



*HRMS Role Definitions
Version 9.1
January 11, 2016*

Centralized Office Users

NDUS CTS advises against assigning users the following role combinations to avoid potential segregation of duties conflicts:

NDU_C_Admin, NDU_C_PAY, NDU_C_PrintChecks

NDU_C_Pay and NDU_C_PrintChecks

NDU_C_Pay in the HR system and NDU_C_GL in the Financial System

Campuses who are not able to divide roles between staff because of staff size must have a compensating control on file in the Director of Financial Reporting in the Chancellor's Office

HR Roles

NDU_C_Admin

Staff with this role can *use*:

ND Hire

Manage Hires (used by Recruiting Solutions campuses and CTS)

Personal Data, Job Data, Position Data

Add an Employment Instance, Contingent Worker or Person of Interest

Contract Pay (and *view* Contract Prepay Options)

Disability

Drivers License

Emergency Contact

Identification Data

NDU_C_Ben_D

Staff with this role can *view*:

Benefit elections

Benefit setup tables

NDU_C_CA_D

Staff with this role can *view*:

Payroll vendor listing

AP extract

Payroll error messages

Gross and Fringe Report

NDU_C_DevFac

Maintain (optional) faculty data for
Education

- Licenses/certifications
- Activities
- Student Advisement
- Honors
- Administrative posts
- Set up Tenure Data
- Perform Tenure Calculation

NDU_C_DevFac_D

Information in NDU_C_DevFac above is viewable

NDU_C_Learn

- Setup training course and programs
- Setup training instructors and facilities
- Enroll/maintain attendees
- Create wait lists
- Maintain course evaluations

NDU_C_Monitor

- IPEDS report
- VETS-100 report
- Employee Review

NDU_C_PAY_D

View some of payroll data listed in NDU_C_PAY below.

- Paycheck data
- Payroll error messages

NDU_C_PrintChecks

Print paychecks and advices

NDU_C_Recruit

- Create and maintain job openings
- Enter a new applicant
- Update applicant contact data
- Update applicant application data
- Schedule interviews
- Prepare job offers
- Prepare successful candidate's data to move to Core HR

NDU_C_Setup

- View departments
- Setup locations
- Setup matrices
- Setup job codes

NDU_C_Setup_D

Similar to NDU_C_Setup only this role is display only

NDU_MSS_HR

Add and administer delegation
Hire and termination approve/review
Worklists

NDU_MSS_Hire

Hire approve/review
Worklists

NDU_MSS_I9

I9 administration

NDU_MSS_WORKLIST

Worklists for hires and terminations

NDU_Process_Monitor

Monitor reports and processes

Benefits Roles**NDU_C_Admin_D**

Staff with this role can *view*:
Personal Data, Job Data, Position Data
Employment Instance, Contingent Worker or Person of Interest
Contract Pay, Contract Prepay
Emergency Contact
Identification Data

NDU_C_Ben

Staff with this role can:
Update BAS (Ben Admin) activity
Update employee benefit elections
Override automated benefits, if needed
View benefit setup tables
View an employee's Job Data pages
View an employee's Contract Pay page
Update Contract Pay Pre-pay Options
Update employee events
Update primary job flags
Update payroll deductions
Specify FSA payment options
View an employee's paycheck data
Review payroll error messages
Run benefit processes
Run benefit reports

NDU_C_CA_D

Staff with this role can *view*:

- Payroll vendor listing
- AP extract
- Payroll error messages
- Gross and Fringe Report

NDU_C_DiscBen (for NDSCS, NDSU and CTS only)

Run the Discovery Benefits flex interface

NDU_Process_Monitor

Monitor reports and processes

Payroll Roles

NDU_C_Admin_D

Staff with this role can *view*:

- Personal Data, Job Data, Position Data
- Employment Instance, Contingent Worker or Person of Interest
- Contract Pay, Contract Prepay
- Emergency Contact
- Identification Data

NDU_C_Ben_D

Staff with this role can *view*:

- Benefit elections
- Benefit setup tables
- Job Data
- Contract Pay
- Contract Pre-Pay Options
- Paycheck data
- Payroll error messages

NDU_C_Kronos (for MISU, NDSU and UND only)

