



HR SECURITY ROLE HANDBOOK

HR SECURITY ROLES USED IN HR DIRECT

Employees are automatically granted Self-Service access to Time Reporting, Personal Information, Payroll & Compensation, and Learning & Development. Additional access to the Human Resource Application may be obtained by submitting a HR Access Request form. Manager approval is required for all employees. All requests will be reviewed and approved by the Data Custodians before access is applied by the Security Administrator.

Role Name	Long Description
HCMA_WD_FACULTY_EVENTS_VIEW_E	Role provides a View Only to Faculty Events - Tenure Information.
HCMA_WF_DEGREE_UPDATE	Manage employee Educational Profiles- Person Profiles.
HCMB_BIO_DEMO_VIEW	Provides a View Only access to the Contact Information tabs under Personal Data.
HCMB_EMAIL	This role allows update access to email addresses.
HCMB_PERSON_ORG_SUMMARY	This role that has update/display access to Personal Organizational Summary Data
HCMD_WF_HR_POWER_USER	Allows the user with this role to add, update, correct and view history in the Workforce Administration tables.
HCMD_WF_HR_SPECIALIST	Allows the user with this role to add, update, correct and view history in the Workforce Administration tables.
HCML_GT_FINAID	Lowell Financial Aid Approver is authorized to review the contents, and approve, HCM eForms for employees.
HCML_GT_RESEARCH_ADMIN	Chancellor Approvers is authorized to review the contents, and approve, HCM eForms for employees.

HCML_GT_VC_RESEARCH	ePAF Approval - VC of Research. Chancellor Approvers is authorized to review the contents, and approve, HCM eForms for employees.
HCMT_SC_ADMIN_CAMPUS	This role is for the campus security administrator.
HCMT_SC_VIEW_USER_PROFILE	This role allows the user view only access to the Security pages of a User Profile.
HCMT_TL_SECURITY	This role is for Time and Labor security.
HCMU_ACCESS_TO_ALL_POI	This role will be given to those users that have authority to add a person and access to all POIs.
HCMU_AU_AUDIT_RCDS	This role will allow access to all Audit Records.
HCMU_BN_ANNUIITY_UPDATE	Allows the user with this role to update, view and correction access to saving plan enrollments and update access to benefit program assignments.
HCMU_BN_BENEFITS	Allows the user with this role to update Benefits, including history. Also, they can add and update running of processes. sc 11/5/2009 - Cloned permission list hcmu_bn_it_user to hcmu_bn_benefits and removed access to interface umben506 from the permission list
HCMU_BN_CUST_PAGES_REPORTS	Allows the user with this role to access the Benefits custom pages reports.
HCMU_BN_MAINTAIN_PRIMARY_JOBS	This role provides correction access to Maintain Primary Jobs.
HCMU_BN_MGR	Allows the user with this role to update and correct Benefits enrollment history, includes view access to benefit setup tables and report access.
HCMU_BN_MGR_VIEW	Allows the user with this role to update and view Benefits information including history.
HCMU_BN_POWER_USER	Allows the user with this role to add, update, correct and view the Benefits pages including history.
HCMU_BN_PR_BEN_VW	Allows the user with this role to view history in the Benefits pages. Also, can update flags for Primary jobs and can add and update running the Primary job flags process.

HCMU_BN_UPDATE	This role has update access to he base benefits plans and FMLA Leave Administration
HCMU_CA_CUST_PAGES_PROCESS	Allows users with this role to access and run the Commitment Accounting custom processes.
HCMU_CA_CUST_PAGES_REPORTS	Allows the user with this role to access the Commitment Accounting custom pages reports.
HCMU_CA_FIN_AID_RPTS	This role is a book mark to provide Mobius Security access
HCMU_CA_FINANCE_USER	Allows the user with this role to view Commitment Accounting job data, budgets, the fringe rate table and additional pay, contains correction access to DB FTE.
HCMU_CA_FN_VIEW	Allows the user with this role to view Commitment Accounting data.
HCMU_CA_PROCESS_RETRO	This role has access to Run the process for direct retros. Run PAYGL02, budget Retro Distribution, update Actual Distribution.
HCMU_CA_RETRO_DIST	Can run budget retro, direct retro processes; update review retro transactions.
HCMU_CA_UPDATE_EE_DATA	Can add/update rows in the department budget tables with current or future effective date; view pay dist. pages.
HCMU_CA_VIEW_EE_DATA	Can view department budget tables and pay dist. pages.
HCMU_CC_FERPA	Allows the user with this role to view the FERPA data - Search for employees page Allows the user with this FERPA role to update and view history in the Campus Community pages.
HCMU_CC_FERPA_VIEW_ONLY	Allows the user with this role to view the FERPA data - Search for employees page Allows the user with this role to view the FERPA pages in Campus Community.
HCMU_CORE_TEAM_MOBIUS	This role is to be used for Core Team Report assignments, (access to all reports - controlled by section/row security in Mobius). This also secures the Person Search (H92).

