

## Using the Role Description Reports

The Role Descriptions reports have been updated to more clearly correspond to the terms used in the UAccess Access Provisioning Tool (APT). Use the reports to find the following types of information:

- Description for a given Technical Role Name
- Functional Role Name for a given Technical Role Name
- APT selections for requesting access to a given Technical Role Name
- Training Requirements and contact information, including Prerequisites and Business Training

*See also Understanding Prerequisites, Training Requirements, and When to Request Access, an available document on the EAST Access Provisioning documentation site.*

There are separate reports for each UAccess system, with titles matching the Systems listed in the APT on the first System selection page. The reports are sorted alphabetically by Subject, then Functional Role Name.

### Finding a Role

To find a Role in the report, use **Cntl-F** to open a Find window, and search by whatever portion of the Role Name is known such as the Technical or Functional Role Name as listed in UAccess Analytics Dashboards > Security > Security > All Roles.

### Identifying the APT Selections for a Role

Use the [Request Access Provisioning Tool Path](#) information to identify the System, Subject, and Role Name for a Role. To request access for this Role, follow these precise selections in the APT.

When there is no [Request Access Provisioning Tool Path](#) and the On APT flag is not checked, the Role is not listed in the APT. Contact EAST (UITS-EASecurityTeam@email.arizona.edu) to request access to this Role.

### Training

All Training Requirements given for a Role must be completed prior to provisioning. The Training Information listed here is provided so that Users and their APLs may make arrangements for training in advance of submitting requests for access. Note many roles have multiple training requirements.

## Role Descriptions UAccess Employee - Central

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**Subject Area:** All Subjects

**Request Access Provisioning Tool Path:**

**Functional Name** UA Query Manager

**Technical Name** UAHRQRY\_MANAGER

On APT:

Functional Desc.

Provides access to Query Viewer, Query Manager, and query records for all subjects.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**Functional Name** ACA Admin Role

**Technical Name** UA\_HR\_BN\_ACA\_ADMIN

On APT:

Functional Desc.

Grants access only to selected Benefits staff to extract ACA data, create Employee Forms, and create IRS file creation for year end submittal.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**Functional Name** ACA Process/Setup, Mview, CI

**Technical Name** UA\_HR\_BN\_ACA

On APT:

Functional Desc.

Grants access to view and load ACA process.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**Functional Name** ACA View Only

**Technical Name** UA\_HR\_BN\_ACA\_VW

On APT:

Functional Desc.

Grants access only to selected Business Analysts to view ACA pages and processes.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Benefits > ADOA Resend Override**

**Functional Name** ADOA Resend Override

**Technical Name** UA\_HR\_BN\_ADOA\_Resend\_Override

On APT:

Functional Desc.

Grants access to the ADOA Outbound History by EmplID and Resend Override page.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Benefits > Benefits Admin View Only User**

**Functional Name** Benefits Admin View Only User

**Technical Name** UA\_HR\_BN BEN ADMIN VIEW ONLY

On APT:

Functional Desc.

Grants access to view all Benefits and Payroll setup information and view employee Benefits records

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**Functional Name** Benefits Component Interface

**Technical Name** UA\_HR\_BN\_CI On APT:

Functional Desc. Grants access to the component interface to load ACA data into ACA Elig tables.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Benefits > Benefits Power User**

**Functional Name** Benefits Power User

**Technical Name** UA\_HR\_BN BENEFIT MANAGER On APT:

Functional Desc. Grants certain Benefits team members access to view Benefits and Payroll setup information, correct (history, current and future rows) some Benefits setup information, update employee Benefits information, initiate Benefits processes, and run Benefits reports

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Benefits > Benefits Processing Support**

**Functional Name** Benefits Processing Support

**Technical Name** UA\_HCM\_CUSTOM\_BN On APT:

Functional Desc. Grants full access to most items under Root > UA Customizations > UA HCM Custom > Benefits >

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Benefits > Benefits Super User

**Functional Name** Benefits Super User

**Technical Name** UA\_HR\_BN BENEFITS SUPER USER

On APT:

Functional Desc.

Grants certain Benefits team members permission to correct (history, current and future rows) all Benefits setup and employee Benefits information, view Payroll setup and employee Payroll information, initiate Benefits processes, and run Benefits reports

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Benefits > Benefits Team Member

**Functional Name** Benefits Team Member

**Technical Name** UA\_HR\_BN BENEFIT ADMINISTRATOR

On APT:

Functional Desc.

Grants Benefits team members access to view Benefits and Payroll Setup information, update employee Benefits information, initiate Benefits processes, and run Benefits reports

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Benefits > EAP Review

**Functional Name** EAP Review

**Technical Name** UA\_HR\_BN\_EAP\_View

On APT:

Functional Desc.

