

**ConnectND Access Role Definitions**  
**Human Resources Management System (HRMS)**  
**HECN-HRMS Roles**  
**November 17, 2004**

**NDU\_Dept\_Administration**

Employees with this role will be able to (about employees/positions in their own department/college):

- See what training courses (not academic course) an employee has signed up for or taken
- See the status of a departmental position opening, including who has applied
- See defining information about departmental positions
- See name and address information about departmental employees
- Update employee Emergency Contact information
- See job information, including salary, about departmental employees
- See when an employee last had a review, and when the next one is due
- Update employee review information about reviewers, comments and goals  
(campus decision whether or not to use ¾ of this functionality)
- See a departmental employee leave balances
- See the department's position budget
- See the account codes for salary and benefits expenditures used by the department
- Run a query to track salary and benefit expenditures by funding source
- Run other delivered public queries

**NDU\_Dept\_FacEvents**

Employees with this role will be able to (about employees in their own department/college):

- See tenure data
- See what prior experience a faculty member may have been credited with
- See a faculty member's service history on their tenure clock
- See history of faculty member's rank
- Run delivered public queries

**NDU\_Dept\_EERecruit**

Employees with this role will be able to (about applicants for decentralized search positions in their own department/college):

- Enter a new applicant
- Update applicant contact data
- Update applicant application data
- Update applicant requisition data
- Run a query to download applicant data into mail-merged notification letters

Run other delivered public queries

### **NDU\_Dept\_TimeEntry**

Employees with this role will be able to (about employees in their own department/college, except for themselves):

- Enter leave data

- Enter hours worked for timeslip employees

- Enter other earnings, such as overtime hours for salaried non-exempt staff

*Employees with most Admin roles at the campus see data for all employees*

### **NDU\_Admin\_AT**

#### **(Administer Training)**

- set up training courses

- set up training programs

- set up training instructors

- enroll/maintain attendees

- Run delivered public queries

### **NDU\_Admin\_AT\_D**

View, but cannot use, the items listed in the role above

### **NDU\_Admin\_BN**

#### **(Benefits)**

- Update BAS (Ben Admin) activity

- Update employee benefit elections

- Override automated benefits if needed

- View benefit setup tables

- Update employee events

- Update primary job flags

- Run benefit processes

- Run queries about payroll deductions, paycheck data and paycheck summary

- Run queries and reports about employee benefits

### **NDU\_Admin\_BN\_D**

View, but cannot use, the items listed in the role above

## **NDU\_Admin\_CA**

### **(Commitment Accounting)**

- See defining information about campus positions
- See job information, including salary, about campus positions
- Set up payroll account codes
- Set up department position budgets
- Set up deduction and tax mappings
- Import and export position budget data to the general ledger
- Run FTE reports
- Run funding summary reports
- Run delivered public queries

## **NDU\_Admin\_CA\_D**

- View, but cannot use, the items listed in the role above

## **NDU\_Admin\_DeptSetup**

- This role is for that defined person (or people) on a campus responsible for maintaining the campus HRMS department table in coordination with the finance group.

## **NDU\_Admin\_FE**

### **(Faculty Events)**

- See tenure data
- See what prior experience a faculty member may have been credited with
- See a faculty member's service history on their tenure clock
- See history of faculty member's rank
- Run delivered public queries

## **NDU\_Admin\_FE\_D**

- View, but cannot use, the items listed in the role above

## **NDU\_Admin\_FSA**

## **(Flex Spending Accounts – UND only)**

- Update/enroll participants
- Enter/process claims
- Reverse claims
- Pay claims
- Run flex checks
- Run flex statements
- Run queries and reports about flex spending accounts
- Run queries about payroll deductions, paycheck data and paycheck summary
- Run other delivered public queries

## **NDU\_Admin\_FSA\_D**

### **(UND only)**

View, but cannot use, the items listed in the role above

## **NDU\_Admin\_HR**

### **(Human Resources general)**

- Enter/update employee personal data
- Enter/update employee job data
- Define/update position data
- Enter emergency contact data
- Enter I-9 data
- Enter and renew contract term data for benefited employees on less-than 12-month schedules
- Run delivered public queries
- See Flex Spending Account information
- View account codes
- View position budgets
- Run FTE reports

## **NDU\_Admin\_HR\_D**

- View employee personal data
- View employee job data
- View position data
- View emergency contact data
- View I-9 data
- View contract term data for benefited employees on less-than 12-month schedules
- View recruitment data
- View account codes

View position budgeting data  
View faculty events data  
View location code and jobcode setup

**NDU\_Admin\_HRS**  
**(Human Resources specific)**

Set up/maintain location codes  
Set up/maintain jobcodes  
Record employee review results  
Administer employee review results  
Run delivered public queries

**NDU\_Admin\_HRS**

View, but cannot use, the items listed in the role above

**NDU\_Admin\_PY**  
**(Payroll general)**

Enter hours, additional pay, taxes, payroll data, deductions  
Make adjustments to balances  
Run payroll queries/reports  
Run payroll and bank reconciliations  
Run quarterly reports  
Run annual reports and W-2s  
Run delivered public queries  
See Flex Spending Account information  
View jobcode setup

**NDU\_Admin\_PY\_D**  
**(Payroll general – Display only)**

View hours, additional pay, taxes, payroll data, deductions  
View benefits information  
View flex spending account information

**NDU\_Admin\_PYK**  
**(Kronos campuses)**

Run Kronos interface

**NDU\_Admin\_PYW**  
**(Windstar campuses)**  
Run Windstar interface

**NDU\_Admin\_RW**  
**(Recruit Workforce)**

Enter a new applicant  
Update applicant contact data  
Update applicant application data  
Update requisition data  
Run a query to download applicant data into mail-merged notification letters  
Run other delivered public queries

**NDU\_Admin\_TimeEffort**  
**(for Grants post-award staff)**

Choose which earnings codes and pay periods to include in effort reporting  
Run effort reports and certification reports  
Update pay period effort detail (changes to effort or cost share percentages)  
Update proposed effort  
Process effort distribution  
Send effort records to the Financial system

**NDU\_Admin\_Lookup**  
**(for non-HR/Payroll users)**

Employees with this role will be able to (about all employees on the campus)  
see if a person is an employee, in which department they work and  
who his/her supervisor is (think about campus police/security, ID card staff,  
campus phone operator, etc....)

**For Your Information**  
**HECN roles**

Almost all setup tables will be maintained by HECN, with the exception of those few noted above.

In addition, the following processes (as approved by the NDUS Administrative Affairs Council) will be run by HECN

Paysheet creation  
Payroll calculation  
Payroll confirm

Actuals distribution  
Interface to general ledger  
Interface to accounts payable  
Workers Comp calculation  
Leave Accrual calculation