State Strategy for Business Analytics Standard

Introduction
This standard applies to all State of Oklahoma agencies that use Workday and request access.

Purpose
This standard establishes clear requirements for granting and managing access to the Workday Report Writer tool. Because Workday reports often contain sensitive organizational, financial and personnel data, access must be limited to roles with a demonstrated operational need and appropriate oversight.

Definitions
- Delinea Secret Server – secure credential storage manager.
- GCP – Google Cloud Platform.
- GitHub – code storage platform.
- ISU – integrated system user.
- RaaS – Report as a Service.
- UAT – user acceptance testing.
- WorkDay – State of Oklahoma's centralized human capital management system.

Standard
Authorized Users Workday Report Writer access is restricted to employees within OMES Information Services (IS) and OMES Human Capital Management (HCM).
- These teams are responsible for enterprise-level system configuration, data governance and security administration. Their roles require the ability to create, modify and maintain Workday reports in alignment with statewide standards.

Access for Non-OMES personnel.
- Employees outside of OMES IS and OMES HCM may only be granted Workday Report Writer access under the following conditions:
  - The chief information officer (CIO) must provide explicit approval.
  - The request must demonstrate a clear business need that cannot be met through existing standard or custom reports.
- Non-OMES personnel will not have the ability to move reports between tenants and will only have access to gov2.

Compliance with Workday reporting standard operating procedures (SOPs).
- All individuals granted Workday Report Writing access – regardless of agency or role – must:
  - Follow all Workday reporting SOPs.
  - Adhere to established naming conventions, data security rules and report lifecycle management processes.
  - Ensure reports are built in a manner that protects sensitive data and aligns with statewide reporting governance.
- Failure to comply may result in access removal.

Limiting Workday Report Writer access ensures:
- Protection of confidential HR, financial and operational data.
- Consistency and accuracy in enterprise reporting.
- Reduced risk of unauthorized data exposure.
- Centralized oversight of report creation and distribution.
- Alignment with statewide IT governance, HCM governance, risk and compliance and state security standards.

Enforcement.
- OMES reserves the right to audit report usage and revoke access for non-compliance, security concerns or lack of ongoing business need.
- Due to the sensitive nature of organizational, financial and personnel data, OMES performs an annual audit to ensure the information remains accurate and is retained only when it serves a valid business purpose.

Compliance
This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale
To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

Revision history
This standard is subject to periodic review to ensure relevancy.

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