Grants access to view the EAP Review and Approval page.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Benefits > Eligibility Rules Correction

**Functional Name** Eligibility Rules Correction

**Technical Name** UA\_HR\_BN\_Elig\_Rule\_Correction

On APT:

Functional Desc. Grants correction to the eligibility rules table.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Benefits > Employee Base Benefits Correction

**Functional Name** Employee Base Benefits Correction

**Technical Name** UA\_HR\_BN\_Election\_Correction

On APT:

Functional Desc. Grants access to correct employee base benefits, including health, life, disability, leave plans, and spending accounts.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**Functional Name** FMLA Edit

**Technical Name** UA\_HR\_BN FMLA Edit

On APT:

Functional Desc. Grants edit access to delivered and custom FMLA pages.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**Functional Name** FMLA View

**Technical Name** UA\_HR\_BN FMLA View

On APT:

Functional Desc. Grants view access to delivered and custom FMLA pages.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Benefits > Run Process BEN500 Only**

**Functional Name** Run Process BEN500 Only

**Technical Name** UA\_HR\_BN RUN BEN500 ONLY

On APT:

Functional Desc. Grants access to run the BEN500 process.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Benefits

**Request Access Provisioning Tool Path:**

**Functional Name** UA Cares Setup

**Technical Name** UA\_HR\_BN\_UA\_CARES\_SETUP

On APT:

Functional Desc. Grants access to delete UA Cares pledges when requested by the employee as well as to run a pledge summary report.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** Commitment Accounting

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Commitment Accounting > CA Control User

**Functional Name** CA Control User

**Technical Name** UA\_HR\_CA\_CTRLUSER

On APT:

Functional Desc. Grants view access to the delivered LDET entry page and to the custom LDET edit page.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Commitment Accounting

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Commitment Accounting > CA Processing View Only

**Functional Name** CA Processing View Only

**Technical Name** UA\_HRCA0000\_CA

On APT:

Functional Desc. Grants view access to Setup and Use items under UA Customizations > UA HCM Custom > Commitment Accounting.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Commitment Accounting

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Commitment Accounting > Commitment Accounting Power User

**Functional Name** Commitment Accounting Power User

**Technical Name** UA\_HR\_CA CA Power User

On APT:

Functional Desc. Grants users correction access to all Commitment accounting setup pages and permission to run Commitment Accounting processes, interfaces and reports

FLSA:  Fair Labor Standards Act URL:



## Role Descriptions UAccess Employee - Central

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**Subject Area:** Commitment Accounting

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Commitment Accounting > Commitment Accounting View User

**Functional Name** Commitment Accounting View User

**Technical Name** UA\_HR\_CA CA Viewer

On APT:

Functional Desc. Grants view only access to Commitment Accounting setup pages

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Health and Safety

**Request Access Provisioning Tool Path:**

**Functional Name** Health and Safety Admin

**Technical Name** UA\_HR\_HlthSafe\_Admin\_Pages

On APT:

Functional Desc. Grants administrators access to configure the health and safety pages, use incident and injury reporting and allows the user to print the OSHA 300 and 300A reports.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Health and Safety

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Health and Safety > UA Driver Registration Admin

**Functional Name** UA Driver Registration Admin

**Technical Name** UA\_HR\_HS\_Driver\_Reg\_Admin

On APT:

Functional Desc. Grants access to view, enter, and modify driver registration information through Health and Safety module.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS - Compensation Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS - Compensation Approver > MSS Job Changes**

**Functional Name** MSS Job Changes

**Technical Name** UA\_HR\_WA\_MSS\_WJC\_Comp\_Team

On APT:

Functional Desc. Grants access to approve MSS Exceptions - UCAP Reassessment Request.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**Functional Name** Contracts Administrator

**Technical Name** UA\_HR\_WA\_POSNREF MSS

On APT:

Functional Desc.

Grants access to place and remove holds on employees/departments to prevent contract generation.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**Functional Name** Contracts Administrator

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc.

Grants access to place and remove holds on employees/departments to prevent contract generation.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS Central Functions > Contracts Administrator**

**Functional Name** Contracts Administrator

**Technical Name** UA\_HR\_WA\_MSS\_WCT\_Admin

On APT:

Functional Desc.

Grants access to place and remove holds on employees/departments to prevent contract generation.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**Functional Name** Contracts View

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc.

Grants access to view all contracts accepted and pending on the Contracts History page.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**Functional Name** Contracts View

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc.

Grants access to view all contracts accepted and pending on the Contracts History page.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS Central Functions > Contracts View**

**Functional Name** Contracts View

**Technical Name** UA\_HR\_WA\_MSS\_WCT\_View

On APT:

Functional Desc.

