

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

- 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

BYU

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

BYU

- 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		+	-

[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 Information Systems Department - INACTIVE	
Example Name 2			HR	- Time Manager		- 0000 Information Systems Department - INACTIVE	
Example Name 3			HR	- Part-time ePAF User - Student Job Posting	- 0000 Postings		- 0000 Postings

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

- [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

- [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

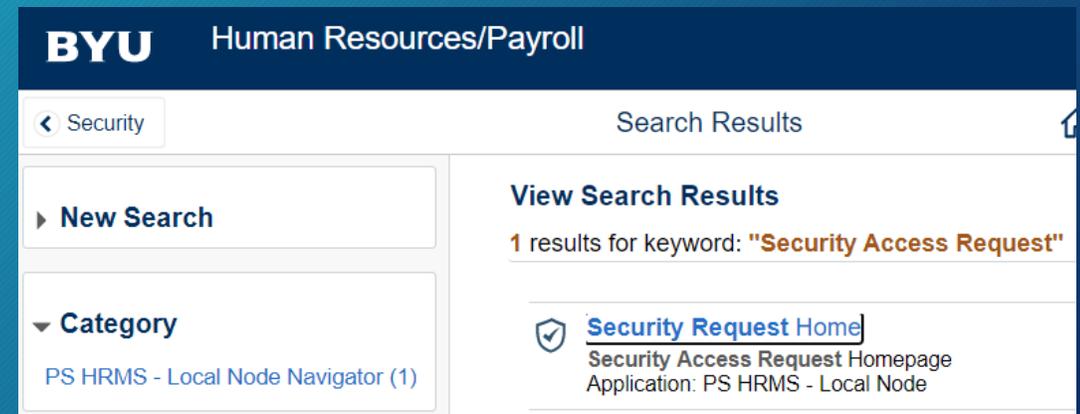
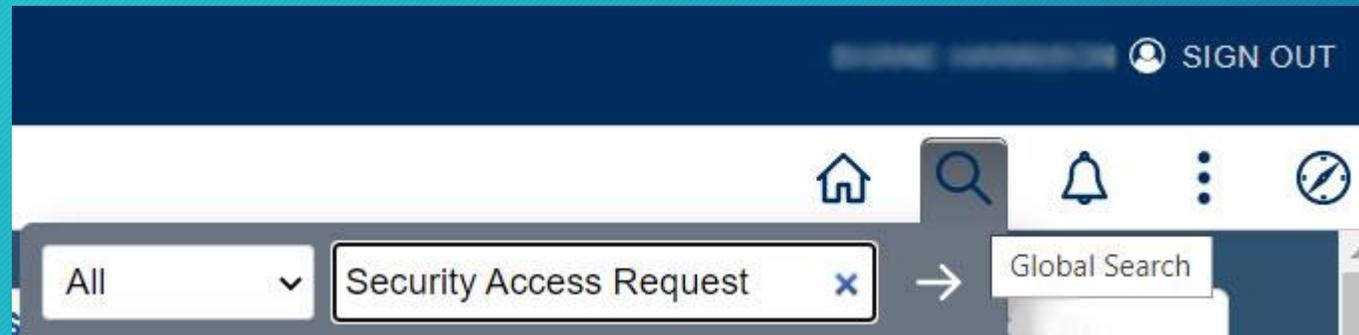
Link:
<https://hrms.byu.edu/>

BYU



Searching and Adding Links

- 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

The screenshot shows the 'Security Access Request Home Page' interface. At the top, the header includes the 'BYU' logo, 'Human Resources/Payroll', and the user name 'CHRISTINE SEARS' with a 'SIGN OUT' link. Below the header is a navigation bar with a 'My Homepage' button, the page title 'Security Access Request Home Page', and icons for home, search, notifications, and a menu. Underneath the navigation bar are links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Security Access Request Home Page' and contains three primary actions, each with an icon and a text label:

-  Create a Human Resource Security Access Request
-  View Security Access Requests
-  Generate Security Report

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

Enter EmplID or Net ID



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

Security Request Home Security Access Requests

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"/>	

Copying Access

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:

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.

