

**PeopleSoft Query Access
Definitions of Roles**

ROLE NAME	DESCRIPTION	PEOPLESOFT ROLE NAME
Query Create Access*	For staff approved for <u>full (create/modify)</u> access to PS Query Tool. This role includes <u>all access</u> of the Query Scheduler and the following: <ul style="list-style-type: none"> ➤ Query Manager <ul style="list-style-type: none"> - Add/Change/Delete Fields - Add/Change/Delete Criteria - Add/Change/Delete Expressions - Add/Change/Delete Prompts 	HR/SA: LR_QRY_CREATE FS: LR_FS_PT_QRY_CREATE
Query Scheduler*	For staff approved to schedule queries to be run on a specific date or on a recurrence basis by using the schedule query tool as follows: <ul style="list-style-type: none"> ➤ Query Scheduler ➤ Query Manager <ul style="list-style-type: none"> - Via the schedule link ➤ Query Viewer <ul style="list-style-type: none"> - Via the schedule link <p>NOTE: To request query scheduler access, users must already have the query run access or must request query run access in conjunction with query scheduler access. (Query Scheduler access is included with Query Create role.)</p>	LR_QRY_SCHEDULER
Query Run Only*	For staff approved for <u>run only</u> access to PS Query Tool as follows: <ul style="list-style-type: none"> ➤ Query Viewer <ul style="list-style-type: none"> - Run Only 	HR/SA: LR_QRY_RUN_ONLY FS: LR_FS_PT_QRY_RUN_ONLY
All HRMS Records (HR System)	For staff approved for query access to data from <u>all HRMS records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows: <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_BAS - BEN ACCESS GROUP - QUERY_TREE_BENEFIT - BEN ACCESS GROUP - QUERY_TREE_HR - HR ACCESS GROUP - QUERY_TREE_PAY - PAY ACCESS GROUP - QUERY_TREE_LRCCD - BENEFITS - QUERY_TREE_LRCCD - HUMAN_RESOURCES - QUERY_TREE_LRCCD - LABOR_DISTRIBUTION - QUERY_TREE_LRCCD - PAYROLL - QUERY_TREE_LRCCD - POSITION_MANAGEMENT 	LR_QRY_ACCESS_HRMS_ALL_RCDS

*Role may include Bundled Row depending on employee's work location (see separate section at the end of this document).

Financial Aid (CS System)	For staff approved for query access to data from <u>FinancialAid records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows: <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_FA - FINANCIAL AID - QUERY_TREE_LRCCD - FINANCIAL_AID - QUERY_TREE_CC - CC ACCESS GROUP - QUERY_TREE_SR - SR ACCESS GROUP - QUERY_TREE_PT - PT ACCESS GROUP 	LR_QRY_ACCESS_FA_RCDS
Financial Aid (CS System)	For staff approved for query access to data from <u>FinancialAid FTI records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows: <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_LRCCD - FINANCIAL_AID_FTI 	LR_FA_ACCESS_GRP_FA_FTI
HR Data (CS System)	For staff approved for query access to data from <u>HR synched records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows: <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_CC - CC ACCESS GROUP - QUERY_TREE_LRCCD - CAMPUS_COMMUNITY - QUERY_TREE_LRCCD - HR SYNC ACCESS GROUP 	LR_QRY_ACCESS_HR_SYNC_RCDS
MIS (CS System)	For staff approved for query access to data from <u>MIS Reporting records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows: <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_CC - CC ACCESS GROUP - QUERY_TREE_LRCCD - CAMPUS_COMMUNITY - QUERY_TREE_LRCCD - MIS 	LR_QRY_ACCESS_MIS_RCDS
Payroll Worksheet (HR System)	For staff approved for query access to data from <u>only limited Personal Data and Payroll Worksheet records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows: <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_HR - EE PERS DATA - QUERY_TREE_LRCCD - LR WORKSHEET RCDS 	LR_QRY_ACCESS_PAY_WRKSHTS
Student Financials (CS System)	For staff approved for additional query access to data from <u>Student Financials records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows: <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_CC - CC ACCESS GROUP - QUERY_TREE_SF - SF ACCESS GROUP - QUERY_TREE_LRCCD - CAMPUS_COMMUNITY - QUERY_TREE_LRCCD - STUDENT_FINANCIALS 	LR_QRY_ACCESS_SF_RCDS