Grants access to view all contracts accepted and pending on the Contracts History page.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > MSS Central Functions > Disability Page View Only

**Functional Name** Disability Page View Only

**Technical Name** UA\_HR\_WA\_Disability\_View

On APT:

Functional Desc. Grants view only access to the delivered Disability page.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > MSS Central Functions > Security Clearance Page

**Functional Name** Security Clearance Page

**Technical Name** UA\_HR\_WA\_SECURITY\_CLEARANCE

On APT:

Functional Desc. Grants access to the Security Clearance page.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS Central Functions > View Only Access**

**Functional Name** View Only Access

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to view MSS transactions and related information.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**Functional Name** View Only Access

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to view MSS transactions and related information.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS Central Functions > View Only Access**

**Functional Name** View Only Access

**Technical Name** UA\_HR\_WA\_MSS\_View\_All

On APT:

Functional Desc. Grants access to view MSS transactions and related information.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS Central Functions > Workflow Administrator - Online Forms**

**Functional Name** Workflow Administrator - Online Forms

**Technical Name** UA\_HR\_WA\_MSS\_WF\_Admin

On APT:

Functional Desc. Grants access to re-route MSS online forms and update MSS setup tables.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**Functional Name** Workflow Administrator - Recruitment Proposal  
**Technical Name** UA\_HR\_WA\_POSNXREF MSS  
Functional Desc. Grants access to re-route recruitment proposals or offers.

On APT:

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**Functional Name** Workflow Administrator - Recruitment Proposal  
**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User  
Functional Desc. Grants access to re-route recruitment proposals or offers.

On APT:

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS Central Functions

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS Central Functions > Workflow Administrator - Recruitment Proposal**

**Functional Name** Workflow Administrator - Recruitment Proposal  
**Technical Name** UA\_HR\_WA\_MSS\_WRP\_Admin  
Functional Desc. Grants access to re-route recruitment proposals or offers.

On APT:

FLSA:  Fair Labor Standards Act URL:



# Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Human Resources Approver > Background Check**

**Functional Name** Background Check

**Technical Name** UA\_HR\_WA\_BackgroundCheck

On APT:

Functional Desc. Grants access to approve Position Management transactions for the Background Check step.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Campus Colleague

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to approve Campus Colleague requests.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Campus Colleague

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve Campus Colleague requests.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Human Resources Approver > Campus Colleague**

**Functional Name** Campus Colleague

**Technical Name** UA\_HR\_WA\_MSS\_WCC\_Central\_HR

On APT:

Functional Desc. Grants access to approve Campus Colleague requests.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Job Data Changes

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to approve Job Data Change document requests.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Job Data Changes

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve Job Data Change document requests.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Human Resources Approver > Job Data Changes**

**Functional Name** Job Data Changes

**Technical Name** UA\_HR\_WA\_MSS\_WJC\_Central\_HR

On APT:

Functional Desc. Grants access to approve Job Data Change document requests.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Personal Information

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to make changes to Service Award Year field.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Personal Information

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to make changes to Service Award Year field.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Human Resources Approver > Personal Information**

**Functional Name** Personal Information

**Technical Name** UA\_HR\_WA\_MSS\_WPI\_Central\_HR

On APT:

Functional Desc. Grants access to make changes to Service Award Year field.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Terminate Employment

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc.

Grants access to the MSS HR Termination Reviewer role which sends emails for involuntary terminations.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Terminate Employment

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc.

Grants access to the MSS HR Termination Reviewer role which sends emails for involuntary terminations.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Human Resources Approver > Terminate Employment**

**Functional Name** Terminate Employment

**Technical Name** UA\_HR\_WA\_MSS\_WJT\_HumanRsrc\_Rev

On APT:

Functional Desc.

Grants access to the MSS HR Termination Reviewer role which sends emails for involuntary terminations.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Title Management

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to approve Title Management requests.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Title Management

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve Title Management requests.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Human Resources Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Human Resources Approver > Title Management**

**Functional Name** Title Management

**Technical Name** UA\_HR\_WA\_MSS\_WTT\_Central\_HR

On APT:

Functional Desc. Grants access to approve Title Management requests.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Campus Colleague

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to approve Campus Colleague requests.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Campus Colleague

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve Campus Colleague requests.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Campus Colleague**

**Functional Name** Campus Colleague

**Technical Name** UA\_HR\_WA\_MSS\_WCC\_Sys\_Apr

On APT:

Functional Desc. Grants access to approve Campus Colleague requests.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Contracts

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc.

Grants access to VIEW all contracts accepted and pending within the Contracts History page.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Contracts

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc.

Grants access to VIEW all contracts accepted and pending within the Contracts History page.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Contracts**

**Functional Name** Contracts

**Technical Name** UA\_HR\_WA\_MSS\_WCT\_Sys\_Apr

On APT:

Functional Desc.

Grants access to VIEW all contracts accepted and pending within the Contracts History page.

