

<b>Campus Finance Roles</b>	<b>Description</b>	<b>Role Name</b>
Asset Management Disposal Dept Approver	This role allows for the approval of asset disposal worksheets at the Department Supervisor level. Dynamically assigned to Supervisors. No need to complete a security form.	MD_FS_AM_ASSET_DISP_DEPT_APPR
Asset Management Disposal Dept Preparer	This role grants access to create and submit survey request forms to retire assets in Asset Management.	MD_FS_AM_PREPARER_COLLEGEWIDE
Budget Managers Approvers	Users with this role are department id budget managers who can review and approve the following transactions: GL Journals, Budget (KK) Journals, Voucher and Requisition. To request a department budget manager change the Chart of Accounts form is required, as well as a form for granting the budget manager role.	MD_FS_B_APPROVER
Finance Inquiry	Users with this role are Financial users, who need to view financial transactions in Asset Management, Accounts Payable, GL Journals, KK Journals (budget transfers) and Purchasing/Vendor information.	MD_FS_B_INQUIRY
GL Approver Administration	This is a special role, granted to Directors of Administration, VP's and some other Administrators. This role allows you to review and approve journals, and bypass the standard workflow. This role is restricted and requires the Data Steward approval.	MD_FS_GL_APPR_ADMIN_COLLEGEWID
GL Journal Creator College wide	Users with this role can create GL Journal entries online and review journal exceptions.	MD_FS_GL_CREATOR_COLLEGEWIDE
KK Approver Administration	This is a special role, granted to Directors of Administration, VP's and some other Administrators. This role allows you to review and approve journals, and bypass the standard workflow. This role is restricted and requires the Data Steward approval.	MD_FS_KK_APPR_ADMIN_COLLEGEWID
KK Creator College wide	Users with this role can create Budget Journal entries online and review budget exceptions.	MD_FS_KK_CREATOR_COLLEGEWIDE

KK Creator Administration	This is a special role, granted to Directors of Administration, VP's and some other Administrators. This role allows you to review and approve journals, and bypass the standard workflow. This role is restricted and requires the Data Steward approval.	MD_FS_KK_CREAT_ADM_CW
Purchasing Card Transaction Approver	This role allow for approval of P-Card transactions. Dynamically assigned to Supervisors. No need to complete a security form.	MD_FS_PO_PCARD_APPR_COLLEGEWID
Purchasing Card Reconciler	This role allow for data entry access for P-Card reconciling. This role is granted to the P-Card holder and their data entry person.	MD_FS_PO_PCARD_RECONCILER
Purchasing Requisition Requestor	Users with this role can request Purchasing requisitions.	MD_FS_PO_REQUESTER
Travel and Expense Approver	This role allows for the approval of Travel and Expense for your direct reports. Dynamically assigned to Supervisors. No need to complete a security form.	MD_FS_TE_APPROVER_COLLEGEWIDE
Travel and Expense Cash Advance Preparer	Restricted role to staff and faculty traveling with students. This role allows access to enter cash advances.	MD_FS_TE_CASH_ADVANCE_PREP
Travel and Expense Employee Self	All college employees are granted access to enter travel and expense. This role is dynamically assigned and does not require security form.	MD_FS_TE_EMPLOYEE_SELF

<b>Campus Payroll Roles</b>	<b>Description</b>	<b>Role Name</b>
Time and Labor Keeper	This role allows for data entry of employees timesheets/hours worked. The payroll preparers for the department.	MD_HR_B_TL_KEEPER
Time and Labor Approvers	This role allows you to approve timesheets for your department id. This role is assigned to all budget managers based on Human Resources Department ID tables. The access is dynamically assigned after the table is updated with new budget manager.	MD_EP_MSS_TL

Time and Labor Scheduler	This role grants access to run report related to Scheduling, create new schedule, and assign new/existing schedule to an employee. (restricted to either being a Scheduler or Keeper; but in certain circumstances, a user can have both) This role is restricted to the Director of Administration area.	MD_HR_B_TL_SCHEDULER
Time and Labor Admin Approver	This role grants access to approve/reassign any unapproved 'Reported Time' for employees. This role is restricted to the Director of Administration area.	MD_HR_TL_ADMIN_APPROVER
Absences Management Employees	Granted to all full time employees so they can request time off (vacation, sick time, personal days etc.). This access is dynamically assigned no forms needed.	MD_EP_ESS_ABSENCE
Absences Management Manager Approval	Granted to all supervisors based on Human Resources "reports to data" so supervisors can approve their full time employee time off. This access is dynamically assigned no forms needed.	MD_EP_MSS_ABSENCE

HR External Roles	Description	Role Name
Business Analyst Inquiry	This role grants access to all inquiry roles in HCM for use by business analysts in Information Technology (IT). This role is restricted to IT only.	MD_HR_B_IT_BA_INQUIRY
Business Analyst Configuration	This role grants access to all high risk configuration changes in the HCM system. This role is restricted to IT only.	MD_HR_B_IT_CONFIGURATION
Core HR Job Data Inquiry	This role grants access to the job data page in Workforce Administration (including Work Location, Job Information, and Salary Plan).	MD_HR_B_JOB_DATA_INQUIRY