

# PeopleSoft HR Security Access Coordinator Training

**BYU**

Managing Human Resources Information System Accesses

Revision 1.0

3-March-2022

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# 1. What is PeopleSoft?

- An enterprise-level software solution for many different needs in businesses, organizations, and universities.
- BYU currently has three major instances of (non-integrated) PeopleSoft running on campus:
  - Human Resources
  - Finances
  - Student Financials / Campus Solutions
- PeopleSoft is BYU's **Human Resource Information System (HRIS)**.





# PeopleSoft HR Overview



- PeopleSoft HR has been used at BYU over 20 years.
- BYU did a visual interface upgrade to the Fluid Interface in 2018. You will find various pages within PeopleSoft utilizing both the new old interfaces. Some old terms also are used in different places.
- Both old & new terms are used interchangeably
  - **eFORMS**: the new term and interface currently used
  - **ePAF**: the old forms previously used (electronic personnel action forms)
  - Both terms are found frequently when managing HR security access
  - HR Security training & provisioning (ie names of roles) may use the old term
  - These are different, and your users should only use the newer eFORMs for HR actions (hiring, terminations, etc).

## Section 2: Role of PeopleSoft HR Security Access Coordinators

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- Grant employees in your department different types of accesses to the PeopleSoft HRIS system
  - Done by granting **ROLES** and specifying **DEPARTMENT NODES**
- You are the gatekeeper of access to personnel data, employee actions, and time management for your department
- As gatekeeper, you are responsible to ensure that people only have the access needed to do their job.





# Access Considerations and Best Practices



- Request the minimum level of access needed to perform job duties
- Limit access to full-time employee's compensation
  - employees with a need-to-know
  - full-time employees only if possible
- When possible, limit student employee access to compensation
- eForm submissions should be reviewed by a second individual
  - Limit those who have both the "User" and "Approver" roles
- Ensure all approval roles are assigned
- Enter training dates before submitting access request
- When making changes to an employee's access include comments with the intended changes
- Be cautious when using the copy access function
- Remove access before an employee terminates or transfers
- Audit access regularly

# Summary of Types of HR System Access

- **Report Access**
  - All employee
  - Part-time employee
  - With or without compensation
- **Hiring (Job Posting) Access**
  - Job Posting
  - eForms
- **Y Time (Time Management) Access**
  - Time Manager
  - Time Viewer

*More detail on each of these below*


# Auditing Access


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**BYU** Human Resources/Payroll

[← Security](#) Security Access Request Home Page

Security Access Request Home Page

 Create a Human Resource Security Access Request

 View Security Access Requests

 Generate Security Report



# Auditing Access

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- Filter
  - Employee
  - Role
  - No Filter (all employees and roles)
- Department
  - All departments
  - Select departments (one or more)

**BYU** Human Resources/Payroll

[Security Request Home](#) [Generate Security Report](#)

Generate Security Report

**Select report filter options**

PeopleSoft App: Human Resources

☐ Filter by Emplid ☐ Filter by Role Name ☒ No Filter

☐ All Departments ☒ Select Departments

**Select Departments to View**

	Department	Descr		
1	<input type="text"/>		+	-

[Browse Department Tree](#)

Format Type: HTML [Generate Report](#)

[Return to Security Request Home](#)

# Auditing Access

- Review Roles
- Review Department Access
- Review Time & Labor
- Look for terminated employees
- Look for employee with access outside of your department

Name	Netid	Emplid	App	Authorized Roles	Departments	Time & Labor	ePAF
Example Name 1			HR	- Faculty Job Posting - Full-time ePAF User - Part-time ePAF User - Reports Part-time Employees no Comp - Student Job Posting - Time Manager	- 0000 Information Systems Department	- 0000 Human Resources Department - 0000 Information Systems Department - INAC0000 - INAC0000	
Example Name 2			HR	- Time Manager		- 0000 Information Systems Department - INAC0000	
Example Name 3			HR	- Part-time ePAF User - Student Job Posting	- 0000 Accounting		- 0000 Accounting

## Section 3: Useful Links for Security Access Coordinators



### [Security Access Request Portal](#)

Create a new HR access request or view previous requests



### [Security Access Coordinators on Campus](#)

List of access coordinators in departments across campus



### [PeopleSoft HR Navigation](#)

Great introduction video to navigating in PeopleSoft and the newer (2018) Fluid Interface. ~7 minutes



# Trainings for Individuals Receiving Access

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- [PeopleSoft HR Navigation](#) is useful for anyone new to navigating within PeopleSoft. ≈7 minutes
- The Security Access Request form has fields for three different training dates:
  1. Recommended: [Y-Time Manager](#) (≈26 min.).  
*Y-Time Manager Training – Online*
  2. Recommended: [Job Portal Training](#) (≈30 min.).  
*Student Employment Job Portal Training*
  3. **Required:** [ePAF/eForm training](#) (≈35 min.).  
*eForm Training*