FLSA:

Fair Labor Standards Act URL:



## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** I-9 Forms

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to approve I-9 forms.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** I-9 Forms

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve I-9 forms.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > I-9 Forms**

**Functional Name** I-9 Forms

**Technical Name** UA\_HR\_WA\_MSS\_WI9\_Sys\_Apr

On APT:

Functional Desc. Grants access to approve I-9 forms.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Job Data Changes

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to approve Job Data change requests.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Job Data Changes

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve Job Data change requests.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Job Data Changes**

**Functional Name** Job Data Changes

**Technical Name** UA\_HR\_WA\_MSS\_WJC\_Sys\_Apr

On APT:

Functional Desc. Grants access to approve Job Data change requests.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Personal Information

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to approve Personal Information change requests.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Personal Information

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve Personal Information change requests.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Personal Information**

**Functional Name** Personal Information

**Technical Name** UA\_HR\_WA\_MSS\_WPI\_Sys\_Apr

On APT:

Functional Desc. Grants access to approve Personal Information change requests.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Position Distribution Super User

**Technical Name** UA\_HR\_WA POSNXREF MSS

On APT:

Functional Desc.

Grants access to submit and approve a position distribution transaction in one step. This is limited to Systems Control and CA users only.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Position Distribution Super User

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc.

Grants access to submit and approve a position distribution transaction in one step. This is limited to Systems Control and CA users only.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Position Distribution Super User**

**Functional Name** Position Distribution Super User

**Technical Name** UA\_HR\_WA\_MSS\_WPD\_Super\_User

On APT:

Functional Desc.

Grants access to submit and approve a position distribution transaction in one step. This is limited to Systems Control and CA users only.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Position Management

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc.

Grants access to approve position create and position modify document requests.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Position Management

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc.

Grants access to approve position create and position modify document requests.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Position Management**

**Functional Name** Position Management

**Technical Name** UA\_HR\_WA\_MSS\_WPM\_Sys\_Apr

On APT:

Functional Desc.

Grants access to approve position create and position modify document requests.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Supplemental Compensation Workforce Systems Approver

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc. Grants access to approve Supplemental Compensation requests.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Supplemental Compensation Workforce Systems Approver

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve Supplemental Compensation requests.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Supplemental Compensation Workforce Systems Approver**

**Functional Name** Supplemental Compensation Workforce Systems Approver

**Technical Name** UA\_HR\_WA\_MSS\_WSC\_Sys\_Apr

On APT:

Functional Desc. Grants access to approve Supplemental Compensation requests.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Terminate Employment

**Technical Name** UA\_HR\_WA\_POSNXREF MSS

On APT:

Functional Desc.

Grants access to approve ALL Termination and Retirement document requests.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Terminate Employment

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc.

Grants access to approve ALL Termination and Retirement document requests.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Terminate Employment**

**Functional Name** Terminate Employment

**Technical Name** UA\_HR\_WA\_MSS\_WJT\_Sys\_Apr

On APT:

Functional Desc.

Grants access to approve ALL Termination and Retirement document requests.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Title Management

**Technical Name** UA\_HR\_WA\_POSNREF MSS

On APT:

Functional Desc. Grants access to approve Title Management requests

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**Functional Name** Title Management

**Technical Name** UA\_HR\_WA\_MSS\_Posn\_Adhoc\_User

On APT:

Functional Desc. Grants access to approve Title Management requests

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** MSS-Workforce Systems Approver

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > MSS-Workforce Systems Approver > Title Management**

**Functional Name** Title Management

**Technical Name** UA\_HR\_WA\_MSS\_WTT\_Sys\_Apr

On APT:

Functional Desc. Grants access to approve Title Management requests

FLSA:  Fair Labor Standards Act URL:



## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Payroll > Accounts Payable Supervisor**

**Functional Name** Accounts Payable Supervisor

**Technical Name** UA\_HR\_PY\_AP\_SUPERVISOR

On APT:

Functional Desc.

Grants access for FSO - Accounts Payable supervisor, including employee benefits and payroll data, payroll processing and setup, tax collection and location setup.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Payroll > Ceridian SDM Extract**

**Functional Name** Ceridian SDM Extract

**Technical Name** CERIDIAN\_USA\_TAX

On APT:

Functional Desc.

Grants full access to set and run processes related to payroll interface with the Ceridian vendor.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Payroll > Check Register Report User**

**Functional Name** Check Register Report User

**Technical Name** UA\_HR\_PY Check Register Only

On APT:

Functional Desc.

Grants access to run the check register report, and is intended for FSO users that do not have a business need for the other Payroll roles that provide this access.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Payroll > Paycheck Print

**Functional Name** Pay Check Print

**Technical Name** UA\_HR\_PY CheckPrint

On APT:

Functional Desc. Provides access to print checks and the check register report.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Payroll > Accounts Payable - Pay Requests

**Functional Name** Pay Requests - Accounts Payable

**Technical Name** UA\_HR\_PY\_Request\_Accts\_Payable

On APT:

Functional Desc. Grants access for FSO - Accounts Payable staff to process payment requests for taxable amounts that have been submitted through Accounts Payable. Access for all departments (UNAZ) will be provided.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

**Functional Name** Pay Requests - Accounts Payable

**Technical Name** UA\_HR\_PY\_Request\_General

On APT:

Functional Desc. Grants access for FSO - Accounts Payable staff to process payment requests for taxable amounts that have been submitted through Accounts Payable. Access for all departments (UNAZ) will be provided.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Payroll > Payroll Accountant**

**Functional Name** Payroll Accountant

**Technical Name** UA\_HR\_PY PayrollAccountant

On APT:

Functional Desc.

