

University of Maryland, Baltimore

eUMB HRMS Role Descriptions – Roles Validation

Each of the categories below include only those roles which must be reviewed and validated annually on the UMB Roles Validation Report. Role names to left are listed as displayed on Access Request forms. Role names to the right (in brackets) are listed as displayed on the UMB Roles Validation Report.

eUMB HRMS

Commitment Accounting Approver (UMB CA Approver)

The Commitment Accounting Approver role provides access to perform the final approval for employee funding profiles or to review and recycle employee funding profiles back to the Commitment Accounting Initiator with directions for revision or deletion. The Commitment Accounting Approver role is held by the department's fiscal administrator. This role also includes access to run related reports, run queries and view employee bi-weekly salaries and wages.

Commitment Accounting FYI Email (UMB CA FYI Email)

The Commitment Accounting FYI E-mail role ensures that your department is aware when an EFP entered by another department includes any of your department's funding sources. In such situations, those holding the Commitment Accounting FYI E-mail role will receive an email which includes basic information on the use of your department's project to fund another department's employee.

Commitment Accounting Initiator (UMB CA Initiator)

The Commitment Accounting Initiator role provides access to view, add, update and delete employee funding profiles (EFPs) for employees in their department(s) and to submit EFPs into workflow for approval by the CA Reviewer (if applicable) and/or the CA Approver. This role also includes access to run related reports, run queries and view employee bi-weekly salaries and wages.

Commitment Accounting Inquiry (UMB CA Inquiry for Departments)

The Commitment Accounting Inquiry role provides access to the UMB Employee Funding Profile inquiry page used to view EFPs which have been approved and loaded into eUMB HRMS. In addition this role provides access to the EFP Workflow Status page, Funding Summary and Payroll Charges Detail reports and access to search for Account Code, Combo Code and Department Budget data.

Commitment Accounting Reviewer (UMB CA Reviewer)

The Commitment Accounting Reviewer role provides access to review, approve, or recycle employee funding profiles submitted by the CA Initiator. This role may be combined with the CA Initiator. The system routes EFPs approved by the CA Reviewer to the CA Approver for final approval. This role also includes access to run related reports, run queries and view employee bi-weekly salaries and wages.

Department Administrator (UMB Department Administrator)

The Department Administrator role provides access to view HR and Payroll information for employees in their department(s) with the exception of SSN, passport number and date of birth. This role includes access to run related reports and queries. The Department Administrator role is usually held by individuals who also hold fiscal authority for the department. Individuals assigned the Department

Administrator role usually hold the Commitment Accounting Approver and ETS Approver roles for their departments as well. PLEASE NOTE: The Department Administrator has the same functionality as the Department HR Representative role.

Department HR Representative (UMB Department HR Representative)

The Department HR Rep role provides access to view Workforce Administration, Position Management, Payroll and Time & Labor Data. This role includes viewing and validating an employee's personal and job related information, including job code, 5/wage and standard hours/FTE, but excluding SSN, passport number and date of birth. This role includes access to run related reports and queries. The Department HR Representative role is usually assigned to administrative personnel whose jobs require access to employee information and who perform employee job actions such as hire/rehire, transfer and job status changes. PLEASE NOTE: The Department HR Representative role currently has the same functionality as the Department Administrator role.

ETS (Electronic Time Sheet) Approver (UMB ETS Approver)

The ETS Approver role provides access to view, recycle, add/update (certain pay groups only), and process timesheets for the employees within their department. The ETS Approver may also enter combo and reason codes, exception time for Non-Exempt, Regular/CI and positive time for CI/Students. Tasks include assigning schedules for employees; completing supervisor setup table; verifying that all timesheets are in 'Loaded' status by the pay period deadline; running reports and queries to validate employee pay; reconciling any pay differences by pay period deadline; and maintaining the department's proof of final approval and reconciliation. This role includes access to run and review related reports and queries including the Gross Pay, Payroll Register, Check Register, and leave reports.

Electronic Time Sheet Inquiry (UMB ETS Inquire)

The Electronic Time Sheet Inquiry role provides access to the ETS Statistics page which is useful in managing timesheet submissions. The ETS Inquiry role does not include access to view timesheets.

