

Department Roles

Department HR Representative

This role will have the ability to view Administer Workforce, Position Management, Payroll and Time & Leave Data. This role includes viewing and validating an employee's personal and job related information, including jobcode, SSN, salary, and standard hours/FTE. In this role, there is also the ability to run related reports and queries. This role is usually assigned to administrative personnel who have access to employee information and perform the manual hire/rehire and employee action forms. PLEASE NOTE: The Department HR Representative role has the same functionality as the Department Administrator role (user will be given either this role or the Department Administrator role).

Department Administrator

Users with this role will have the ability to view all information for HR and Payroll for their department. In this role, there is also the ability to run related reports and queries. This role is usually assigned to the individual whom assumes r authority for the department. Individuals in the Department Administrator role usually hold the Commitment Accounting Approver role and the T&L Approver role for their departments. PLEASE NOTE: The Department Administrator has the same functionality as the Department HR Representative role (user will be given either this role or the Department HR Representative role).

Commitment Accounting Approver

Users with this role will have the ability to review, recycle (return) funding profile information back to the CA Initiator for revision or perform the funding profile final approval. ***This replaces current process of approving payroll entries*** and must be held by the department's fiscal administrator. In this role, there is also the ability to run related reports and queries and to view employee bi-weekly salaries.

Commitment Accounting Initiator

Users with this role will have the ability to view, add, update and delete funding profile information for employees in their department and submit it into workflow for approval by the CA Reviewer (if applicable) or the CA Approver. ***This replaces the labor distribution functionality of the previous payroll entry process.*** In this role, there is also the ability to run related reports and queries and to view employee bi-weekly salaries.

Commitment Accounting Reviewer (may be combined with Initiator)

Users with this role will have the ability to review, approve, or recycle (return) the commitment accounting profile initiated by the CA Initiator. If approved, they will forward the profile to the CA Approver for final approval. In this role, there is also the ability to run related reports and queries and to view employee bi-weekly salaries.

FYI e-mail notification

Users with this role will receive email notifications if there are funding commitments made against their departmental accounts by an external department.

Pay Increase Initiator (Merit/COLA Increases)

Users with this role have the ability to enter merit/COLA increases for their department. Users also have the ability to run related reports associated with the increase process.

Pay Increase Approver (Merit/COLA Increases)

Users with this role have the ability to approve merit/COLA increases for their department. Users also have the ability to run related reports associated with the increase process.

Time and Labor Initiator

Users with this role will have the ability to add, update, view and process Time & Labor for the employees within their department. Tasks include assigning schedules for employees, entering exception time for Exempt/Non-Exempt, Reg./CII and positive time for C1/Students. ***This replaces entry into the Time and Leave system and completion of payroll journals.*** This role ***does not*** have the ability to view on-line salaries. In this role, there is also the ability to run related reports including the payroll register.

Time & Labor Approver

In addition to View access, users with this role will also have the ability to review, approve, or disapprove Time & Labor data for employees processed through Time & Labor and approve the *Payroll Register* for all employees. ***These two actions replace approving Payroll Journals.*** In this role, there is also the ability to run and review related reports.