



HCM Role Definitions
Version 9.2
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Centralized Office Users

NDUS CTS advises against assigning users the following role combination 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.

Any role name followed by an asterisk (*) designates the role is a sensitive and requires prior training and/or approval from CTS before the user is granted the role.

Central HR, Benefits, Payroll, Commitment Accounting, and Budget Roles

NDU_C_Admin (add/update access unless noted otherwise)

Manage Job Codes
ND Hire
Manage Hires
Personal Data, Job Data, Position Data
Add an Employment Instance, Contingent Worker or Person of Interest
Contract Pay (and view Contract Prepay Options)
Disability
Emergency Contact
Identification Data
Self Service Paycheck (view-only)

NDU_C_Admin_D (display-only access)

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 (add/update access)

- 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_Ben_D (display-only access)

- Benefit elections
- Benefit setup tables

NDU_C_FSA (add/update access)

- Enter and maintain FSA enrollments

NDU_C_FSA_D (display-only access)

- View FSA enrollments

NDU_C_Pay (add/update access unless noted otherwise)

- Enter hours, additional pay, taxes, payroll data, deductions, garnishments
- 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
- 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 (display-only access)

- View some of payroll data listed in NDU_C_PAY
- Paycheck data
- Payroll error messages

NDU_C_CA (Commitment Accounting) (add/update access unless noted otherwise)

- 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 budget tables
- View combo codes
- Run actuals distribution and position budget reports

NDU_C_CA_D (Commitment Accounting) (display-only access)

- View department budget tables
- View position data
- Payroll vendor listing
- AP extract
- Payroll error messages
- Gross and Fringe Report

NDU_C_DevFac (add/update access)

- 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 (display-only access)

- Information in NDU_C_DevFac is viewable

NDU_C_Setup (add/update access unless noted otherwise)

- View departments
- Setup locations
- Setup matrices
- Setup job codes
- HE contract term

NDU_C_Setup_D

- Similar to NDU_C_Setup only this role is display only

NDU_C_Learn

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

Maintain course evaluations

NDU_C_MassUp*

Process pay rate changes for hourly employees (Ex. Federal minimum wage increase)

NDU_C_Monitor

IPEDS report

VETS-100 report

Employee Review

NDU_C_AddPay*

This role is limited to one staff person and one backup per audit recommendation

Use Correct History to make changes in Additional Pay

NDU_C_Other_ErnLd*

Use to load one-time payments to the paysheets from a spreadsheet

NDU_C_TLAB

View and Update Timesheets

View and Update Absence Requests

Run Request Time Administration

Run Load Time and Labor

NDU_C_WFAdmin*

View and update time and labor approvals

View and update delegations

*Will see other campus approvals when a manager is vacant

NDU_C_PrintChecks

Print paychecks and advices

NDU_C_Retro

Process retroactive funding changes

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

NDU_C_WBB_HR_D

View-only access to position budget changes

NDU_Process_Monitor

Review reports and processes

ePerformance Roles

NDU_EP_ADMIN

HR administration of performance evaluations

NDU_EP_REVIEW

Subset of the NDU_EP_ADMIN role. Mainly view-only access to assist with HR administration of performance evaluations

NDU_JPM_Campus

Setup and maintain catalog items and non-person profiles required for populating the content in performance evaluations

Manager Self Service Roles

NDU_MSS_HIRE_A_CareerServices (Used at UND only)

Review and approve student positions

NDU_MSS_HIRE_A_GradSchoolDean (Used at NDSU and UND only)

Review and approve graduate positions

NDU_MSS_Hire

Used in workflow and managing worklists. This role is assigned in conjunction with the CareerServices and GradSchoolDean roles.

NDU_MSS_HR_MGR

Used for hires that do not need to go through Recruiting Solutions and are identified hires such as internship, medical residents or hires that have gone through a search firm.

NDU_MSS_HR

For central HR and Payroll staff to review and approve MSS transactions, manage delegations, manage worklists, verify I-9's and view onboarding status.

NDU_MSS_I9

I-9 administration

NDU_MSS_WORKLIST

Worklists for hires and terminations

Recruiting Solutions Roles

NDU_Req_Background

Request Background Checks

NDU_Hiring_Manager

Enter Job Openings
View Job Openings
View Applicants that have passed screening
Route Applicants
Schedule Interviews
Prepare Job Offers
Send Correspondence to applicants

NDU_Recruiter

Enter Job Openings
Conduct Screening Processes
Route Applicants
Schedule Interviews
Prepare Job Offers
Run and View Reports
Search for Applicants
Search for Applications
Send Correspondence to Applicants

NDU_C_RSAdmin*

Same access as the NDU Recruiter role but with the addition of:
View and take action on all job openings
Reopen inadvertently closed job openings
Update posting description templates
Send correspondence to applicants in a “draft” disposition

NDU_RS_HRUND

UND use only used for Recruiting Solutions approval workflow

NDU_RS_HRNDS

NDSU use only used for Recruiting Solutions approval workflow

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_C

Correct history access for central grants users

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/HCM Systems

Payroll Summary
Check Register
Direct Deposit Register
Check Recon-Manual Negotiation

NDU_C_ACO (Access Control Officers – appointed by campus)

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 as FAMIS, parking, etc.

NDU_C_BioDemoScrape

View Perceptive Content screens

NDU_C_EmrgncyCntct

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_HECN_HRMS_QM1

Query – run access only

NDU_HECN_HRMS_QM2*

Query – run access and create private queries

NDU_HECN_HRMS_QM4

Users assigned to this role must also be assigned to the NDU_C_TimeEffort role. It allows the user to run queries only associates with the TimeEffort role but not other queries which would allow the user to see private information.

Query – run access only

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.

NDU_Report_Manager

Access to reports and PDF files

NDU_C_Windstar*

This role is used by campuses that utilize the Tax Navigator (Windstar) International Tax Compliance software.

NDU_WF_Address

Maintain employee home and mailing address

NDU_WF_Life_Event

Maintain employee life events

NDU_WF_W2

Maintain employee W-2 reissue requests

DECENTRALIZED (Departmental) CAMPUS STAFF

NDU_C_Uploads* (very limited use)

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

NDU_D_Admin (Decentralized departmental support staff)

- View employee job data
- View employee emergency contacts
- 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
- Run HE Labor Cost report

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_Safety

Access to Safety/Security tab in HE Query pages to run Designated Medical Provider query

NDU_D_TimeEffort

Run Gross and Fringe Report
Run Effort Reports

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

NDU_TL_Timekeeper

Edit punches in timesheets (does not include access to approve timesheets)

Delegation Roles

For information only. These roles are assigned through Delegation

NDU_Delegate_Mng_AppRpt_Time

Used by proxy to approve reported time transactions

NDU_Delegate_Mngr_Absence_Appr

Used by proxy to approve absence requests

NDU_Delegate_Mngr_Terms

Used by proxy to initiate and/or approve termination transactions