Security Request Home | **Security Access Requests**

Individual Information

Find Individual By: Emplid 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 | | First | 1-2 of 2 | Last

Department ID	Description
1 1000	Administration of user IDs
2 2000	Administration of Roles

ePAF Override Selection

Personalize | Find | | First | 1-2 of 2 | Last

Department ID	Description
1 1000	Administration of user IDs
2 2000	Administration of Roles

Time & Labor Selection

Personalize | Find | View All | | First | 1-7 of 7 | Last

Department ID	Description
1 1000	Administration of user IDs
2 1000	Administration of Roles
3 1000	Administration of Office
4 1000	Administration of Office
5 INA	
6 INA	
7 INA	

Comments:



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

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 shows the 'Security Access Requests' form. The 'Individual Information' section includes a 'Find Individual By' dropdown with 'Emplid' and 'Net ID' options. There are input fields for 'Net ID', 'YTime Training', 'Job Posting Training', and 'ePAF Training'. A 'Copy Security from Another User' checkbox is also present. On the right, there are dropdown menus for 'Administration' and 'Exec Assistant II Staff / Active'.

The 'Department Selection' section features a table with columns for 'Department ID' and 'Description'. It includes a 'Personalize' button, a 'Find' search box, and navigation controls for 'First', '1-2 of 2', and 'Last'. A 'Browse/Edit Department ID(s)' button is located on the right.

The 'ePAF Override Selection' section is similar to the 'Department Selection' section, with a table for 'Department ID' and 'Description', search and navigation controls, and a 'Browse/Edit Department ID(s)' button.

The 'Time & Labor Selection' section contains a table with 'Department ID' and 'Description' columns. It includes search and navigation controls, and a 'Browse/Edit Department ID(s)' button.

The 'Comments' section has a text input area and a 'Submit for Approval' button.

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
 Emplid 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 | First 1-2 of 2 Last

Department ID	Description
1 2000	Administration of user OPI
2 2000	Administration of Process

ePAF Override Selection

Personalize | Find | First 1-2 of 2 Last

Department ID	Description
1 1000	Administration of user OPI
2 2000	Administration of Process

Time & Labor Selection

Personalize | Find | View All | First 1-7 of 7 Last

Department ID	Description
1 1000	Administration of user OPI
2 1000	Administration of Process
3 1000	Administration of Office
4 1000	Administration of Office
5 INA_____	
6 INA_____	
7 INA_____	

Comments

Organization HR Departments (Nodes)

- 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 'Department Selection' interface. A red arrow points from the 'Browse/Edit Department ID(s)' button in the top right of the 'Department Selection' section to the 'Security Access Tree' dialog box. The 'Department Selection' section contains a table with the following data:

Department ID	Description
1 0001	Total University

The 'Security Access Tree' dialog box shows the following content:

Selected Departments: 0001 [Clear]

[Collapse all](#) / [Expand all](#)

- 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

Buttons: Save & Close, Cancel

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)



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)
Employees That Are Visible				
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
Compensation Visible				
Compensation Rates Visible	X		X	
Compensation Not Visible		X		X
Reports				
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

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



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.

