Governance, Risk, and Compliance

Quick Reference Guide

SAP GRC Access Control – Compliant User Provisioning (formerly Virsa Access Enforcer): HR Triggers

**Purpose:**
Perform configuration steps for HR Triggers used in GRC Access Control - Compliant User Provisioning (Access Enforcer).

**Why:**
In general, all master data is maintained in a specific SAP HR system. Once a change occurs in this system, the data needs to be disseminated to other associated SAP HR systems. HR Triggers in Access Enforcer provide the means to automatically transfer the changes from the SAP HR system to other systems.

When an event is triggered in the SAP HR system, such as hiring a new employee, rules are applied along with its corresponding HR Triggers. The rule and HR Triggers initiate an “action” for Access Enforcer to create a request.

The request can be processed through Access Enforcer’s workflow or not, depending on business policies. The frequency of when a request is processed can be specified by configuring a job schedule.

**When:**
Perform these tasks during initial Access Enforcer system configuration setup.

**How often:**
One time only. May require periodic updating.

**Main Tasks:**
- Configure Actions
- Create Rules and Assign Actions
- Assign Field Mapping
  - Map SAP HR fields to Access Enforcer
- Schedule background jobs
- View Process Log

As an Access Enforcer Administrator, it is highly recommended that you have a working knowledge of the SAP HR system so that you can configure the HR Triggers to reflect your business policies and procedures.

**Getting Started**

To display the four HR Trigger configuration actions:

1. Log in to Access Enforcer as an administrator. Click on the Configuration tab.
2. Click the HR Triggers link in the left-side navigation pane. The option expands to display the four configuration actions:
   - Actions
   - Rules
   - Field Mapping
   - Process Log
Task 1: Configure Actions

Actions determine what to do when a rule is encountered, such as create or modify.

To create an Action:

1. Click the **Actions** configuration option. The **Actions** page appears.

2. In the **Action ID** field, enter the name of your action. In this example, POSITIONCHANGE is entered.

3. In the **Short Description** field, enter an abbreviated description of the action. This may be the same as the Action ID.

4. In the **Description** field, enter the full description of the action.

5. In the **Type** field, click the drop-down menu to select the appropriate type. This field is actually the request types which are: New, Change, Lock, Unlock, Delete, or Information. In this example, Change is used.

6. In the **Priority** field, click the drop-down menu to select the priority of the action.

7. In the **System** tab, click the **plus (+) icon** to add a new field. Under the System column a blank field is activated. Click the drop-down menu to select the system that you want to update with the change.

8. In the **Valid From**, click on the calendar icon to select a date you want to start the validation.
9. In the **Valid To**, click on the calendar icon to select a date you want to end the validation.

10. Click the **plus (+) icon** to add additional systems. Otherwise, click **Save**.

11. Click the **Address** tab, then click the drop-down menu to select **Yes** or **No** for each of the field you want to update with the change data. The fields are:
   - Name
   - Email
   - Telephone

12. Click the **Parameter ID** tab.
    In the **Parameter ID** field, click on the drop-down menu to select **Yes** or **No** to update this field with the data change.

13. Click the **Default** tab.
    In the **Default** field, click on the drop-down menu to select **Yes** or **No** to update this field with the data change.

14. Click the **User Group** tab.
    In the **User Group** field, click on the drop-down menu to select **Yes** or **No** for each of the field you want to update with the change data. The fields are:
    - User Group
    - User Group Name

15. Click **Save**.

**Note:** To change your Action ID, select the **Action ID** then click **Change**. The fields become active to make your modifications.
Task 2: Create Rules and Assign Actions

1. Click **Rules > Create**. The Rules page displays.

2. In the **HR Systems** field, click the drop-down menu to select the appropriate HR system where you want to define a rule. You need to define rules for all HR Systems, individually.

3. In the **Rule ID** field, enter the name of the rule ID. This is the same name you entered using the **Actions** page.

4. In the **Effective From** field, click on the calendar icon to select the date you want the rule to take effect.

5. In the **Rule Short Description** field, enter a brief description of the rule.

6. In the **Rule Description** field, enter a description of the rule.

7. In the **Action** field, click the **arrow** to select the appropriate available actions that you want to apply to the HR system. The available actions are created in the **Actions** page.

8. In the **Attribute** tab, click the **plus (+) icon** to add a new attribute. Under the **Info Type**, **Sub Type**, **Field**, **Operator**, **Value**, and **And/Or/Not** columns, blank fields become activate.

9. In the **Info Type** field, click on the **search icon** to select the appropriate available **Info Type**, **Sub Type** (if applicable), and **Field**.

   In the first example above, **Info Type = 0001 – Organization Assignment** and **Field = PLANS**.

10. Click **Continue**.
Note: When creating a rule, it is important that an SAP HR system expert help choose the Info Type and Sub Type. The Info Type and Sub Type combination points to a specific field in the SAP HR system’s database.

The example in the Rules page is an actual rule for position change.

11. In the Operator field, click the drop-down menu to select the appropriate operator you want for your rule. The possible values are: =, <>, <, >.

12. In the Value field, enter the field name (or position change) where the change is reflected. In this example, the Info Type is 0001 and the PLANS field is modified, it is not equal to the corresponding field, $PLANS. In the other rules, where the Info Type is 0000 and the MASSN and MASSG are equal to the corresponding Value field 02 and 12, respectively. These Value fields correspond to the Action Type and Reason for Action fields in the SAP HR system.

Note: If the ‘$’ symbol proceeds the field value, then it denotes the previous value for this field.

13. In the And/Or/Not field, click the drop-down menu to select the appropriate logical operator for your rule.

14. Click the plus (+) icon to add additional systems. Otherwise, click Save.
Task 3: Field Mapping

1. Click Field Mapping. The Field Mapping page appears.

2. In the SAP HR System field, click the drop-down menu to select the desired system.

3. Click Load Standard Field Mapping.

   Information for the selected fields is displayed. All of these fields are used as general information for the request in Access Enforcer.

4. Click the plus (+) icon to add a row and show all available fields in the SAP HR system.

5. Click Save.
Task 4: Schedule Background Jobs

To get information from the SAP HR system to Access Enforcer, you need to configure the background daemons for scheduling jobs. There are two jobs you need to schedule:

- **HR Triggers Load Data** – schedule job for every 60 seconds
  - Schedule to retrieve HR data resulting from trigger rules/actions updated to SAP HR
  - Update AE HR Trigger rules and actions to SAP HR

- **HR Triggers** – schedule job for every 80 seconds
  - Schedule time for the HR Trigger rules to perform the actions to the request
  - Synchronize the rules/actions
1. Log in to Access Enforcer with AE administrator privileges.
2. Go to Configuration > Background Job.
3. From the Task Name pull down menu, select HR Triggers.
4. Select the Schedule type.
5. Set Task Recurrence to 60 seconds.

6. Repeat scheduling tasks for the HR Triggers Load Data task. Set Task Recurrence to 80 seconds.

To set a background job task recurrence to a specified number of seconds, the Background Job Time Intervals in Minutes option under Miscellaneous Configuration must be set to one (1) minute.
Task 5: View Process Log


2. This page shows all HR Triggers-related requests. If the request has a Request Number, then it is processed. However, if no request number is displayed, then there is a pending error or it has not processed. The comments field has a brief explanation of the request and its status.