

# Summary Of Types of HR System Accesses That Can Be Granted

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

## Report Access

- Run various HR reports
- All employees, or limited to part-time employees
- With or without compensation

## Hiring & eForm Access

- Job Posting
- eForms (previously known as ePAF)

## YTime Access

- Time Manager
- Time Viewer

## Summary of the HR Reporting Roles

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

## Summary of Hiring (Job Posting) Roles

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.

## Summary of Full-Time eForm (ePAF) Roles

Role Name →	Full-Time <u>ePAF</u> 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			

## Summary of YTime 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