Pay Increase Approver (UMB Pay Increase Approver)

The Pay Increase Approver role provides access to approve merit/COLA increases for the department.

Pay Increase Initiator (UMB Pay Increase Initiator)

The Pay Increase Initiator role provides access to enter merit/COLA increases for the department.

School Budget Approver (Budget Approver)

The School Budget Approver role provides access to approve Departmental Budgets and prepare and maintain budgets (as requested by the Budget Office during the annual budget cycle) at the School Level based on eUMB HRMS security setup. The role includes access to add and update Budget and Position data during the budget cycle; view Employee Summary data and view the Budget Center detail and status. In addition, it includes access to run related reports and queries.

Department Budget Preparer (Budget Preparer)

The Department Budget Preparer role provides access to enter and submit the Departmental Budget (as requested by the Budget Office during the annual budget cycle) at the Budget Center level based on eUMB HRMS security setup. The role includes access to add and update Budget and Position data during the budget cycle; view Employee Summary data and view the Budget Center detail and status. In addition, it includes access to run related reports and queries.

ePAF: Electronic Personnel Action Form

Department 3 - Faculty Approver (UMB ePAF Approver Faculty)

The Department ePAF 3 – Faculty Approver role provides access to perform Final Departmental Approver for electronic personnel action forms (ePAF) for faculty. These roles may be held by different people or the same person. In some schools or units, this role must be fulfilled by certain people in the Dean’s or Vice President’s office. The same person may hold the Department Approver 1, Department Approver 2 role and Faculty Approver role. The Department ePAF 3 - Faculty Approver may not also hold the Department ePAF Initiator role.

Department Approver 1 (UMB ePAF Approver Level 1)

The Department ePAF Approver 1 role provides access to review and approve electronic personnel action forms (ePAFs) in accordance with University hiring practices and policies. The same person may hold the Department ePAF Initiator and the Department Approver 1 role, but that person may not also hold the Faculty or Staff Approver role.

Department Approver 2 (UMB ePAF Approver Level 2)

The Department ePAF Approver 2 role provides access to review and approve electronic personnel action forms (ePAFs) in accordance with University hiring practices and policies. The same person may hold the Department Approver 2 role along with the Department ePAF Initiator and/or the Department ePAF Approver 1 role.

Department 3 – Staff Approver (UMB ePAF Approver Staff)

The Department ePAF 3 – Staff Approver role provides access to perform final departmental approval for electronic personnel action forms (ePAF) for staff. The Faculty Approver and Staff Approver roles may be held by different people or the same person. In some schools or units, this role must be fulfilled by certain people in the Dean’s or Vice President’s office. The same person may hold the Department Approver 1, Department Approver 2 role and Staff Approver role. The Department ePAF 3 - Staff Approver may not also hold the Department ePAF Initiator role.

ePAF Initiator (UMB ePAF Initiator)

The Department ePAF Initiator role provides access to create, edit and submit electronic personnel action forms (ePAFs). The Department ePAF Initiator role is the only departmental role with rights to modify ePAFs.

ePAF Viewer (UMB ePAF Viewer)

The Department ePAF Viewer role provides access to view ePAFs for the user's Access Departments.

eTravel

Department eTravel Administrator (UMB eTravel Administrator)

The Department Travel Administrator role provides access to enter and/or review all eTravel forms submitted within the specified access departments for the purpose of validating that all eTravel Request and eTravel Expense items comply with UM Travel Policy. This includes eTravel forms submitted for self, Employees, Others (non-UMB travelers) or Students (not employed by UMB). In addition, the role provides access to the Travel Supervisor pages within eUMB HRMS for the purpose of updating and maintaining the department's list of Travel Supervisors. The Travel Administrator role includes rights to Approve, Recycle, Deny, Upload or Comment on eTravel Worklist items.

Department eTravel Approver (UMB eTravel Approver)

The Department Travel Approver authorizes expenditures to the Project(s) that support the travel. Such authorization certifies that all travel expenses adhere to the current UM Travel Policy. This role includes rights to Approve, Recycle, Deny or Comment on financial expenditures related to a submitted eTravel Request and/or Expense form.