



October 29, 2021

TO: HCM Security Coordinators
Los Angeles County HCM K-12 Districts
Los Angeles County HCM Community College Districts
Los Angeles County HCM JPAs and ROPs

FROM: Mark Yeoh, Financial Operations Consultant
Security and Workflow (SFS Security)
Division of School Financial Services (SFS)

SUBJECT: Biannual HCM Security Audit

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

This bulletin provides districts with a comprehensive timeline for the completion of their November 2021 Security Audit.

Biannual Agency Financial Platforms Security Audit

This bulletin addresses the 2021 biannual security audit, which helps to maintain strong internal controls by keeping all user access current and minimizing unauthorized or outdated access countywide.

While existing policy requires that all HCM Security Coordinators (HSCs) report changes in agency user access as soon as possible, we understand that often due to the very busy pace of school finance, this requirement often gets overlooked.

The Security Audit workbook spreadsheet should be returned to the Security and Workflow Unit, Division of School Financial Services (SFS) via email to SFSSecurity@lacoe.edu by **Friday, November 12, 2021**. Each workbook includes detailed instructions for the review and update of all information contained within them. All agencies will receive a detailed listing of all their users within the HCM Platform administered by SFS.

Agencies will also receive a current listing of all of their active HCM Security Coordinators for validation. Agencies shall notify SFS within a reasonable timeframe (e.g., five business days) when there are changes to HSCs. SFS will update agency user access in their respective platforms and update HSCs within 5 business days of receipt.

SFS Assistance

If you have questions regarding the security audit process, please contact Mark Yeoh at (562) 940-1791 or Susie Alamsjah at (562) 401-5512, or send an email to SFSSecurity@lacoed.edu.

For security access to HCM, please submit a HRDOC to SFSSecurity@lacoed.edu.

For urgent requests please email SFSSecurity@lacoed.edu.

For all other general questions related to this bulletin, please contact me at (562) 940-1791 or email Yeoh_Mark@lacoed.edu.

Approved by:

Nkeiruka Benson, Director

Division of School Financial Services

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