Grants users view only access to certain Payroll Setup and Employee Payroll pages, view only access to certain Employee Benefits pages, and view only access to certain Workflow Administration (Job, Position) and Commitment Accounting pages

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Payroll > Payroll CI Deduction Staging**

**Functional Name** Payroll CI Deduction Staging

**Technical Name** UA\_HR\_PY CI Ded Stage

On APT:

Functional Desc.

Grants access to upload a file of deductions for employees.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Payroll > Payroll Garnishment User**

**Functional Name** Payroll Garnishment User

**Technical Name** UA\_HR\_PY GarnUser

On APT:

Functional Desc.

Grants Payroll team members permission to make correction changes to Employee Garnishments

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Payroll > Payroll Lead

**Functional Name** Payroll Lead

**Technical Name** UA\_HR\_PY PayrollLead

On APT:

Functional Desc.

Grants users update access to Payroll Setup and Payroll Person and Garnishment information, view only access to Benefits Setup and Benefits Person information, permission to create and update Paylines and Paysheets and run Payroll processes and reports

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Payroll > Payroll Super User

**Functional Name** Payroll Super User

**Technical Name** UA\_HR\_PY SuperUser

On APT:

Functional Desc.

Grants users correction access to Payroll Setup and Payroll Person information, view only access to Benefits Setup and Benefits Person information, permission to create and update Paylines and Paysheets and run Payroll processes and reports

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Payroll > Payroll User

**Functional Name** Payroll User

**Technical Name** UA\_HR\_PY User

On APT:

Functional Desc.

Grants users view only access to Payroll Setup, Benefits Person and Time information, update access to Payroll Person information, permission to create and update Paylines, Paysheets and run Payroll reports

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Payroll > Payroll Vendor Setup

**Functional Name** Payroll Vendor Setup

**Technical Name** UA\_HR\_PY GarnUser2

On APT:

Functional Desc. Grants full access to vendor setup, and view to garnishments.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Payroll

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Payroll > Payroll View Only User

**Functional Name** Payroll View Only User

**Technical Name** UA\_HR\_PY VW

On APT:

Functional Desc. Grants users view only access to Payroll Setup, Payroll Person, Benefits Person and Time information

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Recruitment Proposal and Offer

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Recruitment Proposal and Offer > Provost Approver

**Functional Name** Provost Approver

**Technical Name** UA\_HR\_WA\_MSS\_WRP\_Pvst\_Apr

On APT:

Functional Desc. Grants access to approve workflow transactions for recruitment proposals or offers routed to the Provost's Office.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Recruitment Proposal and Offer

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Recruitment Proposal and Offer > RPO Super User**

**Functional Name** RPO Super User

**Technical Name** UA\_HR\_WRP\_SuperUser

On APT:

Functional Desc.

Grants correction access to Recruitment Proposal and Offer (RPO) Setup, view only access to security information, view only access to the create RPO pages, and create query access.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Recruitment Proposal and Offer

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Recruitment Proposal and Offer > UA Health Sciences Approver**

**Functional Name** UA Health Sciences Approver

**Technical Name** UA\_HR\_WA\_MSS\_WRP\_UAHS\_Apr

On APT:

Functional Desc.

Grants access to approve workflow transactions for recruitment proposals or offers routed to UA Health Sciences.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Recruitment Proposal and Offer

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Recruitment Proposal and Offer > Vice-Provost Approver**

**Functional Name** Vice-Provost Approver

**Technical Name** UA\_HR\_WA\_MSS\_WRP\_VPR\_Apr

On APT:

Functional Desc.

Grants access to approve workflow transactions for recruitment proposals or offers routed to the Provost's Office.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Administer Process Scheduler

**Technical Name** ProcessSchedulerAdmin

On APT:

Functional Desc.

Provides full access to administer the PeopleSoft Process Scheduler.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** ADP Tax Extracts

**Technical Name** UA\_ADP\_EXTRACT\_TAX

On APT:

Functional Desc.

Grants access to hold ADP extract processes.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** ADS Designer

**Technical Name** ADS Designer

On APT:

Functional Desc.

