Access: To run this report you must hold the eUMB HRMS Department Administrator or the Department HR Representative role.

1. Open eUMB HRMS.
2. Navigate to UMB Utilities Menu > UMB Security > UMB Roles Validation Report
3. If you already have a Roles Validation Run Control ID, search, select it and move on to Step
4. Here’s information for those who need to create a Run Control ID for the Roles Validation Report:
   a. The Run Control ID stores settings for running a report. If you have not done so already, you should create a Run Control ID for the Roles Validation Report. Use this Run Control ID each time you run this report.
   b. To create a new Run Control ID: click the Add A New Value tab.
   c. Enter a name for your new Run Control ID. Run Control IDs can contain up to 30 characters - uppercase, lowercase or mixed including numbers, dashes - or underscores _. They cannot include spaces. Some valid examples are: RolesValidationRpt or Roles_Valida_tion_Rpt123 or Roles-validation-rpt)
   d. Click the Add button.
4. The report can be setup several ways:
   a. To run for all of your departments at once:
      i. Leave the Dept ID field blank.
   b. To run for a specific department or group of related departments:
      i. Enter a Department ID in the Dept ID field.
   c. If you don’t know the Department ID, search by (department) Description:
      i. Click the Lookup button.
      ii. Click the Advanced Lookup link. Advanced Lookup
      iii. In the Description field, click the dropdown. Select ‘Contains’.
      iv. In Description, enter a key word from the department name. Examples: Enter Medicine to search for ‘Department of Medicine’. Enter Pharm to search for any department containing words which begin with those characters (such as Pharmacology, SOP Pharm Hlth Srv Rsch, SOP Pharmaceutical Sci Dept or School of Pharmacy).
      v. Click the Department ID to select. The Dept ID and name now appear on the report setup page.
5. Click the Run button.
6. The Process Scheduler Request page opens. Do not change any settings. Click OK.
7. If you are running more than one instance of the report, write down the Process Instance ID. REMINDER: Allow reports to run to completion before re-using a Run Control ID.
8. **View results** from the Report Manager > Administration tab or the Process Monitor page. The following steps refer to viewing from the Report Manager > Administration tab. If you prefer to run reports and return later to view them, navigate directly to the page by following Reporting Tools > Report Manager > Administration tab.
   a. Report information appears on the Report Manager > Administration tab as soon as the report has run to success and Status=Posted. For most Roles Validation reports this takes a few minutes at most.
   b. Click the Report Manager link. Report Manager
   c. Click the Administration tab. Administration
   d. Click the Details link Details on the appropriate row. (Use the Prcs Instance column to identify the correct instance of a report if you’ve run it more than once.)
   e. Click the PDF link umhr368_930594.PDF to open the report.

**NOTES on Using the Roles Validation Report in eUMB HRMS:**

1. **Includes Active Employees and Affiliates Only:** The UMB Roles Validation Report displays data only for Active Employees or Affiliates. Be sure to **REMOVE roles for Affiliates** who change responsibilities or leave the department. If the role is not removed, the Affiliate will continue to have access until their access expires (up to 12 months).

2. **Access Dept ID** = the named user has access to view and/or complete role-related transactions for the listed department ID.

3. **User Dept ID** = the department which “owns” the named user; the user’s home department.

4. **Access Dept ID** = Dept ID outside your area: In most cases the named user’s home department is outside the department you are viewing. The named user has access to view and/or complete a role-related transaction for the department you are viewing. Example: A user in another department may have access to serve as a backup for your department when requested. **RECOMMENDED ACTION:** Research further to determine whether or not such access is still required.

5. **Outside Home Dept?** column = a user “owned” by another department has access to view and/or complete role-related transactions for the department you are viewing.