



Employment Management Definition of Roles

Role Name	Description	PS Role Name
Employment View I	<p>For college and DO staff who require <u>inquire only</u> access to <u>employee</u> bio-demographic information as follows:</p> <ul style="list-style-type: none"> ➤ Campus Community (CS Users) ➤ CS Biographical (HR Users) <ul style="list-style-type: none"> - View “Add/Update a Person” (view includes masked SSN, DOB, marital status, gender, military status, regulatory region, veteran information, ethnicity, name, phone, address, email, and passport and citizenship information) - View emergency contact's address and phone number and other contact phone numbers (Emergency Contact) <p>If SSN unmasked add on is selected, SSN will not be masked.</p>	LR_HR_EMP_VIEW_1
Employment View II	<p>For DO staff who require <u>inquire only</u> access to <u>employee</u> employment information. This role includes all access of <u>Employment View I</u> and the following:</p> <ul style="list-style-type: none"> ➤ Benefits <ul style="list-style-type: none"> - View employee enrollments in Retirement Plans ➤ CS TCS Processing (HR Users) <ul style="list-style-type: none"> - ADJ/SSI/OVL Employee Search ➤ Workforce Administration <ul style="list-style-type: none"> - View current job records including work location and compensation details (Current Job) - View job information including work location and compensation details (Job Data) - Run process to create the Employment History Report by EMPLID (LR Employment History) - Run process to determine Temporary employees (paygroup TCL and ESA) who exceed 700 hours in a Fiscal Year (LR PERS Mandatory Membership) - Run process to view all employees affected by each of the job actions entered (Personnel Actions History) - View all jobs to which an employee is assigned (Multiple Jobs Summary) - View all job information and compensation rates to which an employee is assigned (Workforce Job Summary) - Run process to create an employee history report by Emplid (Home Address Report) 	LR_HR_EMP_VIEW_2

Employment View III	<p>For DO staff who require <u>inquire only</u> access to <u>employee</u> employment information. This role includes all access of <u>Employment View II</u> and the following:</p> <ul style="list-style-type: none"> ➤ Workforce Administration <ul style="list-style-type: none"> - View Employee Review Information - View LR FTE and step data for step increment report - View Driver's License - View miscellaneous comment about an employee (General Comments) - View passport and citizenship information (Identification Data) - View Faculty Preference data 	LR_HR_EMP_VIEW_3
Employment Access I	<p>For DO staff who maintain employment information. This role includes the access of the <u>Employee View III</u> and the following access:</p> <ul style="list-style-type: none"> ➤ Benefits <ul style="list-style-type: none"> - Run process to rebuild primary job table (for benefit processing) for specified employees or all employees (LR Rebuild Primary Job Flags) ➤ Campus Community (CS Users) ➤ CS Biographical (HR Users) <ul style="list-style-type: none"> - Add, update, correct person data, including the biographical details, contact information, passport and citizenship information (Add/Modify a Person) - Update emergency contact's address and phone number and other contact phone numbers (Emergency Contact) - Update LR HR ALERT Survey info - Update LR HR Race/Ethnicity & Disability info ➤ Workforce Administration <ul style="list-style-type: none"> - Add, update, and correct home and host data - Add a new employment organizational instance for a person. (Add Employment Instance) - Create a new employment instance (record) for a person - Update and correct job data (including chartfields) - Add, update, and correct employee review data - Run a batch process to list employees whose travel documents will expire in the next 90 days. (Passport\Vis Expiration Audit) - Update and correct disability status and accommodation requests, options, and job tasks (Disabilities) ➤ Workforce Development <ul style="list-style-type: none"> - Create and correct profiles for employees (Person Profiles) - Update physical exam results for an employee - Update respiratory exam results for an employee 	LR_HR_EMP_ACCESS_1

<p>Employment Access II</p>	<p>For DO staff who maintain employment information. This role includes the access of the <u>Employee Access I</u>, and the following access:</p> <ul style="list-style-type: none"> ➤ Benefits <ul style="list-style-type: none"> - Update and correct employee retirement plans ➤ Compensation <ul style="list-style-type: none"> - Run process to load automated step increments ➤ CS Biographical (HR Users) <ul style="list-style-type: none"> - Update and correct Instructor/Advisor Table - View Instructor Schedule ➤ CS TCS Processing (HR Users) <ul style="list-style-type: none"> - Add, update, and correct TCS Work Queue for Adjunct, Overload and Summer (ADJ\SSI\OVL Work Queue) - Update TCS Employee Search for Adjunct, Overload and Summer (ADJ\SSI\OVL Employee Search) - Disapprove TCS - Add and update instructor term detail: add ESA, override FTE and change instructor assignment class (Instructor Term Detail) - Run process to generate TCS instructor schedule notifications for instructors (Print TCS Notification) - Run process to generate printable preview of the TCS notification back page wording (Print TCS Notification) - Update TCS notification back page wording (TCS Notification Text) ➤ Payroll for North America <ul style="list-style-type: none"> - Update and correct additional earnings paid to an employee on a regular schedule (Create Additional Pay) ➤ Workforce Administration <ul style="list-style-type: none"> - Correct current job records including work location and compensation details (Current Job) - Add, update comment about an employee (General Comments) - Run process to view all employees with a status of Leave with Pay or Leave of Absence - Run process to create days worked report for temporary employees - Run process to create the bloodborne pathogen report - Run process to extract and load FTE data from PS tables into LR tables (LR FTE Extract\Load) - Run process to create the Longevity report by date - Run process to create the daily audit report of personnel changes - Run process to list employees step increases and show total FTE by semester (LR Step Increase\FTE Listing) - Run process to create the tenure tracking report and/or the tenure eligibility report (LR 	<p>LR_HR_EMP_ACCESS_2</p>
-----------------------------	---	---------------------------