# Trainings for Individuals Receiving Access

BYU

- [PeopleSoft HR Navigation](#) is useful for anyone new to navigating within PeopleSoft. ≈7 minutes

- The Security Access Request form has fields for three different training dates:

1. Recommended: [Y-Time Manager](#) (≈26 min.).  
Title: *Y-Time Manager Training – Online*



1. Recommended: [Job Portal Training](#) (≈30 min.)  
Title: *Student Employment Job Portal Training*



3. **Required:** [ePAF/eForm training](#) (≈35 min.).  
Title: *ePAF Training*



Please enter the dates the individual completed their training into these boxes **BEFORE** submitting the request

Create a Human Resource Security Access Request

Individual Information

Find Individual By

☐ Emplid ☒ Net ID

☐ Copy Security from Another User

Net ID

YTime Training:

Job Posting Training:

ePAF Training:



**If an access request includes an ePAF/eForm role, and the training completion date is not entered, the request will be denied and returned.**

# PeoplSoft HR: Security Request Home

Link:  
<https://hrms.byu.edu/>

**BYU**

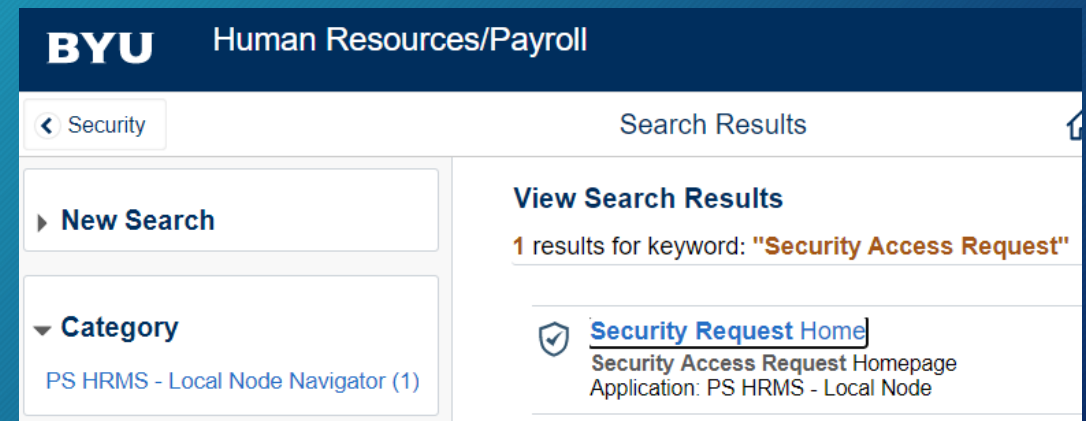




# Searching and Adding Links

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- You may need to Search for “Security Access Request”
- Then add that to your homepage or favorites



# Searching and Adding Links

- You may need to Search for “Security Access Request”
- Then add that to your homepage or favorites



# Security Access Request Home Page

**BYU**



Start a new Access Request



# Section 4: Security Access Request Form

Typical Security Access Request page →

Depending on your department, you may see fewer or greater numbers of roles available to grant

Security Request Home

Security Access Requests

New Window | Help | Personalize Page

Create a Human Resource Security Access Request

Individual Information

Find Individual By

☐ Emplid

☒ Net ID

☐ Copy Security from Another User

Net ID

YTime Training:

Job Posting Training:

ePAF Training:

Role Selection

Role Type	Role Name	Authorized?	Action
1 Campus Department	Reports All Employees no Comp	<input type="checkbox"/>	
2 Campus Department	Reports All Employees w/Comp	<input type="checkbox"/>	
3 Campus Department	Reports Part-time Employees no Comp	<input type="checkbox"/>	
4 Campus Department	Reports Part-time Employees w/Comp	<input type="checkbox"/>	
5 Campus Job Posting	College/Div Staff Posting Approvr	<input type="checkbox"/>	
6 Campus Job Posting	College/Division Fac Posting Apprvr	<input type="checkbox"/>	
7 Campus Job Posting	Dept Faculty Job Posting Approver	<input type="checkbox"/>	
8 Campus Job Posting	Faculty Job Posting	<input type="checkbox"/>	
9 Campus Job Posting	Staff/Admin Job Posting	<input type="checkbox"/>	
10 Campus Job Posting	Student Job Posting	<input type="checkbox"/>	
11 Campus ePAF	College/Division Approver	<input type="checkbox"/>	
12 Campus ePAF	FT Supplemental Comp	<input type="checkbox"/>	
13 Campus ePAF	Full-time ePAF Approver	<input type="checkbox"/>	
14 Campus ePAF	Full-time ePAF User	<input type="checkbox"/>	
15 Campus ePAF	Part-time ePAF Approver	<input type="checkbox"/>	

Comments

Submit for Approval

Cancel

# Enter EmplID or Net ID

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1) Choose which ID type you will enter for the employee you are requesting an access change for

2) Enter their ID, and press tab/enter

This will populate the form with their currently assigned roles

The screenshot shows the 'Security Access Requests' form. At the top, there is a navigation bar with 'Security Request Home' and 'Security Access Requests'. Below this is a sub-header 'Create a Human Resource Security Access Request'. The form is divided into two main sections: 'Individual Information' and 'Role Selection'.