HCMU_CP_COMPENSATION_MGR	Allows the user with this role to add, update and view history in the Workforce Administration pages.
HCMU_CP_EE_REVIEW_HIST_COR	This role provides Campus access to Correction mode on Employee Review History.
HCMU_CUSTOM_PAGES	Access to all custom pages under the HCMU_CUSTOM menu, includes correction mode when applicable.
HCMU_EEO_VIEW	This role has view update/display all access to Personal Information
HCMU_EL_PROFILE_ADMINISTRATOR	Ability to administer a person's profile. Ability to administer a person's profile - Training Module
HCMU_EL_REPORTING_ALL	Ability to run all reports. Ability to administer a person's profile - Training Module
HCMU_EL_REPORTING_EEDATAONLY	Ability to run person based reports - Training Module
HCMU_EL_UPDATE_EEDATA	Responsible for updating a person's training record and limited update access to setup data. Includes correction access to Instructor table. Responsible for updating a person's training record and limited update access to setup data. Includes correction access to Instructor table - Training Module.
HCMU_EL_UPDATE_SETUPTABLES	Ability to run all training reports; course, session, person. Includes correction access to course tables. Ability to run all training reports; course, session, person. Includes correction access to course tables - Training Module.
HCMU_EL_VIEW_EE_DATA	Ability to view a person's training. Ability to view a person's training - Training Module.
HCMU_EL_VIEW_SETUPTABLES	Ability to view training tables, contains correction access to training instructors. Ability to view training tables, contains correction access to training instructors - Training Module.
HCMU_EXT_SYSTEM_PERSONS	This new role is to support Query access only.

HCMU_EXTENDED_ACCESS	This role will be auto assigned in Peoplesoft for employee's who terminated and need self-service access within 90 days.
HCMU_GT_ADMIN_TOOLS_ACCESS	This GT role provides access to ePAF Administration Tools.
HCMU_GT_CONFIG_ACCESS	This GT role is for Security users and provides some update Configuration access to ePAF.
HCMU_GT_DEAN_DIR	Dean/Division Director Approver is authorized to review the contents and approve HCM eForms for employees.
HCMU_GT_DEPT_APRV	Department Approver often is authorized to review the contents and approve HCM eForms for employees.
HCMU_GT_FILELOAD	File Load is authorized to load a file into eForms
HCMU_GT_HR_REVIEWER	HR Reviewer Approval is authorized to review the contents, and approve, HCM eForms for employees.
HCMU_GT_INITIATOR	The Initiator is authorized to initiate an HCM eForms for employees.
HCMU_GT_PI	PI (Principal Investigator) is authorized to review the contents and approve HCM eForms for employees. (Source for pathing will be FIN PI assignments)
HCMU_GT_PROVOST	Provost - Approver is authorized to review the contents, and approve, HCM eForms for employees.
HCMU_GT_STU_EMPLOY	Student Employment Approver is authorized to review the contents, and approve, HCM eForms for employees.
HCMU_GT_VCAF	Vice Chancellor of Administration and Finance - Approver is authorized to review the contents and approve, HCM eForms for employees.
HCMU_HR_DEPT_MGR_VIEW	Allows the user with this role to view employees job data.
HCMU_HR_PERS_NID	Role provides access to PERS_NID (National ID - SSN) table for Query purposes.
HCMU_HR_TAX_UPD	Allows the user with this Central role to update and view the HCM foundation tables information including history.

