UCP-Campus-HCM Approver 1-All (Requires Training)

Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPath Security Administrator-Approver02

Role Description

Approver role to approve a new or update and existing employee level data changes.

Extended Absences

Responsible for approving Leave Requests, providing any additional information as needed by UCPath Center (Triggers AWE). This role also allows the user to Extend Leaves and Return Employees from Leave. Approval Access for changes in person's relationship with UCI. Users in this role can approve:

- Individual Person Transaction

Transaction
Contingent Workers (Add/Renew/Complete)
Hire
Personal Data Changes
Intra-location Transfer
Rehire
Involuntary Termination
Voluntary Termination
Retire
Merit Increase

PayPath Department

Allows users to approve a submitted Position, Job, and Additional Pay change for existing employees in UCPath.

Position Control

Permission for the AWE Approver role for all Position Control Transactions.

Person Profile

Permission for the AWE Approver role for all Person Profile Transactions. This permission is available to every AWE Approver Role associated with Person Profile Transactions.

Recurring Additional Pay

Online page for location users to approve a submitted recurring additional payments request.

One-Time Pay

Online page for location users to approve a submitted one-time additional payment request. Reference in BPG PY.07.

Pay Request

Online page for location users to approve a submitted Off Cycle Pay or Final Pay requests. Reference in BPGs PY.05 and PY.10

Person Org Summary

Inquiry Role that allows users to look up people across the entire UC System. User can view the Person Organizational Summary, which does not have any Row-Level Security.

UC External System IDs

Inquiry Role to view the UC External System IDs page

Role Risks and Requisites

Risks

- User should not also have the HCM Initiator transactions role for transactions where user is able to approve own transactions. Segregation of Duties conflict

Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**
- User's job function has expectation that user is authorized to approve the listed transactions.

Training Requirements for This Role

Register for courses at UCLC.

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP – Campus HR Approver
1	UCP101: Intro to UCPath	R
2	POS101: Intro to Position Mgmt.	R
3	FIN101: Intro to Position Funding	R
4	TEM101: Intro to Smart HR Templates	R
5	PPA101: Intro to PayPath Actions	R
	Virtual Instructor Led Training Bootcamp	UCP – Campus HR Approver
6	*POS202: UCPath Nav & Position Control	R
7	*FIN202: Position Funding Entry	R
8	Lived Name Recording	R
9	*TEM301: Template Transactions Pt. 1	R
10	*TEM302: Template Transactions Pt. 2	R
11	*PPA310: PayPath Actions Pt. 1	R
12	*PPA320: PayPath Actions Pt. 2	R

	Online Pre-Requisite Training	UCP – Campus HR Approver
13	*PRQ301: Payroll Requests	R
14	*ABM320: Absence Mgmt.	R
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	O

Access Level

Update current and historical rows

KSAMS Role Details

Business Process Guides (BPG)	WFA.01-.05, WFA.09-.16
Role Type	Campus level Approver

UCP-Campus-HCM Initiator (Requires Training)

Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPath Security Administrator-Approver02

Role Description

Transactor role to initiate a new or update and existing employee level data changes.

Extended Absences Initiator

Responsible for initiating Leave Requests, providing any additional information as needed by UCPath Center (Triggers AWE). This role also allows the user to Extend Leaves and Return Employees from Leave.

PayPath Initiator

Allows users to submit Position, Job, and Additional Pay changes for existing employees in UCPath.

Position Control Initiator

Provides ability to initiate new or update existing vacant positions (cannot be used to make position changes that impact the Incumbent's job record). All requests made through position control will route for approval.

Templates Initiator

To initiate smart HR templates and to add data for the onboarding process. The following transactions are included under the umbrella of smart HR Templates:

- Hire
- CWR Add Renew
- Rehire
- Personal Data
- Intra-location Transfer
- Involuntary Termination
- Voluntary Termination
- Retire
- CWR Complete Additional Pay Initiator

Additional Pay Initiator

Online page for location users to submit recurring additional payments.

Payroll Request Initiator

Online page for location users to submit Off Cycle Pay requests or Final Pay requests.

Time File Upload Initiator

Online page to upload and approve the I-181 Regular Time Entry IB files with AWE. This has an option to select either an 'On-Cycle' or 'Off-Cycle' flag while uploading the I-181 file for approval.

AM Inquiry

Inquiry role to view main Absence Management pages.

