the labor distribution record. Access to the Financial department ID is based on the SWIFT Business Unit attached to the user. This is similar to the security access in the FMS subject areas.

If a user's security clearance to SEMA4 department IDs or SWIFT business units needs to be revised, you may need to request a security change by using the [Request for Access to SWIFT, ELM and SEMA4 Statewide Systems](#) form.

**NOTE:** In the future, similar security changes will be made to the HCM – Payroll – Salary Projections and HCM – Payroll – Roster Staffing.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**