Task Instruction Addendum

573-A Task Addendum Release: June 18, 2025

Task ID: 573-A
Task Name: *Complete and Submit End User Role Mapping Worksheet for UAT*
Task Start Date: *May 19, 2025*
Task Due Date: *June 20, 2025*
Project Impact: **Direct**

Task Instruction Update

SAM SOD Conflict Change

An update has been made to the Separation of Duties (SOD) conflicts for Security Access Managers (SAMs) as show in Table 1. The SAM Role Article and the SOD Conflict Matrix attached to the Role Assignment Overview has been updated, accordingly.

Table 1: SAM SOD Conflicts

End User Role Name	Separation of Duties	Type of Conflict	Reasoning
Security Access Manager (SAM)	A SAM must not also be assigned any processor, maintainer, or approver roles in any module.	SOD	Users with the ability to grant user security access should not have the ability to enter, update or approve transactions.

Based on this update, your Role Mapping Worksheet has been updated. A *SAM* column has been added. A checkmark has been added for any UAT SME on your role mapping worksheet that is also a SAM for your agency. The *SAM* column is locked from editing.

You must review your Role Mapping worksheet to ensure that your SAMs are identified correctly. If an update is required to be made to the SAM column, you must request the update through your Readiness Coordinator.

If your SAM is also a UAT SME with any processor, maintainer, or approver role, you must provide a description of the compensating controls in the *SOD Justification* column.

NOTE: If your SAM has only reporter or viewer roles, there is not a SOD conflict. If no other roles are selected for your SAM, you may indicate no SOD conflict by entering N/A in the SOD Justification Column.

New Payroll Viewer Roles

The following payroll viewer roles have been added for selection to your Role Mapping worksheet. The Topics and Activities list has been updated with these new roles and role articles have been published to the Knowledge Center.

- Agency Payroll Data Viewer
- Agency Payroll Statement Viewer

- [Agency Personal Data Viewer](#)

NOTE: *If you are unable to assign these new roles to the appropriate UAT SMEs before the June 20 task deadline, your SAM can update the role assignment during UAT, as necessary.*

How will agencies use this information?

Use your *<Agency> Role* Mapping worksheet to continue preparations for UAT. You will need to prepare your SMEs for UAT by ensuring they understand the responsibilities and functions of the assigned end user roles they will be testing and validating during UAT. Make updates to your UAT Plan and your Change Analysis Tool, as needed.

You will also use the information in this task to complete the following Readiness Workplan Tasks:

- 573-B – Complete and Submit End User Role Mapping Worksheet for Remaining End Users

What will the Florida PALM Team do with this information?

This task has a direct impact on Florida PALM as the Project team will use this information to create end user profiles and assign end user roles in Florida PALM, which your SMEs will validate during UAT. The loading of roles in preparation for UAT begins soon after the close of this task, therefore, it is critical that your agency complete this task thoroughly and on time in order to be ready for the start of UAT Online in August.

The Project team will review the requested DW/BI access needs and determine if additional information is required before providing DW/BI access. If required, additional DW/BI access information will be collected from agencies in a future request. The Project team will also share any agency identified SOD conflicts and provided compensating controls with DFS A&A for review and approval.

The Project team will also review your task submission based on the following criteria to confirm completion:

Table 2: Task Completion Rubric

Task Completion Rubric
All UAT SMEs have been role mapped and all required information has been provided. (No cells are yellow, and no error messages are populated in the *<Agency> Role Mapping* worksheet, indicating all required fields contain values.)
NEW – All individuals who are both a UAT SME and a SAM are identified correctly with a checkbox in the *SAM* column.
NEW – If a SAM has been assigned a processor, maintainer or approver role, compensating controls are described in the *SOD Justification* column.
The Task Tracker has been marked as 100% submitted for this task.

Task Instructions

Review and complete your *<Agency> Role Mapping* worksheet, located within your agency's Florida PALM Workbook in Smartsheet, to assign end user roles and an organization security rule, if applicable, and indicate DW/BI access needs for SMEs participating in UAT Online.

Work with your agency's Business Liaison and Florida PALM SAMs to coordinate completion of this task.

Smartsheet Navigation:
> *Florida PALM Workbook for (Agency) > Agency Readiness > Agency Role Mapping > (Agency) Role Mapping Worksheet*

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 2 above.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
1) *Review and confirm your list of UAT SMEs and their information is accurate in the <Agency> Implementation End User worksheet. Update, if necessary.*
2) *Review the End User Role information provided in the Knowledge Center and determine the roles and data access needs for each UAT SME.*
3) *Work with each impacted division/office to review and complete the <Agency> Role Mapping Worksheet in Smartsheet.*
4) *Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and Technical Readiness Team.*
5) *Complete task by **June 20, 2025**.*
6) *When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.*
7) *If you have questions regarding this task, participate in the Thursday Task Talks or contact your Readiness Coordinator.*

Supporting Materials & Resources:

- Role Assignment Overview
- End User Roles
- Reporting Solution
- Organization Security
- RW Task 657 - ORG Security Rule supplemental
- Previous RW Task 579 - Confirm UAT SMEs