**Individual Information**

**Find Individual By**

☐ Emplid ☒ Net ID

☐ Copy Security from Another User

**Net ID**

**YTime Training:**

**Job Posting Training:**

**ePAF Training:**

**Role Selection**

Role Type	Role Name	Authorized?	Action
1 Campus Department	Reports All Employees no Comp	<input type="checkbox"/>	
2 Campus Department	Reports All Employees w/Comp	<input type="checkbox"/>	
3 Campus Department	Reports Part-time Employees no Comp	<input type="checkbox"/>	
4 Campus Department	Reports Part-time Employees w/Comp	<input type="checkbox"/>	

# Copying Access

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If you have a current or departing employee with specific accesses you would like to copy directly to a new employee, the easiest way is to select the “Copy” box

Then enter the NetID of the user you want to copy

- This populates the entire Security Access Request Form down below
- This needs to be done before a departing employee ends their employment

Create a Human Resource Security Access Request

**Individual Information**

Find Individual By

☐ Emplid ☒ Net ID

☒ Copy Security from Another User

Net ID:

YTime Training:

Job Posting Training:

ePAF Training:

Copy User Net ID:

Staff Name:   
Business:   
Office:   
ePAF Training:   
Administrative:

## CAUTION!

Carefully review all access that is granted when copying access. Ensure the level of access granted the new employee is appropriate for their job.



# Roles



- The top part of the Security Access Request form is where you select the needed **Roles**.
- Selecting roles grants the individual specific accesses within PeopleSoft
- Find detail on these common roles below
- There are different **Role Types**
- Additional selection boxes will pop up on the form with certain Role Type selections
  - **Campus ePAF** roles → opens a Department Selection and an Override selection box
  - **Ytime Access** roles → opens a Time and Labor department selection box

Role Selection			
Role Type	Role Name	Authorized?	Action
1 Campus Department	Reports All Employees no Comp	<input type="checkbox"/>	
2 Campus Department	Reports All Employees w/Comp	<input type="checkbox"/>	
3 Campus Department	Reports Part-time Employees no Comp	<input type="checkbox"/>	
4 Campus Department	Reports Part-time Employees w/Comp	<input type="checkbox"/>	
5 Campus Job Posting	College/Div Staff Posting Approvr	<input type="checkbox"/>	
6 Campus Job Posting	College/Division Fac Posting Apprvr	<input type="checkbox"/>	
7 Campus Job Posting	Dept Faculty Job Posting Approver	<input type="checkbox"/>	
8 Campus Job Posting	Faculty Job Posting	<input type="checkbox"/>	
9 Campus Job Posting	Staff/Admin Job Posting	<input type="checkbox"/>	
10 Campus Job Posting	Student Job Posting	<input type="checkbox"/>	
11 Campus ePAF	College/Division Approver	<input type="checkbox"/>	
12 Campus ePAF	FT Supplemental Comp	<input type="checkbox"/>	
13 Campus ePAF	Full-time ePAF Approver	<input type="checkbox"/>	
14 Campus ePAF	Full-time ePAF User	<input type="checkbox"/>	
15 Campus ePAF	Part-time ePAF Approver	<input type="checkbox"/>	
16 Campus ePAF	Part-time ePAF User	<input type="checkbox"/>	
17 Faculty ePAF	College Faculty ePAF Approver	<input type="checkbox"/>	
18 Faculty ePAF	Department Chair ePAF Approver	<input type="checkbox"/>	
19 Faculty ePAF	Faculty Contract ePAF User	<input type="checkbox"/>	
20 YTime Access	Time Manager	<input type="checkbox"/>	
21 YTime Access	Time Viewer	<input type="checkbox"/>	
22 YTime Access	Y Time Reports - Controller	<input type="checkbox"/>	

# Department Selection Boxes

## If selecting a **Campus ePAF** Role

- Department Selection:
  - Specify what organizational nodes the individual should have access to. This is a 4 digit code
- ePAF Override Selection:
  - List here specific nodes this individual will only have access to execute ePAFs for, if wanting to limit more narrowly than the above Department Selection.

## If selecting a **Ytime Access** Role

- Time & Labor Selection
  - If the **TIME MANGER** or **TIME VIEWER** role is selected, an additional box appears where you can specify what organizational *nodes* the individual should have access to.



In the “Comments” box, please briefly explain the reason or intended outcome of the access request

The screenshot displays the "Security Access Requests" web application. It is divided into several sections: "Individual Information" with fields for "Find Individual By" (EmpId, Net ID), "Net ID", "YTime Training", "Job Posting Training", "ePAF Training", and a role dropdown (Administration, Exec Assistant II, Staff / Active); "Role Selection" with a table of roles; "Department Selection" with a table of department IDs and descriptions; "ePAF Override Selection" with a similar table; "Time & Labor Selection" with a table of department IDs and descriptions; and a "Comments" box at the bottom. A "Submit for Approval" button is located at the bottom right.