Role for Application Dataset Designer

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** ADS Standard Permissions

**Technical Name** UA\_HCSPADS

On APT:

Functional Desc. Extension of the delivered ADS Designer role.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** App Message Administrator

**Technical Name** APP\_MSG\_ADMINISTRATOR

On APT:

Functional Desc. Application Message Administrator

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Data Steward Security View

**Technical Name** UA\_HR\_DATA\_STEWARD

On APT:

Functional Desc. Provides view access to security (users and roles).

FLSA:  Fair Labor Standards Act URL:



## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Database Refresh Admin

**Technical Name** UA\_DB\_REFRESH\_ROLE

On APT:

Functional Desc.

Provides access to data mover in support of database refresh processes.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Dynamic Role for OE Tile SS

**Technical Name** UA\_BN\_OETILE\_SS\_DYN

On APT:

Functional Desc.

Grants access to the Open Enrollment tile whenever there are OE Self Service dates in session. Dynamically provisioned to all active employees during OE session.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** HCM Business Analyst

**Technical Name** UA\_HCM\_BUSN\_ANALYST\_TEAM

On APT:

Functional Desc.

Provides view access to transactional pages for all modules, and full access to configuration pages for all modules except Commitment Accounting and Payroll where view access is instead provided. Includes full access to Query Manager, Report Manager, Tree Manager, and XML Publisher, as well as view to Application Designer, Security, and Portal.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** HCM Maintenance

**Technical Name** UA\_HCM\_MAINTENANCE

On APT:

Functional Desc.

This role does not provide any page or data access, but rather is used during PeopleSoft Bundle or Tools Upgrades to allow testing teams access to the Production environment.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** HCM Security Administrator

**Technical Name** HCM Security Administrator

On APT:

Functional Desc.

Provides full access to delivered HCM core row level security configuration and setup pages.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Integration Administrator

**Technical Name** Integration Administrator

On APT:

Functional Desc.

Provides full access to administer PeopleSoft Integration configuration.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Integrations Administrator

**Technical Name** Integrations Administrator

On APT:

Functional Desc.

Provides full access to administer PeopleSoft Integration configuration.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Navigations for UAZ\_ZABBIX

**Technical Name** UAHRZABBIX\_NAVIGATION

On APT:

Functional Desc.

Grants access to uaz\_zabbix monitoring service account that monitors process monitor, peoplesoft ping chart, and sysaudit navigations.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** PeopleSoft Administrator

**Technical Name** PeopleSoft Administrator

On APT:

Functional Desc.

Provides unrestricted access to the PeopleSoft system, or full administrative authority to all application pages and PeopleTools utilities.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** PeopleSoft Guest

**Technical Name** PeopleSoft Guest

Functional Desc.

PeopleSoft Guest

On APT:

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** PeopleSoft User

**Technical Name** PeopleSoft User

Functional Desc.

Provides behind-the-scenes PeopleSoft tools for administrative users, as well as Query Manager, Report Manager, and Tree Manager.

On APT:

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** PeopleTools

**Technical Name** PeopleTools

Functional Desc.

Provides full access to PeopleTools including Application Designer, Integration Broker, Process Scheduler, Tree Manager, Utilities, and Workflow Administration.

On APT:

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name**

**Portal Administrator**

**Technical Name**

**Portal Administrator**

On APT:

Functional Desc.

Provides full access to administer the PeopleSoft Portal.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name**

**Query Designer**

**Technical Name**

**Query Designer**

On APT:

Functional Desc.

Provides access to Query Manager and all delivered query records.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name**

**Query User**

**Technical Name**

**Query User**

On APT:

Functional Desc.

Provides limited access to PeopleSoft Query.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** ReportDistAdmin

**Technical Name** ReportDistAdmin

On APT:

Functional Desc.

Provides full access to administer all output in Process Monitor - in particular output generated by other users - as well as all reports in Report Manager.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Role for ControlM

**Technical Name** UA\_CONTROLM

On APT:

Functional Desc.

Provides access in support of the CONTROL-M user.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Role For Web Services

**Technical Name** UA\_IB\_SO

On APT:

Functional Desc.

Provides access for delivered and custom Web Services for use by UITS staff or processes

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Search Administrator

**Technical Name** Search Administrator

Functional Desc.

Grants access for Search Framework Administration

On APT:

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Search Developer

**Technical Name** Search Developer

Functional Desc.

Grants access to the Search Framework Designer and Search Test page.

On APT:

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Search Query Administrator

**Technical Name** Search Query Administrator

Functional Desc.

Grants access to Query in People Tools Search Framework.

On APT:

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Security Administrator

**Technical Name** Security Administrator

On APT:

Functional Desc. Provides full access to delivered core security administration pages.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** UA Technical Support Team

**Technical Name** UA\_HCM\_TECH\_SUPPORT\_TEAM

On APT:

Functional Desc. Provides mainly view access to application and configuration pages for all modules as well as the ability to run reports. Includes Query Manager, Report Manager, Tree Manager, Application Designer.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** UA Tree Viewer

**Technical Name** UA\_Tree\_Viewer

On APT:

Functional Desc. Grants access to the Tree Manager - Tree Viewer only.

