



**ConnectND Access Role Definitions
HRMS System Version 8.9
CND-HRMS Roles
February 6, 2008**

CENTRALIZED CAMPUS STAFF (campus-wide row level security)

NDU_C_ACO (Access Control Officers)

Tree Manager (to see how your campus department security hierarchy is organized)

Queries to run:

Access for Selected User

List Users with Roles

List Roles for a User

Users with selected role

NDU_C_Account

Centralized Accounting Office staff with this role can:

Run Direct Deposit Register

Run Payroll Summary

Run Check Register

Negotiate manual checks

NDU_C_Admin

Staff with this role can *use*:

ND Hire

Manage Hires (used by Recruiting Solutions campuses BSC, NDSU and NDSCS)

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_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 (for campuses which have third-party flex administration)
View an employee's paycheck data
Review payroll error messages
Run benefit processes
Run benefit reports

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_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_CA_D

Staff with this role are able to see the items listed for NDU_C_CA above (display only)

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_DiscBen (for NDSU only)

Run the Discovery Benefits flex interface

NDU_C_EmergencyCntct (for non-HR staff)

View emergency contacts for employees (display only)

NDU_C_FSA (for NDSCS and UND only)

- Enroll/update employees in Flex Spending accounts
- Enter/process claims
- Reverse claims
- Pay claims
- Print flex checks, advices and statements
- View deduction balance and adjustments
- Specify FSA payment options

NDU_C_FSA_D

Information in NDU_C_FSA is viewable

NDU_C_Kronos (for MISU, NDSU and UND only)

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

NDU_C_Learn

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

NDU_C_Learn_D

Information in NDU_C_Learn is viewable

NDU_C_Lookup (for non-HR/Benefits/Payroll/staff)

View limited Job Data information (display only)

NDU_C_Monitor

- IPEDS report
- VETS-100 report
- Employee Review

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_PAY_D

View some of payroll data listed above. Cannot print checks or 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

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

NDU_C_Setup_D

View the setup tables in NDU_C_Setup above

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

NDU_C_Uploads (very limited use)

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

NDU_HRMS_HECN_QM1

- Ability to run public queries (centralized staff only)

NDU_Process_Monitor

- Ability to run processes and reports (central and department staff)

NDU_Report_Manager

- Ability to run and view reports (central and department staff)

DEPARTMENT STAFF (departmental row level security)

NDU_D_Admin

- 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_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