Role Type	Role Name	Authorized?	Action
14 Campus ePAF	Full-time ePAF User	<input checked="" type="checkbox"/>	Unchanged
22 YTime Access	Time Manager	<input checked="" type="checkbox"/>	Unchanged

Department ID	Description
1 1000	Administration of the CPO
2 2000	Administration of the CPO

Department ID	Description
1 1000	Administration of the CPO
2 2000	Administration of the CPO

Department ID	Description
1 1000	Administration of the CPO
2 2000	Administration of the CPO
3 3000	Administration of the CPO
4 4000	Administration of the CPO
5 5000	Administration of the CPO
6 6000	Administration of the CPO
7 7000	Administration of the CPO



# Department Selection: granularity

- **Department Selection:**

- Specify the top node for which access is needed. Rights CASCADE DOWN to all sub-units for reporting and eForm roles.

- **ePAF Override Selection**

- If, for example, an individual needs a broader HR reporting role, but they should be limited to eFORM action to their specific department, you would list the department here. This is rarely used.

- **Time & Labor Selection:**

- Each node must be INDIVIDUALLY entered
- Time & Labor access is granular by department, and does not cascade down from a higher node.

The screenshot displays the 'Security Access Requests' web application interface. It is divided into several sections:

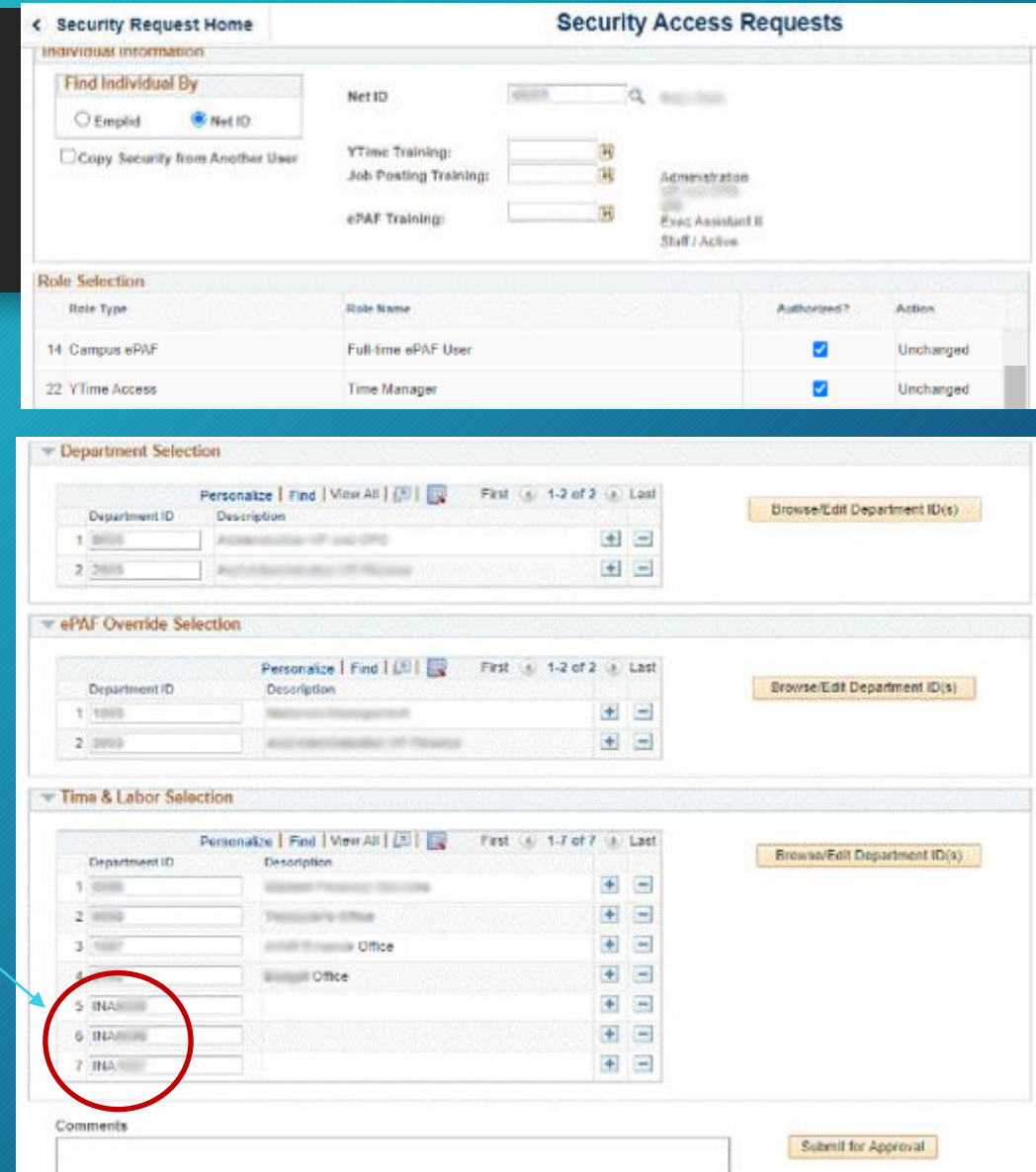
- Individual Information:** Includes a 'Find Individual By' section with radio buttons for 'EmpId' and 'Net ID'. There are input fields for 'Net ID', 'YTime Training', 'Job Posting Training', and 'ePAF Training'. A dropdown menu shows 'Administration' and 'Exec Assistant II Staff / Active'.
- Role Selection:** A table with columns 'Role Type', 'Role Name', 'Authorized?', and 'Action'.

