When building or running queries in myHR, users generally have the same security access as they have on myHR pages. This document details how security works for various tables in Query Manager.

Query results are based on the security of the person running a report. If you build a report and share it with someone with different security access, they will see results based on their security, not yours.

Job Information

- **Tables: JOB, NW_EMPLOYEES, NW_HISTORY**
- **Security:** Based on employee ID and record number
- **Includes:** All past, current, and future job information for employee record numbers if you have security access to the employee's current department
- *Example 1*: Employee transferred from Physics to Chemistry. If you have access to Chemistry, you can see the old Physics appointment. If you only have access to Physics, you can't see any data for the employee record.
- *Example 2*: Professor has appointment in both History and Classics. If you have security access to History, you can see the History appointment, but not the Classics appointment.

Paycheck Information

- **Table: NW_GL_TABLE**
- **Security:** Based on HR department ID
- **Includes:** Paycheck information, including chartstring charges, if you have security access to the HR department of the employee record number at the time of the payment or journal transfer
- *Example*: Employee transferred from Pediatrics to Neurology. If you have access to Pediatrics, you can see the old paycheck rows for when the employee worked in Pediatrics. If you have access to Neurology, you can see the paycheck rows for when the employee worked in Neurology, but not when the employee worked in Pediatrics.

Position Information

- **Table: POSITION_DATA, NW_POSN_DIST**
- **Security:** Based on HR department ID
- **Includes:** All past, current, and future position information (including position funding) if you have security access to the department
- *Example*: Position is vacant in Mechanical Engineering. If you have access to that department, you can view position information, including budgeted salary.

Multiple Appointments

- See "Appointment and Salary Tables" document for detailed information on special NW_FS_ tables (NW_FS_EMPLOYE_V, NW_FS_SALARY_VW, etc.)
- **Includes:** Appointments in other departments if you have access to one of the employee's appointments and salary information for appointments in other departments if you have access to one of the employee's paid appointments
- *Example*: Professor has paid appointments in both Kellogg Finance and Kellogg Marketing. If you have security access to Finance, you can see both of the professor's appointments, including salary. (Remember that you still can't see the Marketing appointment in the JOB table, only in these special appointment and salary tables.)

Additional Resources

- **PERSON_NAME** table has no security restrictions. If you only need the employee's name, use this table. **PERSONAL_DATA** is restricted to people who currently work in a department for which you have security access.
- **Cognos report HR001 Employee Search Report** allows you to see historical information based on HR department ID security. If a person transferred out of the department for which you have security access, you can see their old data in the HR001 report. This report is the best resource when trying to view old data and you want to include people who transferred to another department or retired.

The HR Reporting and Analytics team is available for consultation when data is needed beyond your security access. To request help, email myHRhelp@northwestern.edu.