Use the Job Labor tab on Job Data to record Kronos information

NDU_C_Pay

- Enter hours, additional pay, taxes, payroll data, deductions,
Garnishments, savings bonds
- Make adjustments to balances
- Run payroll reports
- Run payroll and bank reconciliations
- Run quarterly tax reports
- Run annual tax reports and W-2s
- Print checks and advices

- View Flex Spending Account information
- View AP extracts
- View AP vendor listing
- Update dependent information for savings bonds
- Run Gross and Fringe report
- Run Actuals Distribution report
- View payroll and tax setup tables
- View position data
- Setup banks for direct deposit

NDU_C_PrintChecks

- Print paychecks and advices

NDU_Process_Monitor

- Monitor reports and processes

Budget Roles

NDU_C_CA (Commitment Accounting)

- Staff with this role are able to:
- Review the AP extract
- View AP Vendor data
- Run Gross and Fringe report
- Review payroll error messages
- View Position Data
- View Job Data
- Set up department position budgets
- Set up deduction and tax mappings
- Set up combo codes (temporary until speed types are working)
- Run actuals distribution and position budget reports

NDU_C_WBB_Budget (for Budget/Finance Offices)

- Set up annual financial budgets
- Set budget targets
- Enter/review annual budget requests
- Maintain and approve budget requests
- Manually approve annual budget changes if/when necessary
- Reconcile HR position budget proposals to Financial targets
- Run Schedule 2 report
- Run Executive Summaries
- Finalize and submit the budget to the database

NDU_C_WBB_HR (For HR/Payroll Offices)

- Enter/review annual position budget changes
- Fix Job Data and/or Department Budget Table flags if necessary
- Reconcile HR position budget proposals to Financial targets
- Submit annual position budget changes to those with the WBB_Budget role

Grants Roles

NDU_C_TimeEffort

- Run the Gross and Fringe report
- Run the Chartfield Mappings report
- Run an Employee Listing
- Run Effort reports
- Use Effort certification

NDU_C_TimeEffort_D

- Run the Gross and Fringe report
- Run the Chartfield Mappings report
- Run an Employee Listing
- Run Effort reports
- View Effort certification

Miscellaneous Roles

NDU_C_Account

This role requires authorization from the Director of Financial/HRMS Systems

NDU_C_ACO (Access Control Officers – appointed by campus)

- Staff with this role can:
 - Assign User Preferences
- Run queries to view:
 - Access for selected user
 - List of users with a specified role

NDU_C_Ancllry

Staff with this role can access queries dealing specifically with Ancillary Systems such FAMIS, parking, etc.

NDU_C_EmrngncyCntct

Staff with this role can view employee emergency contact information. Generally used by campus police and/or safety offices.

NDU_C_GradSchl

This role is specifically for Graduate School offices so they can monitor Graduate Student working hours/earnings.

NDU_C_Lookup

This role contains limited Job Data information, so centralized offices such as ID card centers, parking offices, etc. can look up whether or not someone is an employee and if so, in which department they work. Usually requires a second userID to enable campus-wide security.

DECENTRALIZED (Departmental) CAMPUS STAFF

NDU_C_Uploads (very limited use)

Allows user to upload data into PeopleSoft payroll from ancillary systems (Famis, Parking, Bison Lines, etc)

NDU_D_Admin (Decentralized departmental support staff)

- View employee job data
- View employee emergency contacts
- View employee compensation history
- View employee enrollment in training classes
- View position data
- Run HE Leave Accrual Report
- Run Department Pay Register
- Run HE Departmental User queries
- View department budget table
- Run Gross and Fringe and HE Actuals reports

NDU_D_CampusInfo

Update campus telephone, address and e-mail

NDU_D_DevFac

View tenure data

NDU_D_EERC_Queries (UND only)

NDU_D_Financial Aid

Access to run WorkStudy queries

NDU_D_Perform

Enter an employee's review rating

NDU_D_Recruit

- Create and maintain job openings
- Enter a new applicant
- Update applicant contact data
- Update applicant application data

NDU_D_TimeEffort

Run Gross and Fringe Report
Run Effort Reports

NDU_D_TimeEntry

Enter leave data
Enter hours worked for timeslip employees
Enter other earnings, such as overtime hours for salaried non-exempt staff

NDU_D_WBB_Budget

Enter annual position budget change requests
Reconcile position budget change requests with Financial targets

NDU_D_WBB_HR

Enter annual operating budget change requests
Reconcile budget change requests with Financial targets