Role Type	Role Name	Authorized?	Action
14 Campus ePAF	Full-time ePAF User	<input checked="" type="checkbox"/>	Unchanged
22 YTime Access	Time Manager	<input checked="" type="checkbox"/>	Unchanged
- Department Selection:** A section with a 'Personalize' button, a search bar, and a table with 'Department ID' and 'Description'. It includes a 'Browse/Edit Department ID(s)' button.
- ePAF Override Selection:** Similar to the Department Selection section, with a 'Personalize' button, a search bar, and a table with 'Department ID' and 'Description'. It includes a 'Browse/Edit Department ID(s)' button.
- Time & Labor Selection:** A section with a 'Personalize' button, a search bar, and a table with 'Department ID' and 'Description'. It includes a 'Browse/Edit Department ID(s)' button.
- Comments:** A text area at the bottom for adding comments.
- Submit for Approval:** A button at the bottom right.



# Inactive Time & Labor Nodes

- You may see INACTIVE Time & Labor nodes
- These start with INA\_\_\_\_\_
- These being listed is not a problem
- These inactive nodes will eventually automatically drop off the system
- Indicates a recently terminated employees (the past 3 months). Allows to view reports & time records of terminated employees



**Security Request Home** **Security Access Requests**

**Individual Information**

Find Individual By: ☐ EmpId ☒ Net ID

☐ Copy Security from Another User

Net ID:

YTime Training:

Job Posting Training:

ePAF Training:

Administration  
Exec Assistant II  
Staff / Active

**Role Selection**

Role Type	Role Name	Authorized?	Action
14 Campus ePAF	Full-time ePAF User	<input checked="" type="checkbox"/>	Unchanged
22 YTime Access	Time Manager	<input checked="" type="checkbox"/>	Unchanged

**Department Selection**

Personalize | Find | View All |

Department ID	Description
1 2000	Administration of user OPO
2 2000	Administration of user OPO

**ePAF Override Selection**

Personalize | Find | View All |

Department ID	Description
1 1000	Administration of user OPO
2 2000	Administration of user OPO

**Time & Labor Selection**

Personalize | Find | View All |

Department ID	Description
1 2000	Administration of user OPO
2 2000	Administration of user OPO
3 2000	Administration of user OPO
4 2000	Administration of user OPO
5 INA	
6 INA	
7 INA	

Comments:

# Organization HR Departments (Nodes)

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- Search for Organization Departments. This pulls up the “Security Access Tree”
  - Clicking the links expands the view
  - You must manually type in the unit number(s) back under Department Selection
- All departments (budgetary units) on campus have a unique 4-digit code on the HR Tree

The screenshot displays the HR system interface. The top section is titled "Department Selection" and contains a table with columns "Department ID" and "Description". The first row shows "1 0001" and "Total University". To the right of the table is a button labeled "Browse/Edit Department ID(s)", which is circled in red. A red arrow points from this button to the "Security Access Tree" dialog box. The dialog box has a title bar "Security Access Tree" and a "Help" button. It contains a "Selected Departments:" field with the value "0001" and a "Clear" button. Below this are links for "Collapse all" and "Expand all". A list of departments is shown, each with a unique 4-digit code and a description:

- 0001-Total University
- 0003-Administration VP and CFO
- 0008-Student Life Vice President
- 0019-University President
- 0002-Academic Vice President
- 2000-General University
- 0834-International VP
- 0004-Advancement Vice President
- 0005-Chief Information Officer - VP

At the bottom of the dialog box are "Save & Close" and "Cancel" buttons.