Health Care Facilitator (HCF)

User in an organizational role of Health Care Facilitator (HCF) can view employee's benefits information.

Work Study Inquiry

Inquiry access to the Work Study Award table.

Contract Pay Inquiry

Monitor contract pay details before and after a person is paid on contract pay.

Experienced Based Pay Initiator

Initiates pay rate changes for experienced-based employee.

GT eForms WorkCenter

This Role grants portal access to a list of GT eForms.

I9 Reviewer

Review data updated by Guardian / Glacier.

Mass PayPath Actions Initiator

For Initiators to upload mass update files for Data Changes (includes Pay Rate Changes and Additional Pay) to UCPath for processing.

Person Checklist

Provides access to maintain person checklist. Person Checklists- New Hire, Rehire, Separation, Transfer, CWR.

Person Org Summary

Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

Person Profile Admin

Access to update and maintain person profile data.

Modified Person Profile to store Patent Data.

UC External Systems ID

Inquiry Role to view the UC External System IDs page. WFA Inquiry: Inquiry role to view main WFA components.

WFA Inquiry

Inquiry role to view main WFA components.

UC Employee Review page - propose to move to UC Customizations Folder Person Org Summary and Workforce Job Summary are truly display only - no update action available.

Submit on Behalf of (SOBO)

Location Role to indicate if the user can submit Salesforce Cases on behalf of others via the UCPath Portal

Payroll Inquiry

Inquiry role to view main PY components.

PY Inquiry Role for both recurring additional pay and one time pay, Final Pay, General Deductions Submitter.

Role Risks and Requisites

Role	Risks
Extended Absences Initiator	Could submit leave days incorrectly causing employee pay to be wrong

PayPath Initiator Mass PayPath Actions Initiator	Data quality and integrity risk if incorrect data is entered for the high pay rate employees causing a larger financial impact.
Position Control Initiator	Positions are master data and have direct impacts to UCI's funding for the positions. Incorrect fund mapping can cause ledgers to report incorrectly
Templates Initiator	Only users authorized to process HR transactions such as Hire, Retire etc. can be granted this role.
Additional Pay Initiator One Time Pay Initiator Payroll Request Initiator Experienced Based Pay Initiator Person Profile Admin	Users authorized for payroll as part of their expected performance of their job duties can be granted with this role. Users not trained or unfamiliar with the listed activities can cause downstream financial reporting adversely

Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**

Training Requirements for This Role

Register for courses at UCLC.

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP – Campus HCM Initiator
1	UCP101: Intro to UCPath	R
2	POS101: Intro to Position Mgmt.	R
3	FIN101: Intro to Position Funding	R
4	TEM101: Intro to Smart HR Templates	R
5	PPA101: Intro to PayPath Actions	R

	Online Pre-Requisite Training	UCP – Campus HCM Initiator
	Virtual Instructor Led Training Bootcamp	**UCP – Campus HCM Initiator**
6	***POS202: UCPath Nav & Position Control**	R
7	***FIN202: Position Funding Entry**	R
8	**Lived Name Recording**	R
9	***TEM301: Template Transactions Pt. 1**	R
10	***TEM302: Template Transactions Pt. 2**	R
11	***PPA310: PayPath Actions Pt. 1**	R
12	***PPA320: PayPath Actions Pt. 2**	R
13	***PRQ301: Payroll Requests**	R
14	***ABM320: Absence Mgmt.**	R
15	***DRD301: Direct Retro**	O
16	***BDP100: Budget Distribution**	O

Access Level

Update current and historical rows.

KSAMS Role Details

Business Process Guides (BPG)	Multiple, including PY.05 and PY.10
Role Type	Transactor, initiate a new or update and existing employee level data changes.

UCP-Campus-HCM Inquiry with PII (Requires Training)

Grant Approval

Approvers for this role:

1. HR Departmental DSA-Approver01

Role Description

Role to review job related information of employees the user Is authorized for.

Job Data Review (No Compensation):

Review employee's job information.

AM Inquiry:

Inquiry role to view main AM components.

Work Study Inquiry:

Inquiry access to the Work Study Award table.

Contract Pay Inquiry:

Monitor contract pay details before and after a person is paid on contract pay.

Person Org Summary:

Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

UC External System IDs:

Inquiry Role to view the UC External System IDs page.

WFA Inquiry-with PII (Personally Identifiable Information):

Inquiry role to view main WFA components.

Sensitive information (PII) components with Personal Identification Information.