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Student Records (CS System)	<p>For staff approved for query access to data from <u>Academic Advisement, Admissions and Student Records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows:</p> <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_AA - AA_ACCESS_GROUP - QUERY_TREE_ADM - AD ACCESS GROUP - QUERY_TREE_CC - CC ACCESS GROUP - QUERY_TREE_SR - SR ACCESS GROUP - QUERY_TREE_LRCCD - ADMISSIONS - QUERY_TREE_LRCCD - CAMPUS_COMMUNITY - QUERY_TREE_LRCCD - LR STUDENT RECORDS - QUERY_TREE_LRCCD - STUDENT_RECORDS 	LR_QRY_ACCESS_SR_RCDS
TCS (CS System)	<p>For staff approved for query access to data from custom <u>TCS records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows:</p> <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_CC - CC ACCESS GROUP - QUERY_TREE_LRCCD - CAMPUS_COMMUNITY - QUERY_TREE_LRCCD - TCS 	LR_QRY_ACCESS_TCS_RCDS
AP/PO/GL/LRDW (FS System)	<p>For staff approved for query access to data from basic <u>AP, GL, LR and PO financials records</u> when using the PS Query Tool. This role does not include access to Labor Distribution records. This is defined by Query Tree Access as follows:</p> <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_AP - AP_ACCESS_GROUP - QUERY_TREE_GL - GL_ACCESS_GROUP - QUERY_TREE_LRCCD - GL_ACCESS_GROUP - QUERY_TREE_PO - PO_ACCESS_GROUP 	LR_FS_PT_QUERY_AP_GL_LR_PO
Assets Management (FS System)	<p>For staff approved for query access to data from basic <u>Asset Management financials records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows:</p> <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_AM - AM_ACCESS_GROUP 	LR_FS_PT_QUERY_AM
Labor Distribution (FS System)	<p>For staff approved for query access to data from custom <u>LR Labor Distribution financials records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows:</p> <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_LR - LR_ACCESS_GROUP 	LR_FS_PT_QUERY_LABDIST
Financial Aid (FS System)	<p>For staff approved for query access to data from custom <u>LR Financial Aid financials records</u> when using the PS Query Tool. This is defined by Query Tree Access as follows:</p> <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_FINAID - FINAID 	LR_FS_PT_QUERY_FINAID
Vendor Withholding (FS System)	<p>For staff approved for query access to data from vendor withholding records using the PS Query Tool. These records contain confidential data. This is defined by Query Tree Access as follows:</p> <ul style="list-style-type: none"> ➤ PS Query Access Groups Permissions <ul style="list-style-type: none"> - QUERY_TREE_LR_WTHD - AP_ACCESS_GROUP 	LR_FS_PT_QUERY_VNDR_WTHD

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Bundled Roles - These roles are automatically included with the Query Create Access and Query Run Only roles to allow a user to access CS data from the HR system, or vice versa without having to log out.		
Query Create - External CS (HR System)	This role is automatically added when Query Create Access is requested in the CS system for an employee at the District Office. This role allows the user to access CS data within the HR system via the “CS Query Manager” menu item. The user will only be allowed to access data as approved via the CS system.	LR_QRY_CREATE_EXT_CS
Query Run Only - External CS (HR System)	This role is automatically added when Query Run Only is requested in the CS system for an employee at the District Office. This role allows the user to access CS data within the HR system via the “CS Query Viewer” menu item. The user will only be allowed to access data as approved via the CS system.	LR_QRY_RUN_ONLY_EXT_CS
Query Create - External HR (CS System)	This role is automatically added when Query Create Access is requested in the HR system for an employee at a campus location. This role allows the user to access HR data within the CS system via the “HR Query Manager” menu item. The user will only be allowed to access data as approved via the HR system.	LR_QRY_CREATE_EXT_HR
Query Run Only - External HR (CS System)	This role is automatically added when Query Run Only is requested in the HR system for an employee at a campus location. This role allows the user to access HR data within the CS system via the “HR Query Viewer” menu item. The user will only be allowed to access data as approved via the HR system.	LR_QRY_RUN_ONLY_EXT_HR

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