# Section 5: Types of Access You Can Grant

- **Report Access**

- Run various HR reports: for all employees, or limited to part-time employees
- With or without compensation

- **Hiring & eForm Access**

- Job Posting
- eForms

- **Ytime Access**

- Time Manager
- Time Viewer



# Role Explanations

- You grant various accesses to a person in your department by assigning the appropriate role
  - Common roles include giving someone the ability to:
    - Run HR reports
    - Post jobs (hiring) roles
    - Initiate and/or approve eForms - for actions such as hiring, changing supervisors, adjusting salary, or terminating employees.
    - Faculty specific roles, such as the ability to initiate contracts
    - Time management roles

# Reporting Roles

(see the second training presentation for more detail on available reports)

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	Role Name →	Reports All Employees w/ Comp (previously BYU CD Manager)	Reports all employees no Comp (previously BYU CD Specialist)	Reports Part-time Employees w/Comp (previously BYU CD Supervisor)	Reports Part-Time Employees no comp (previously BYU CD Expert)
<b>Employees That Are Visible</b>					
	All Employees (full time, ¾ time, faculty, students)	X	X		
	Student Employees Only (Views department student and part-time (½ & ¾) non student employees)			X	X
<b>Compensation Visible</b>					
	Compensation Rates Visible	X		X	
	Compensation Not Visible		X		X
<b>Reports</b>					
	Views all department employees	X	X		
	Sick and vacation - update	X	X		
	Employee List	X	X	X	X
	Payroll reports	X		X	
	Part-time Non-student over 500 hours report	X	X	X	X
	Affordable Care Act (ACA) Reports	X	X	X	X

# Common Hiring (Job Posting) Roles

Public platform at [yjobs.byu.edu](https://yjobs.byu.edu)

Different backend management links for Student, Staff/Admin, DCE, and Faculty postings

**BYU**

Role Name →	Student Job Posting	Staff / Admin Job Posting	College/ Division Staff Posting Approver	Faculty Job Posting	Dept Faculty Job Posting Approver	College / Division Fac Posting Approver
Summary:	Access to post student jobs	Access to post staff and administrative jobs	College or Division Approver for staff and admin job postings. This role is needed to approve all job postings for non-student & non-faculty jobs	Access to post Faculty jobs	Approves YJob postings for faculty positions that are then routed to the Dean or top-level approver.	Top level college approver for Faculty job postings. This needs to be assigned to the Dean or someone within the college to approve faculty job postings.
Notes:						Faculty postings require 3 levels of approval. Posting level, Department level, and College level.

Individuals receiving job posting access are encouraged to take the appropriate online training module.



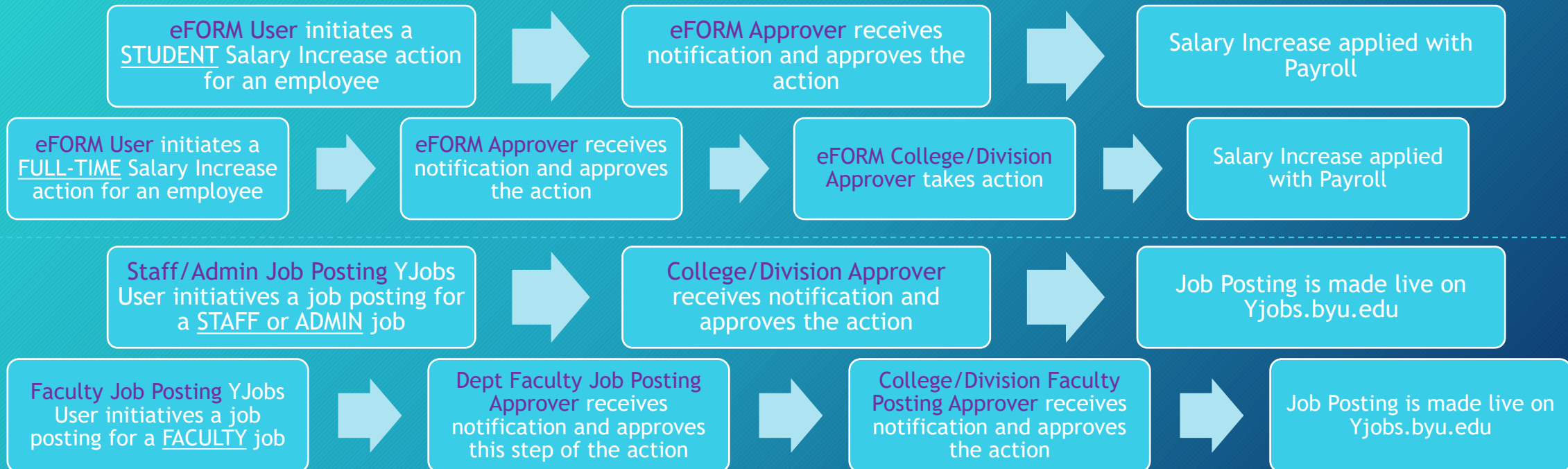
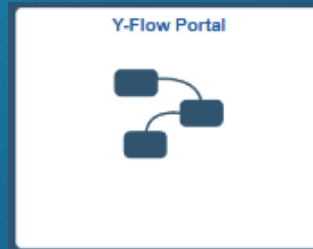
# 3 Types of eForm Access