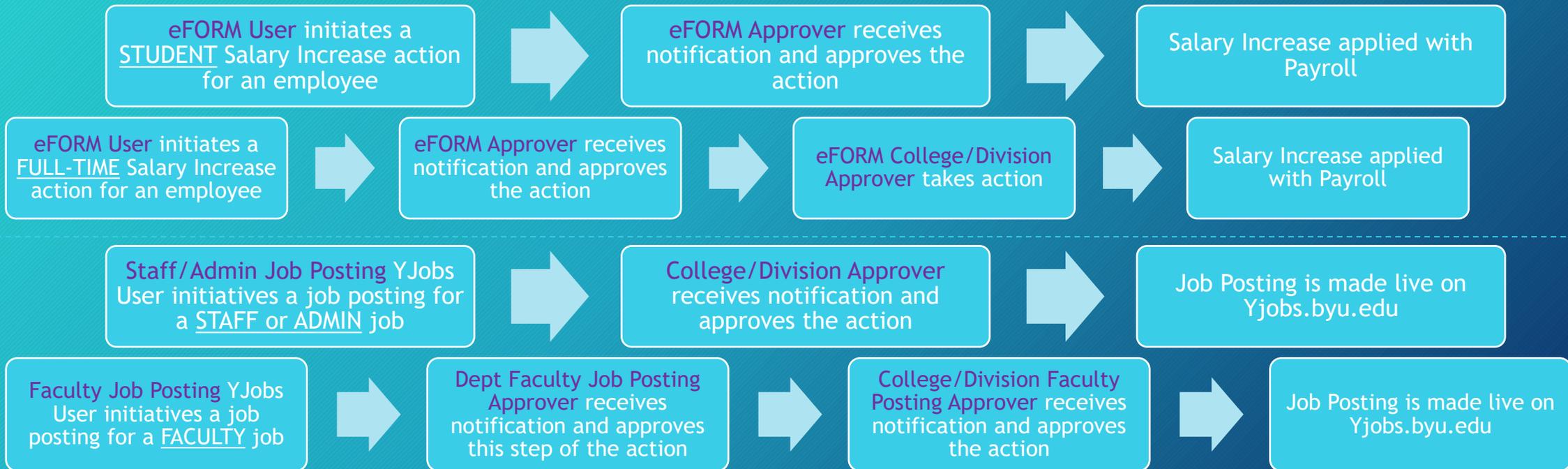
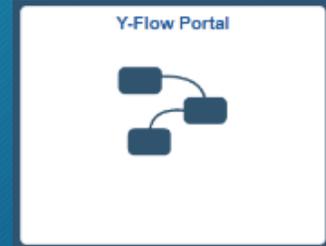
Individuals receiving job posting access are encouraged to take the appropriate online training module.

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

- 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:	Submit:	Approve:
	Hires and Terminations Account Code Changes Wage Changes Transfers or Supervisor Changes	
Class of Employees	Student Employees Non-Student part-time employees (1/2 time, 3/4 time contract)	

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:	Hires and Terminations Account Code Changes Wage Changes, Supplemental Comp Requests Transfers or Supervisor Changes				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



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.

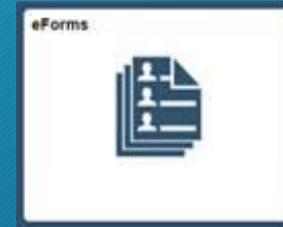
- Q: Can one person have both the **User & Approver** Role?
- A: Yes one person can have both. The need for this depends on the structure of the department. Not preferred in most cases.

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 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

Worklist for [User Name]

[Detail View](#) [Publish as Feed](#) Worklist Filters [Dropdown] [Feed](#)

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link		
[User Name]	04/01/2021	Approval Routing	Approval Workflow	3-Low	Y_FLOW_SEC_WL...	Mark Worked	Reassign
[User Name]	04/01/2021	Approval Routing	Approval Workflow	3-Low	Y_FLOW_SEC_WL...	Mark Worked	Reassign

[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 →

The screenshot shows the YJobs Recruitment Site homepage. At the top, there is a navigation bar with the URL yjobs.byu.edu and several utility links: Apps, HRMS, Worklist, Process Monitor, My.BYU, Personal Information, and Other. Below the navigation bar is a dark blue header with the BYU logo and "Y Jobs" text. The main content area features a large background image of a university campus at sunset. A dark blue overlay box contains the text "Come work at the Y..." and "Where the work we do is much more than a job!". Below this, there are four white boxes with images and text labels: "Continuing Education Jobs", "Faculty Positions", "Staff and Administrative Jobs", and "Student Jobs". At the bottom, there is a grey footer with three icons: an envelope for "Weekly Job Subscription", the LinkedIn logo for "LinkedIn", and a book icon for "Campus Map".

YJobs Recruiting Portal (example of Staff Employment page)

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](#)

The screenshot shows the 'BYU Human Resources/Payroll' interface. The page title is 'Staff Employment Portal - Welcome, [User Name]'. Below the title, there is a navigation bar with the text 'BYU SA Recruiter'. The main content area is divided into four quadrants, each with a link and an icon:

- Top-left: [Create Staff/Admin Job Opening](#) with a document and pencil icon.
- Top-right: [My Jobs - Staff/Admin](#) with a folder icon.
- Bottom-left: [View Job Board - Staff/Admin](#) with a flag icon.
- Bottom-right: [Manage Applicants - Staff/Admin](#) with a clipboard icon.

At the bottom right, there is a summary item: [\(0\) Staff Jobs Pending Approval](#) with an hourglass icon.

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

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