FLSA:  Fair Labor Standards Act URL:



## Role Descriptions UAccess Employee - Central

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**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** UITS Environment Support

**Technical Name** UA\_ENVIRONMENT\_PRD\_SUP

On APT:

Functional Desc.

Provides access for UITS staff to administer and support UAccess applications.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** UITS Environment Support Team

**Technical Name** UA\_ENV\_SERVICES\_PRD\_SUP

On APT:

Functional Desc.

This role provides no access, but rather is used to identify members of the UITS environment support team.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** UITS Operations Support

**Technical Name** UA\_HR\_SEC\_OPERATIONS

On APT:

Functional Desc.

Provides access for UITS staff to support batch processing.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** UITS Security Admin

**Technical Name** UA\_HCM\_CUSTOM\_SEC

On APT:

Functional Desc.

Provides full access for UITS staff to administer users and roles.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** UITS Security Admin Team

**Technical Name** UA\_SECURITY\_PRD\_SUP

On APT:

Functional Desc.

This role provides no access, but rather is used to identify members of the UITS security support team.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Update Location Table

**Technical Name** UA\_HR\_PY\_UPDATE\_LOCATION

On APT:

Functional Desc.

Allows the FSO Customer Service Manager to make changes to mail routing for paychecks.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** Worklist Administrator

**Technical Name** Worklist Administrator

Functional Desc.

Role identifying all users who are sent timed out worklist processes.

On APT:

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** XMLP Power User

**Technical Name** XMLP Power User

Functional Desc.

Provides update access to BI Publisher report setup.

On APT:

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Technical Support

**Request Access Provisioning Tool Path:**

**Functional Name** XMLP Report Developer

**Technical Name** XMLP Report Developer

Functional Desc.

Provides full access to administer all BI Publisher reports and related setup.

On APT:

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Tenure

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Tenure > Tenure Super User**

**Functional Name** Tenure Super User

**Technical Name** UA\_HR\_WA\_Tenure\_SuperUser

On APT:

Functional Desc.

Grants access to edit employee service history, create and update tenure cases, run the calc process, and view the tenure audit table. Also includes access to Query Manager and Report Manager.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Tenure

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Tenure > Tenure User**

**Functional Name** Tenure User

**Technical Name** UA\_HR\_WA\_Tenure\_Track

On APT:

Functional Desc.

Grants access to edit employee service history, update tenure cases, run the calc process, and view the tenure audit table.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Time and Labor

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Time and Labor > Time Administrator**

**Functional Name** Time Administrator

**Technical Name** UA\_HR\_TL TimeAdministrator

On APT:

Functional Desc.

FLSA Training Required - Grants users access to pages required to perform a typical Time Administrator role. This role gives permission to correct Time setup and Time Person information, approve time and run Time and Labor processes

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

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**Subject Area:** Time and Labor

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Time and Labor > Time View Only User**

**Functional Name** Time View Only User

**Technical Name** UA\_HR\_TL ViewOnly

On APT:

Functional Desc.

Grants access only to FSO and Benefits staff to view all Time Managing and reporting pages in the Time and Labor module.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Workforce Administration > Access to Position Management**

**Functional Name** Access to Position Management

**Technical Name** UA\_HR\_WA\_MSS\_POSITIONONLY

On APT:

Functional Desc.

Grants access to the Background Check team to create new positions and edit existing positions.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Workforce Administration > Accommodation Request Update**

**Functional Name** Accommodation Request Update

**Technical Name** UA\_HR\_WA\_DISABILITY\_FLG

On APT:

Functional Desc.

Grants access to the Accommodation Request page for Disability Services and Enrollment Services staff.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Workforce Administration > Dept Location Power User

**Functional Name** Dept Location Power User

**Technical Name** UA\_HR\_WA\_DEPT\_LOC\_Power\_User

On APT:

Functional Desc. Grants full access to department and location setup, and tree manager.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Dotted Line Admin

**Technical Name** Dotted Line Admin

On APT:

Functional Desc. Grants access to manage dotted line relations.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Workforce Administration > Duplicate ID Admin

**Functional Name** Duplicate ID Admin

**Technical Name** UA\_HR\_WA\_CHANGE\_DELETE\_ID

On APT:

Functional Desc. Grants access to the delivered Emplid Change/Delete functions.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Emergency Contact View All

**Technical Name** UA\_HR\_WA\_EMERG\_CNTCT\_VW\_ALL

On APT:

Functional Desc.

Grants access to search for employees and view emergency contact information.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Workforce Administration > EverFi History

**Functional Name** EverFi History

**Technical Name** UA\_HR\_WA\_EVERFI\_HIST

On APT:

Functional Desc.

Allows view only access to EverFi History page.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Export Org Chart

**Technical Name** Export Org Chart

On APT:

Functional Desc.