- Modify a Person
- Emergency Contact
- Security Clearance

Payroll Inquiry:

Inquiry role to view main PY components.

PY Inquiry Role for both recurring additional pay and one time pay, Final Pay,

General Deductions Submitter:

Submit employee level general deductions to be applied to pay.

Role Risks and Requisites

Requisites

KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code

Training Requirements for This Role

Register for courses at UCLC.

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP – Campus HCM Inquiry
1	UCP101: Intro to UCPath	R
2	POS101: Intro to Position Mgmt.	R
3	FIN101: Intro to Position Funding	R
4	TEM101: Intro to Smart HR Templates	R
5	PPA101: Intro to PayPath Actions	R
	Virtual Instructor Led Training Bootcamp	UCP – Campus HCM Inquiry
6	*POS202: UCPath Nav & Position Control	R

	Online Pre-Requisite Training	UCP – Campus HCM Inquiry
7	*FIN202: Position Funding Entry	O
8	Lived Name Recording	R
9	*TEM301: Template Transactions Pt. 1	O
10	*TEM302: Template Transactions Pt. 2	O
11	*PPA310: PayPath Actions Pt. 1	R
12	*PPA320: PayPath Actions Pt. 2	O
13	*PRQ301: Payroll Requests	O
14	*ABM320: Absence Mgmt.	O
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	O

Access Level

Review current and historical rows.

KSAMS Role Details

Business Process Guides (BPG)	Cross functional activity inquiry, not one specific Business Process Guide.
Role Type	Reporter/Reviewer

UCP-Campus-WFA No PII

Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPath Security Administrator-Approver02

Role Description

Inquiry role to view main WFA components. Excludes components with Personal Identification Information.

This is the same as the WFA Inquiry Role. minus the following pages:

- Modify a Person
- Emergency Contact
- Security Clearance

Role Risks and Requisites

KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code

Basic UCPath WFA Training.

Access Level

Review current and historical rows.

KSAMS Role Details

Business Process Guides (BPG)	Cross-functional across WFA activities.
Role Type	Reporter/Reviewer

UCP-Campus-HCM Inquiry (Requires Training)

Grant Approval

Approvers for this role:

1. HR Departmental DSA-Approver01

Role Description

Role to review job related information of employees the user Is authorized for.

Job Data Review (No Compensation):

Review employee's job information.

AM Inquiry:

Inquiry role to view main AM components.

Work Study Inquiry:

Inquiry access to the Work Study Award table.

Contract Pay Inquiry:

Monitor contract pay details before and after a person is paid on contract pay.

Person Org Summary:

Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

UC External System IDs:

Inquiry Role to view the UC External System IDs page.

WFA Inquiry-No PII (Personally Identifiable Information):

Inquiry role to view main WFA components.

Excludes components with Personal Identification Information.

This is the same as the WFA Inquiry Role minus the following Pages:

- Modify a Person
- Emergency Contact
- Security Clearance

Payroll Inquiry:

Inquiry role to view main PY components.

PY Inquiry Role for both recurring additional pay and one time pay, Final Pay,

General Deductions Submitter:

Submit employee level general deductions to be applied to pay.

Role Risks and Requisites

Requisites

KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code

Training Requirements for This Role

Register for courses at UCLC.

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP – Campus HCM Inquiry
1	**UCP101:** **Intro to UCPath**	R
2	**POS101:** **Intro to Position Mgmt.**	R
3	**FIN101:** **Intro to Position Funding**	R
4	**TEM101:** **Intro to Smart HR Templates**	R
5	**PPA101:** **Intro to PayPath Actions**	R
	Virtual Instructor Led Training Bootcamp	UCP – Campus HCM Inquiry
6	***POS202:** **UCPath Nav & Position Control**	R

	Online Pre-Requisite Training	UCP – Campus HCM Inquiry
7	*FIN202: Position Funding Entry	O
8	Lived Name Recording	R
9	*TEM301: Template Transactions Pt. 1	O
10	*TEM302: Template Transactions Pt. 2	O
11	*PPA310: PayPath Actions Pt. 1	R
12	*PPA320: PayPath Actions Pt. 2	O
13	*PRQ301: Payroll Requests	O
14	*ABM320: Absence Mgmt.	O
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	O

Access Level

Review current and historical rows.

KSAMS Role Details

Business Process Guides (BPG)	Cross functional activity inquiry, not one specific Business Process Guide.
Role Type	Reporter/Reviewer