- **Part-Time eForm Roles** (including for Student Employees)
  - Need 2 role levels assigned
  - User / Initiator → Approver
- **Full-Time eForm Roles**
  - Need 3 role levels assigned
  - User / Initiator → Department Approver → College/ Division Approver
- **Faculty eForm Roles**
  - Need 3 role levels assigned
  - User / Initiator → Department Chair → College Approver

# Y-Flow Workflows within PeopleSoft

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- PeopleSoft manages process workflows, such as starting with a submitter (user) of an action, then the eFORM or job posting goes to a second (or third) approver of that action.
- Departments & Colleges need to ensure someone is authorized at ALL approval steps (example, someone must be assigned as the College/Division Approver, usually a Department Chair or their designee). Examples below:



# Part-Time eForm Roles

Role Name →	Part-Time ePAF User	Part-Time ePAF Approver
Summary:	Create or initiate employment action changes for part-time employees	Approve employment action changes for part-time employees
Actions:	<div> Submit:  Hires and Terminations  Account Code Changes  Wage Changes  Transfers or Supervisor Changes </div>	
Class of Employees	<div> Student Employees  Non-Student part-time employees (1/2 time, ¾ time contract) </div>	



# Full-Time eForm Roles



Role Name →	Full-Time ePAF User	Full-time ePAF Approver	College/ Division Approver		FT Supplemental Comp <i>(needed if only doing supp comp)</i>
Summary:	Create or initiate employment action changes for full-time employees	Approve employment action changes for full-time employees, which forwards request	Top level approver of full time eForm requests		Create Supplemental Compensation requests for full-time employees only, not full eForm access.
Actions:	<div>Hires and Terminations Account Code Changes Wage Changes, Supplemental Comp Requests Transfers or Supervisor Changes</div>				Initiates request for supplemental compensation for staff and administrative employees.
Class of Employees	Full-time Staff and Administrative employees, and ¾ time employees	Full-time Staff and Administrative employees, and ¾ time employees			

# Common Faculty eForm Roles

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Role Name →	Faculty Contract ePAF User	Department Chair ePAF Approver	College Faculty ePAF Approver
Summary:	Create Contract ePAFs/eFORMs for Adjunct Faculty and Supplemental Letters of Appointment	Approves Contract ePAFs/eFORMS for Adjunct Faculty and Supplemental Letters of Appointment	Approves adjunct faculty contracts and supplemental letters of appointment.
Action:	Create or initiate, modify or end a contract for adjunct faculty. Create supplemental letters of appointment for full time faculty	Review and provide the intermediate (departmental) level approval	Final approval
Class of Employees	Full time faculty and Adjunct faculty		

# Having eFORM User & Approver Roles

- Q: Who typically has these roles?
- A: An administrator, office manager, controller, or HR manager within a department or division.
- Q: Can a student employee have an eForm user role?
- A: Some departments have administrative or HR student employees who as users “initiate” or submit eForm actions.
- Q: Can one person have both the **User & Approver** Role?
- A: Yes one person can have both. The need for this depends on the structure of the department. Not preferred in most cases.

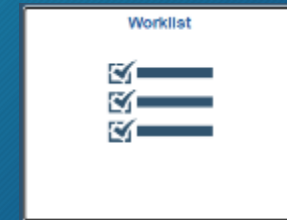


# ePAF/ eFORM Links for HR Users and Approvers

**BYU**

## eFORM Links

- ePAF / eFORM
- Worklist (items pending for your review)



*Click on icon above for link*

# Landing Pages for eFORMS & your Worklist

BYU

BYU Human Resources/Payroll

eForms

Hello. Welcome to the eForms Landing Page! Choose an action.

eForms Landing Page

- Start a Hire
- Edit Existing Job
- Terminate an Employee
- Leave of Absence
- Approve an eForm
- Saved/Recycled eForms
- View an eForm
- View an ePAF

BYU Human Resources/Payroll

Worklist

Home Search Notifications Settings Help Personalize Page

Worklist

Worklist for [User Name]

[Detail View](#)

[Publish as Feed](#)

Worklist Filters

[Feed](#)

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link		
Approval Routing	04/01/2021	Approval Routing	Approval Workflow	3-Low	<a href="#">Y_FLOW_SEC_WL</a>	<a href="#">Mark Worked</a>	<a href="#">Reassign</a>
Approval Routing	04/01/2021	Approval Routing	Approval Workflow	3-Low	<a href="#">Y_FLOW_SEC_WL</a>	<a href="#">Mark Worked</a>	<a href="#">Reassign</a>

[Refresh](#)

# Employment / Recruiting Portals

**BYU**

## Recruiter Roles

- Student Employment Portal
- Staff / Admin Employment Portal
- Faculty Employment Portal