Grants access to export and print organization chart within the Company Directory.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Export Org Chart Admin

**Technical Name** Export Org Chart Admin

On APT:

Functional Desc.

Grants access to export organization chart with large amounts of data within the Export Org Chart tile.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Workforce Administration > External System ID Admin**

**Functional Name** External System ID Admin

**Technical Name** UA\_HR\_CC\_EXTERNAL\_SYSTEM\_ID

On APT:

Functional Desc.

Grants correction access to the external system ID page.

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Workforce Administration > HR Notification SuperUser**

**Functional Name** HR Notification SuperUser

**Technical Name** UA\_HRNOTIF\_SuperUser

On APT:

Functional Desc.

Grants access to the custom HR Notification Extension page, generic templates, and delivered HR Notification tool.

FLSA:

Fair Labor Standards Act URL:



## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Workforce Administration > Job Data File Upload

**Functional Name** Job Data File Upload

**Technical Name** UA\_HR\_WA\_ExcelToCI

On APT:

Functional Desc.

Grants access to upload employee position, job code, and title changes by file upload.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Workforce Administration > Mass Update Setup and Run

**Functional Name** Mass Update Setup and Run

**Technical Name** UA\_WA\_MASS\_UPDATE

On APT:

Functional Desc.

Grants full access to the Mass Update and Group Build items.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** MSS UCAP Superuser

**Technical Name** UA\_HR\_WA\_MSS\_UCAP\_SUSER

On APT:

Functional Desc.

Grants access to superusers to access all UCAP components areas.

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Position Cross-Reference Viewer

**Technical Name** UA\_HR\_WA POSNXREF VIEWER

On APT:

Functional Desc.

Provides access to Position Cross-Reference for positions as well as incumbents that can be used to manage time-critical pay-related activities.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Position Delete Administrator

**Technical Name** Position Delete Administrator

On APT:

Functional Desc.

Allow users that have the WA Power User role to delete positions.

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Position Edit Administrator

**Technical Name** Position Edit Administrator

On APT:

Functional Desc.

Allow users that have the WA Power User role to edit positions.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Workforce Administration > Tree - Copy/Delete

**Functional Name** Tree - Copy/Delete

**Technical Name** UA\_Tree Manager Maintenance

On APT:

Functional Desc. Tree Manager Maintenance

FLSA:  Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

UAccess Employee - Internal/Central Admin Units > Workforce Administration > Tree Admin

**Functional Name** Tree Admin

**Technical Name** UAHRTM\_Core

On APT:

Functional Desc. Grants full access to Tree Manager.

FLSA:  Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Workflow Admin

**Technical Name** UA\_HR\_WF\_ADMIN

On APT:

Functional Desc. Provides full access to administer workflow transactions.

FLSA:  Fair Labor Standards Act URL:

## Role Descriptions UAccess Employee - Central

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Workforce Admin Power User

**Technical Name** Position Delete Administrator

On APT:

Functional Desc.

Grants users correction access to all Workforce Admin setup and Workforce pages

FLSA:

Fair Labor Standards Act URL:

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**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**Functional Name** Workforce Admin Power User

**Technical Name** Position Edit Administrator

On APT:

Functional Desc.

Grants users correction access to all Workforce Admin setup and Workforce pages

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

**UAccess Employee - Internal/Central Admin Units > Workforce Administration > Workforce Admin Power User**

**Functional Name** Workforce Admin Power User

**Technical Name** UA\_HR\_WA Power User

On APT:

Functional Desc.

Grants users correction access to all Workforce Admin setup and Workforce pages

FLSA:

Fair Labor Standards Act URL:

## Role Descriptions Uaccess Employee - Central

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

Uaccess Employee - Internal/Central Admin Units > Workforce Administration > Workforce Admin SSN Viewer

**Functional Name** Workforce Admin SSN Viewer

**Technical Name** UA\_HR\_WA SSN Viewer

On APT:

Functional Desc.

Grants access to view SSN through Search/Match for users in departments such as UA Foundation who do not otherwise have access to SSNs.

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

Uaccess Employee - Internal/Central Admin Units > Workforce Administration > Workforce Admin User

**Functional Name** Workforce Admin User

**Technical Name** UA\_HR\_WA User

On APT:

Functional Desc.

Grants users view only access to Workforce Admin setup pages and update access to all Workforce Admin pages

FLSA:

Fair Labor Standards Act URL:

---

**Subject Area:** Workforce Administration

**Request Access Provisioning Tool Path:**

Uaccess Employee - Internal/Central Admin Units > Workforce Administration > Workforce Admin View Only User

**Functional Name** Workforce Admin View Only User

**Technical Name** UA\_HR\_WA Viewer

On APT:

Functional Desc.

Grants users view only access to Workforce Admin setup and Person pages

FLSA:

Fair Labor Standards Act URL: