

Policy

Title: GRANTING STAFF ACCESS TO COGNOS

Ref: HR SYSTEMS

Last Updated: 11/12/2018

1. Introduction

The Cognos Administration Policy will apply to all staff using the Cognos system. The University will ensure that all employees using Cognos have the correct levels of access to reports in order to perform their job role.

In order to use Cognos staff must be granted access to either run reports or receive burst reports. This policy sets out the process that will be followed in order for this to take place.

2. Responsibilities

2.1. Heads of Faculty Operations/Heads of Academic Unit/Professional Service Departments are responsible for advising HR of the appropriate system access for their staff and for ensuring that the policy is observed and applied within their sphere of responsibility.

2.2. The HR Senior Leadership Team will ensure that:

- Where required, staffs possess the relevant level of access. HR systems will check the level of access requested is the appropriate level for that member of staff. Access levels may be increased or decreased or further training on alternative HR Systems may be offered.
- An up-to-date record is maintained for all access.

2.3. Managers should ensure that their staffs, where relevant, are aware of this policy.

2.4. Employees must:

- Be aware that it is their responsibility to ensure that they use the system appropriately at all times.
- Ensure they have read and understood the University Security of Staff Information Policy relating to confidentiality.

3. Procedure

3.1. In order to use Cognos staff must have an assigned operator username and password linked to a user profile relevant to their roles. This policy sets out the process to be followed in order to achieve this.

- In order to gain access to the system, change access levels or terminate access completely staff must complete the (this) Cognos report recipient/ user access form.
- The form must be signed by the employee's line manager approving the access level and acknowledging their responsibilities in line this policy.

- Once completed, signed by employee and line manager, this form must be passed to the employee's Assistant Direct of Faculty Operations/Head of School or Professional Service or Service Director for approval.
- The completed form, with all three signatures must then be scanned and submitted to HR on a ticket via ServiceNow. HR Systems will assess the profile requested to ensure that it is appropriate to the role of the employee and will complete the request. The employee will be notified when the ServiceNow ticket is closed and complete.
- The HR System Administrators for the University are based in the Human Resources Department in Guildhall Square (Level 3 – University HR Department) and are contactable on Ext 25091.

3.3. Usernames to access Cognos will always be your allocated ISS username.

3.4. HOAU/HOFO/HoPS should inform HR Systems when a member of staff who has access to ResourceLink leaves the department they are responsible for so access rights can be terminated.

3.6. All staff who use Cognos have a personal duty of care not to disclose this information to any other person unless in the pursuit of their duties or with specific permission given on behalf of the University. Employees are required to abide by the rules contained within the Data Protection Act 1998 and the Security of Staff Information Policy. In addition employees must protect all confidential information and ensure that every effort is made to maintain the accuracy and integrity of the information held on the system. Any employee found to be in breach of the confidentiality rules will be at risk of disciplinary action.

Request for Access to Cognos Reporting System

Personal Details of User Please enter the details for the member of staff for which access is being requested	
*Employee ID	
*Forename	
*Surname	
Post Title	
*Post Number	
*Academic Unit/Service	
*University Username	
Telephone Extension	
Period of Access	
*Access start date (dd/mm/yy)	
*If on fixed-term contract, please enter projected end date (dd/mm/yy)	
Security Access Request	
Business Requirement Statement: Please give a short statement as to why you require access in your role, to Cognos. HR Systems will determine whether the type & level requested is appropriate.	

<p>Cognos Report profile:</p> <p>Please select if user will need to run reports</p>	<input type="checkbox"/> School or Faculty Access <input type="checkbox"/> Finance <input type="checkbox"/> Finance Senior Accountant <input type="checkbox"/> HR <input type="checkbox"/> HR Senior Management (please specify team above) <input type="checkbox"/> Student Services (ID lookup only)	
<p>Burst Reports:</p> <p>Please select if user will receive automated reports (please note these are at Faculty or School level only)</p>	<input type="checkbox"/> Daily Absence <input type="checkbox"/> Daily Starters <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Probation <input type="checkbox"/> Work Permit	
<p><u>Data Protection Statement</u></p> <p>Employees are required at all times during their employment to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Employer to comply with the Act. Personal Data must be kept securely and not disclosed wither orally or in writing or otherwise to any unauthorised third party.</p> <p>Staff that are permitted to use Cognos HR must ensure that they keep personal data secure and do not disclose it to colleagues or third parties. No staff member should make assumptions about the sharing of confidential information with other staff. If in doubt, please consult your HR Manager. Staff must also take all reasonable security precautions in relation to personal data and keep passwords secure.</p>		
Authorised by	Print Name*	Signature*
Employee*		
Line Manager*		
HoAU/HoFO/HoPS*		

*Denotes Mandatory Field