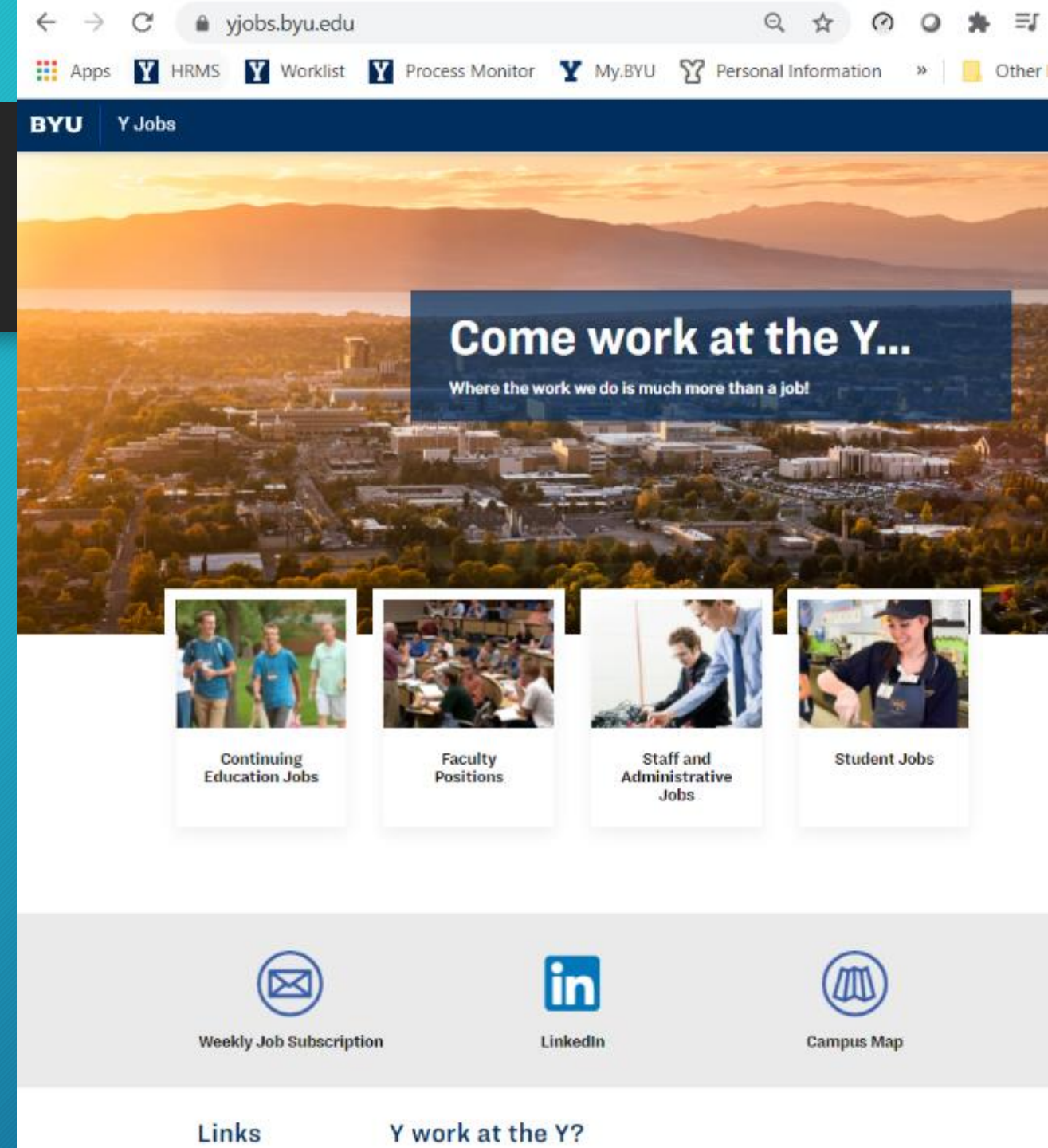


*Click on icon above for link*



# YJobs Recruitment Site

Public facing recruiting page →



# YJobs Recruiting Portal (example of Staff Employment page)

[https://hrms.byu.edu/psp/ps/EMPLOYEE/HRMS/c/Y\\_STAFF\\_RECRUITING.Y\\_HRS\\_PORTAL.GBL](https://hrms.byu.edu/psp/ps/EMPLOYEE/HRMS/c/Y_STAFF_RECRUITING.Y_HRS_PORTAL.GBL)

**BYU**

- With an assigned YJobs Recruiting Role, hiring managers and approvers have access to YJobs, to post, manage, and approve open positions
- [Refer to the Yjobs training for details](#)
- Link to the Student Job Posting training, which is similar to the structure found in Staff/Admin recruitment management: [Job Portal Training](#)



# Common Y Time Roles

Role Name →	Time Manager	Time Viewer	Y Time Reports - Controller
Summary:	Y-Time Access for department managers	View-only access to Y-Time	Y-Time report access for Controllers
Actions:	Can both view and correct time clock punches for employees within the nodes they are given access to.	Can view time clock punches for employees within the nodes they are given access to	Can run Y-Time reports for their assigned departments



# HR System Security Questions

**BYU**

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