



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	13	SECURITY	Effective Date	7/1/2015
Sub-section	01	STAR System Security	Revision Date	4/30/2015
SAM Ref	1-5			

BACKGROUND

State employees will need access to the STAR Financial modules in order to perform various job duties. Additionally, employees will need access to complete travel reimbursement requests. Access to the system is based on Roles assigned to the individual. Each Role allows the employee to access certain pages in the system. Access to a page allows the employee to perform certain functions on the page based on the Role assigned. For example, a Viewer role allows the individual to look at the information on the page but without other assigned Roles the individual cannot perform other functions on the page. A Processor role allows the individual to enter information for the transaction. System access will also be controlled by business unit.

POLICIES

1. Security access to the Roles will be controlled by DOA.
2. Separation of duties will be maintained as part of the security assigned an employee. The system will prevent employees from approving a transaction that they entered. So it is possible for an employee to have both a Processor Role and an Approver Role without a separation of duties issue.
3. Employees will not be allowed all steps in a transaction from start to finish.
4. An individual’s access to STAR must be approved by their supervisor and an agency authorized representative.

PROCEDURES

1. To obtain access to STAR for an employee, the supervisor will request an IAM account for the employee. This process is defined by the DOA Division of Enterprise Technology.
2. An electronic security authorization form will be used to identify the roles that the agency believes should be assigned to the employee based on the different modules the employee needs. The form is completed by the employee’s supervisor. This form must be approved by the employee, supervisor and agency representative.
3. The approved Security Authorization form is sent to DOA-SCO for review for separation of duties issues.
4. Upon approval by SCO the form is forwarded to the Division of Enterprise Technology where the employee’s roles will be established in the system and the employee will be notified that they have access to the system.