HCMU_HR_UPDATE	Allows the user with this role to update and view the HCM foundation tables.
HCMU_IR_BASIC	This role provides basic IR Query access.
HCMU_OD_BENEFITS_SPECIALIST	Allows the user with this role to add, update and view history in the Organizational Development pages.
HCMU_OD_PS_HR_VIEW	Allows the user with this role to view the Organizational Development pages.
HCMU_PR_ADDL_PAY_VW	This role allows the user view only access to Additional pay.
HCMU_PR_CUST_GARN_RPTS	This role has access to run the custom Garnishment reports.
HCMU_PR_CUST_PAGES_INTERFACES	Allows the user with this role to access the Payroll custom pages interfaces. Correction mode access to the GAAP run control only.
HCMU_PR_CUST_PAGES_PROCESS	Allows the user with this role to access the Payroll custom pages processes.
HCMU_PR_CUST_PAGES_REPORTS	Allows the user with this role to access the Payroll custom pages reports.
HCMU_PR_CUST_RPT_CAMPUS	This role has access to the Payroll Custom Reports.
HCMU_PR_CUST_RPT_TO	This role provides access to run the Tax Reports, Ded Summary report, Annuity Max Report and the Payroll/Treasurer Deductions Report.
HCMU_PR_PAYROLL_DATA1	Add and update current and future employee payroll data such as tax, additional pay, general deductions, savings bonds, garnishments; view employee balances.
HCMU_PR_PAYROLL_DATA1_VW	View access only to current and future employee payroll data such as tax, additional pay, general deductions, savings bonds, garnishments; view employee balances.
HCMU_PR_PAYROLL_DATA2	Perform balance adjustments.
HCMU_PR_PAYROLL_UPDATE	Create and update paysheets, run payroll processes; etc.
HCMU_PR_QUARTERLY_TAX_RPT	Run quarterly tax reports.
HCMU_PR_RETRO_PAYPROCESSING	Update all retro pay pages and calc results.

HCMU_PR_REVERSAL_CONFIRM	This role allows the users to Reverse / Adjust Paychecks.
HCMU_PR_SALARY_GRADES_VIEW	This role allows the user view only access to the Salary Grades table.
HCMU_PR_UPD_YEAR_END_DATA	This role allows the user to review and update year end data.
HCMU_PR_VIEW_PAYCHECK	This role allows the user to view paychecks.
HCMU_PR_W2_W2C	This role is for W2 and W2C YE processing.
HCMU_PROCESS_MONITOR	This role provides update/display access to the Process Monitor
HCMU_PT_PROCESS_QRY_ACCESSGRPS	Assigns all PS delivered query access trees to user. Only provided to reporting super users as a practice.
HCMU_QUERY_ACCESS_MANAGER	This gives access to a user that will be authorized to create/maintain query access trees.
HCMU_QUERY_MANAGER	This role provides access to Query Manager.
HCMU_REPORT_MANAGER	This role should be assigned to users that need to access to PeopleSoft Report Manager under the Reporting Tools Menu options.
HCMU_RSH_CUST_PAGES	Allows access to the Rapid Student Hire custom pages and process. Includes correction access to templates.
HCMU_RSH_DATA	Allows users with this role to access the Rapid Student Hire data.
HCMU_RT_QUERY_RUN	Allows access to query viewer.
HCMU_RT_QUERY_SCHEDULING	This role is designed for scheduling queries only. For this role to be allowing to schedule reoccurring queries you must assign the Process Profile of HCMU_HCSPPRCS_REOCCUR to the employee.
HCMU_RT_QUERY_WRITE	Allows access to all aspects of Query Manager.
HCMU_SC_IDM_TABLES_ACCESS	This role provided query access to the IDM tables (UM_IDM_HCMROLES, UM_IDM_PERMLIST, UM_IDM_SAMROLES)
HCMU_SC_ROLE_HIST_RPT_ACCESS	This role provides access to the Security Role History Report only. The report is UMHR713 and it runs daily and posts to Mobius.

