
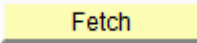

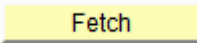




University of Maryland, Baltimore

eUMB HRMS – Running the UMB Roles/Dept Online View

Access: To use this page, you must hold the **UMB_DEPT_ADMIN (Department Administrator)** or the **UMB_HR_REP (Department HR Representative)** role in eUMB HRMS.

1. Open **eUMB HRMS**.
2. Navigate to **UMB Utilities Menus > UMB Security > UMB Role/Dept Security**.
3. Use the **UMB Roles Security tab** to search by role, department or both:
 - To search by **ROLE**:
 - Click the **Lookup** button  to search for the role name.
 - Click the role name to **select**. To select a related group of roles, select one role name. Then delete the unique part of the role name. EX: Select UMB_DEPT_Administrator. Delete 'Administrator' and search on UMB_DEPT_. Results will include both the Administrator and the HR Rep roles since both role names begin with 'UMB_DEPT_'.
 - Select desired **Sort Order**: Access DeptID, Role Name or Employee Name.
 - Click the Fetch button  to search by Role.
 - To search by **DEPARTMENT**:
 - Enter the desired Department ID in the **Access To DeptID Like**. To search for a related group of departments, enter the portion of the DeptID that all of the related departments share. EX: For all of School of Pharmacy, enter 12; for all of the Pharmacy Prac & Sci Dept, enter 123 (all department IDs which begin with 123).
 - Select the desired **Sort Order**: Access DeptID, Role Name or Employee Name.
 - Click the Fetch button  to search by Department.
 - To search by **BOTH Role and DeptID**, fill in both **Role Name Like** and **Access To DeptID Like** fields.
 - Select desired **Sort Order**: Access DeptID, Role Name or Employee Name.
 - Click the Fetch button  to search by both Role and Department.
4. **Viewing Tips:**
 - Click a **column header**  to re-sort results by that field (such as User DeptID).
 - Click the **Download** button  to download results to Excel for more advanced sorting.
 - TIP: Leading zeroes do not download to Excel correctly. Example: Employee ID 001234 downloads as '1234'. You can fix this with a simple formula if necessary. Please refer to the quick guide titled, [How to Fix Leading Zeroes That Didn't Download](#).

NOTES on Using the Role/Dept Security Page in eUMB HRMS:

1. **Active Employees and Affiliates Only:** The UMB Roles/Department Security pages display data only for Active Employees or Affiliates.
2. **Access Dept ID** = the named user has access to view and/or complete role-related transactions for the listed department ID.
3. **User Dept ID** = the department which “owns” the named user; the user’s home department.
4. **Access Dept ID = Dept ID outside your area:** In most cases the named user’s home department is outside your department. This user has access to view or complete a transaction for your department. Example: A user in another department may have access to serve as a backup for your department when requested. **RECOMMENDED ACTION:** Research further to determine whether or not such access is still required.