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# Commonwealth of Massachusetts

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**To:** Department Heads, Security Officers, and Chief Fiscal Officers  
**From:** Peter J. Scavotto, Assistant Comptroller for Risk  
**Date:** November 25, 2020  
**Re:** Department Security Officer Review and Approval of Statewide Enterprise Systems Security Access

Comptroller Memo #FY2021-09

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### Executive Summary

In accordance with the [Department Head Signature Authorization and Electronic Signatures for MMARS Transactions Policy](#) and the [Statewide Enterprise Systems Security Policy](#), Department Security Officers are required to certify individuals' access to Enterprise Systems that contain financial, payroll, and related data. This certification must be completed and returned to the Office of the Comptroller (CTR) by the last business day of the calendar year, which this year will be, Thursday, December 31, 2020.

Departments must assign security roles that promote segregation of duties and ensure that users have the correct, appropriate, and lowest level of access necessary to perform transactions relative to their responsibilities.

In addition, department leadership must review and update security roles whenever a user's responsibilities change and must immediately terminate access for any individual who separates from service or is placed on extended leave.

These reviews are required steps, per CTR policy, in the overall process to mitigate the risk of improper system access and to prevent fraud, waste and abuse.

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### **Department Security Officers Review and Certification**

Department Security Officer's review encompasses the Enterprise Systems listed below and all individuals who can approve obligations and expenditures (execute contracts, sign off on payroll, incur obligations, authorize payments, etc.) on behalf of a Department Head, even if that individual does not access Enterprise Systems directly or regularly. In no case should a user have privileges beyond those necessary to complete the user's job duties. Please refer to the various security reports below to facilitate your users' current Enterprise System access and roles.

Department Security Officers must use the annual review period to analyze individual role assignments to ensure that no one user has more system access than is required by the user's role.

### **Deactivating Inactive Users**

CTR's Statewide Risk Management team will contact the Department Security Officers (DSOs) to delete system access (and deactivate associated UAIDs) for any users that have not logged into the Enterprise Systems within the prior 12 months. Please be mindful of those users that may utilize the Enterprise Systems for limited activities such as close/open transactions and ensure these users regularly update their passwords to avoid being deactivated.

**Enterprise Systems and related reports for review:**

A. **MMARS/LCM:** The Massachusetts Management Accounting and Reporting System (MMARS), including the Labor Cost Management (LCM) sub-system, supports the financial functions performed by Commonwealth Departments.

✓ **Related Mobius reports to review users with access to MMARS:**

1. **SECMARS:** display all active user profiles with their assigned security roles and Department Head Signature Authorization (DHSA) flag(s) if any.
2. **NMF580W:** User Activity Report.
3. **NMF581W:** Verification of Segregation of Duties: Encumbrances and Payments. Please note that CTR's Statewide Risk Management Team reviews Enterprise Systems' roles requests in detail to ensure that, when combined, the roles requested do not violate Segregation of Duties.
4. **MISRVE10** (Organized by UAID) **and MISRVE20** (organized by Last Name): These reports show all active UAIDs and Enterprise Systems to which users have access.

✓ **Related Warehouse views to review users with access to MMARS:**

1. **M\_USER\_ACTIVITY\_DETAILS:** This table/view provides details of the user's specific MMARS transaction history.
2. **M\_USER\_ACTIVITY\_REPORT:** This table/view provides a summary of the user's MMARS transaction history.

B. **HR/CMS:** The Human Resource/Compensation Management System supports time and attendance, human resources and payroll.

✓ **Related Mobius reports to review users with access to HR/CMS:**

1. **SECHRCMS:** Display all active user profiles with their assigned security roles.
2. **MISRVE10** (Organized by UAID) **and MISRVE20** (organized by Last Name): These reports show all active UAIDs and Enterprise Systems to which users have access.

C. **CIW:** The Commonwealth Information Warehouse provides access to financial, labor cost management, time and attendance, human resources and payroll data for MMARS, LCM, UMASS and HR/CMS as well as a variety of historical databases - Classic MMARS, PMIS and CAPS.

✓ **Related Mobius report to review users with access to CIW:**

*SECIW*: Display all active user profiles with their assigned security roles.

**D. InTempo:** The Executive Office of Technology Services & Security’s online security system, through which your Department Security Officers and Security Administrators request access to these Enterprise Systems.

✓ **Related Mobius report to review users with access to InTempo:**

*SECINTEM*: Display all active user profiles with their assigned security roles.

Access to these reports can be granted to Department Heads, Chief Fiscal Officers (CFOs), Internal Control Officers (ICOs) and Department Security Officers (DSOs).

These security reports will be available via Mobius the first week of December, and the reports will be run again mid-December for you to verify any changes you have made.

**For Questions:**

Enterprise Applications	Contacts for Security Related Issues
<p><b>MMARS and HR/CMS</b></p>	<p><b>CTR Security Team</b>  <b>Phone:</b> (617) 973-2468  <b>Email:</b> <a href="mailto:Securityrequest@mass.gov">Securityrequest@mass.gov</a></p>
<p><b>CIW, VPN, and InTempo</b></p>	<p><b>Executive Office of Technology Services &amp; Security End User support</b>  <b>Phone:</b> (844) 435-7629  <b>Email:</b> <a href="mailto:massgov@service-now.com">massgov@service-now.com</a></p>

### **Evidence of Enterprise Systems access review and certification**

Evidence of all system access reviews must be maintained at the agency. Evidence of such review must be provided upon the request of the Office of the Comptroller and internal/external auditor(s). These reports serve as the evidence of your review. In the event that a department has its own method of tracking user access (Excel, Access, etc.), and demonstrates an active review for compliance which is clearly marked, signed and dated, it may substitute these for the annotated reports noted above.

After reviewing the security reports, process all changes as appropriate, and provide department certification via the [Department Security Officer Annual Review Form](#). Please email this review form from the Department Security Officer's email account to [securityrequest@mass.gov](mailto:securityrequest@mass.gov) no later than December 31, 2020.

Thank you for your time and cooperation. Your diligence in complying with this policy is vital to mitigating risks inherent to managing these systems.

Cc: Department Heads  
MMARS Liaisons  
Payroll Directors  
General Counsels  
Internal Distribution