	<p>Tenure Tracking)</p> <ul style="list-style-type: none"> - Update ADJ/SSI/OVL discipline: degrees, majors and top codes (Discipline) - Assign assignment checklist items to use as a guide for processing employee (Person Assignment Checklist) - Assign person checklist items to use as a guide for processing employee (Person Checklist) - View a summary of all the organizational relationships for a person. (Organization Summary) - View LR FTE data 	
<p>Employment Access III</p>	<p>For DO leads or supervisors who maintain employment information. This role includes the access of the <u>Employee Access II</u> and the following access:</p> <ul style="list-style-type: none"> ➤ Compensation <ul style="list-style-type: none"> - Run process to update step increments by group or salary plan - Add, update, correct salary plans - Add, update, correct salary grades - Define minimum and maximum percentage increases for review rating - Apply salary increase by salary plan or pay group - Apply salary increase by job code - Run LR load salary schedule ➤ CS MIS Staff Data (HR Users) <ul style="list-style-type: none"> - Add and update annual staff data for assignment data - Add and update annual staff data for demographic data - Run process to extract MIS annual staff data and insert into EB & EJ tables (Staff Data Processing) ➤ Set Up HRMS <ul style="list-style-type: none"> - Add and update majors in the setup tables relating to school and education (Majors) - Add, update, and correct job codes to the system and define other job attributes (Job Code Table) - Add, update, and correct job family codes and descriptions. (Job Family Table) - Add, update LR Sub-Job codes - Run process to create the Job Code Table report to list all job codes - Run process to create the Department Table report to list all departments - View department information - View location information - Run process to create the Location Table report to list all physical locations - Add, update, and correct types of content items in the content catalog (Content Items & Rating Model) - Run process to create the Action Reason Table report to list all action reasons - Add, update, and correct action reasons for actions used in the job components - Add, update, and correct actions used in the job components (Actions) 	<p>LR_HR_EMP_ACCESS_3</p>

	<ul style="list-style-type: none"> ➤ Workforce Administration <ul style="list-style-type: none"> - Add and update employee FTE and step data for step increment report (LR FTE Data) - Run process to delete job records created in error - Run process to create the New Hire EDD report to list all new hire to report to EDD - Add, update, and correct Faculty Preference Data - Run process to load faculty preference to the LR_PREFERENCE table - Run process to create Faculty Preference Report 	
Employee Profile Access	<p>For DO staff who maintain employee profile information. This role includes the following access:</p> <ul style="list-style-type: none"> - Workforce Development - Create and correct profiles for employees (Person Profiles) - Update professional training for an employee - View courses that will allow employees to acquire a specified competency (Review Competency Training) - Update training courses taken by employee (Training) - Run process to create to list employees in the specified department(s) and their competencies (Competency Inventory) - Run process to create a resume-like document from the data contained in PeopleSoft tables for an employee (Internal Resume) - Run process to list selected license and certificate renewal information - Update physical exam results for an employee - Update respiratory exam results for an employee - Upload training data from a flat file to Person Profiles. 	LR_HR_EMP_PROFILE_ACCESS
Employee Training Access	<p>For DO staff who maintain employee profile information for the training unit. This role includes the following access:</p> <ul style="list-style-type: none"> - Workforce Development - Create and correct profiles for employees (Person Profiles) - Update professional training for an employee - View courses that will allow employees to acquire a specified competency (Review Competency Training) - Update training courses taken by employee (Training) - Run process to create to list employees in the specified department(s) and their competencies (Competency Inventory) - Run process to create a resume-like document from the data contained in PeopleSoft tables for an employee (Internal Resume) - Run process to list selected license and certificate renewal information - Upload training data from a flat file to Person Profiles. 	LR_HR_EMP_TRAINING_ACCESS

<p>Employment Search/Match Add On</p>	<p>For college and DO staff who require inquire only access to detailed employee personal data.</p> <ul style="list-style-type: none"> ➤ CS Biographical (HR Users) ➤ Workforce Administration (CS Users) <ul style="list-style-type: none"> - Search for People (displays unmasked SSN) - Search by National ID 	<p>LR_HR_EMP_SRCH_MTCH_ADD_ON</p>
<p>SSN Unmasked</p>	<p>For college and DO staff who are required to see the full nine-digit SSN.</p>	<p>Primary Permission List = PPALL</p>