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| --- | --- |
| Security and Access Configurations |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Good morning / afternoon / evening, thank you for calling COMPANY NAME. | | |  | | | | Date | | | |  | | | |  |  | | |  |  |
|  | | | |  | | | | MM | | | |  | DD | | |  | YY |
| This is | NXT3\_ONL2\_ERP2\_G3 – Group 2 | |  | | | | | | |  | | | | | | | | | | |
|  | Name of Representative/Executive | |  | | | | | | |  | | | | | | | | | | |
| I’ll be glad to assist you today. May I please ask with whom I am speaking? | | | Name of Client | | | | | | | Swiftship | | | | | | | | | | |
| Thank you; client name, do you mind sharing your occupation? | | | Occupation | | | | | | |  | | | | | | | | | | |
| Have you used any of our services before? | | | Yes | No | | No | | | |  | | | | Specify | | | |  | | |
| Security Rules | | | Client Requirement | | | | | | | Implement HRIS Payroll module using Oracle EBS with high secure level | | | | | | | | | | |
| **Role** | | | **Data element** | | | | |  | | | | | **Access Level** | | | |  | | | |
| **Payroll Manager** | | | All Payroll Data | | | | | | | Full / Needs complete oversight and control | | | | | | | | | | |
| **Payroll Clerk** | | | Employee Payroll Information | | | | | | | Read/Write / Processes payroll transactions | | | | | | | | | | |
| **HR Manager** | | | Employee Personal Information | | | | | | | Read / Needs access for HR-related tasks | | | | | | | | | | |
| **System Admin** | | | All System Configuration | | | | | | | Full / Required for system maintenance and updates | | | | | | | | | | |
|  | | | Senior Citizen |  | | Your Own | | | |  | | | | Your Own | | | | | |  |
| Is there anything else that I can assist you with? | | | If Yes, add Client Requirement | | | | | | |  | | | | | | | | | | |
| Thank you for your interest in our services. | | |  | | | | | | |  | | | | | | | | | | |
| Once again, this is | | NXT3\_ONL2\_ERP2\_G3 – Group 2 | | |  | | | | | | | | | | | | | | | |
|  | | Name of Representative/Executive | | |  | | | | | | | | | | | | | | | |
| You can reach us at PHONE NUMBER. We are available from | | | | | 9 | | | | to | | | 5 | | | Mondays to Saturdays | | | | | |
| all 7 days of the week. | | | | | | | | | | | | | | | | | | | | |
| I will be in touch with you soon.  Thanks again for your call and have a wonderful day | | | | | | | | | | | | | | | | | | | | |