HCMU_SECURITY_COMMON_QUERIES	Access to PeopleSoft delivered Common Queries for Security.
HCMU_SETUP_HRMS_CUST_PAGES	Allows the user with this role access to the custom pages for Setup HRMS. Includes correction access to Encumbrance and Standard Fringe Rates.
HCMU_SS_XML_ALLUSER	This role allows employee to view PDF files such as View PayCheck and print reports associated to the XML Report Category ALLUSER
HCMU_TL_APPRV_NOTIFICATIONS	This role provides access to configure Time and Labor Approver notification emails, maintain exclusion list, and allows the user to run the General and Specific Email Notification Process.
HCMU_TL_CENTRAL_CAMPUS	Access to campus employee level Time and Labor data; ability to enter current period and prior time, review and correct exceptions and can run TL reports and public TL queries.
HCMU_TL_CONFIG_UPDATE	Allows full access to schedule definitions including correction.
HCMU_TL_CUST_PAGES_PROCESS	Allows the user with this role access to the Time & Labor custom pages processes.
HCMU_TL_CUST_PAGES_REPORTS	Allows the user with this role access to the Time & Labor custom pages reports.
HCMU_TL_GROUP_ADMINISTRATOR	Provides ability to create both dynamic and static groups and to grant TL group field security to row security permission list. Campuses to assign as needed.
HCMU_TL_TIMEKEEPER	Ability to enter departmental timesheets, review and correct exceptions for the current period and can run specific TL reports.
HCMU_TL_VIEW_EMPLOYEE_DATA	View employee level Time and Labor data.
HCMU_TREEMANAGER	This role will provide access to Tree Manager for users with this role. Users that add Department IDs to the Dept. table will need this role to update the Dept. security tree for their campus.
HCMU_UM_VIEWONLY_ALL	This role has Display only to all menus and pages in PeopleSoft.

HCMU_VDR_CUST_PAGES	Allows the user with this role to access the View Direct Mobius custom pages.
HCMU_WD_UPDATE	Allows the user with this role to add, update and view history in the Faculty Events pages.
HCMU_WF_ADD_CWR	This role has access to Add Contingent Workers only.
HCMU_WF_ADD_POI	This role has access to add POI employees only, but technically includes some correction access.
HCMU_WF_CC_VIEW_ONLY	This role has access to Work location, Job information, and the Job Labor panel, under Job Data. Has access to Personal Summary information, Maintain a POI, and access to Ferpa pages under Campus Community.
HCMU_WF_CITIZENSHIP_UPDATE	This role gives update access to the citizenship menu.
HCMU_WF_CITIZENSHIP_VIEW	This role gives view access to the citizenship menu.
HCMU_WF_COMPENSATION_MGR	Allows the user with this role to add, update and view history in the Workforce Administration pages.
HCMU_WF_CUST_PAGES_PROCESS	Allows the user with this role to access the WorkForce Administration's custom pages processes.
HCMU_WF_CUST_PAGES_REPORTS	Allows the user with this role to access the WorkForce Administration's custom pages reports.
HCMU_WF_HR_BENEFITS_MGR	Allows the user with this role to add and update in the Workforce Administration pages.
HCMU_WF_HR_DIRECTOR	Allows the user with this role to add, update and view the Workforce Administration pages. Includes correction access to the disabilities page.
HCMU_WF_HR_MGR_VIEW	Allows the user with this role to update and view history in the Workforce Administration pages.
HCMU_WF_LABOR_RELATIONS	Allows the user with this role to update and view history in the Workforce Administration pages.
HCMU_WF_NON_UITS_CUST_PROCESS	This role has access to run the custom process for a Supervisor ID Mass Change.
HCMU_WF_NON_UITS_REPORTS	This role provides access to run the Encumbrance Expiration report and the Total Comp Report.
HCMU_WF_NON_UITS_REPORTS	This role provides access to run the Worc Encumbrance Expiration report and the Total Comp Report.

HCMU_WF_PR_HR_VW	Allows the user with this role to view Dependent/Beneficiary, Identification Data, Dependents Identification Data, and Job Data as display only. Personal Data view is updatable.
HCMU_WF_SPECIALIST	Allows the user with this role to update and view Workforce Administration information, including history.
HCMU_WINDSTAR_VIEW	Windstar (International Employees View)
HCMW_HR_PAYROLL_MANAGER	Allows the user with the Worcester payroll manager role to update and view the HCM foundation tables information including history.
HCMX_ReportSuperUser	This is for role users who are allowed to delete report entry or updating distribution list for a report entry in Report Manager. Only delete/update the report entries they have access to.
Standard Non-Page Permissions	<p>PeopleSoft: This Role is used to link a collection of non-page permissions to users.</p> <p>Do not modify this role - Clone it to customize access for your specific system.</p>