

HRIS SECURITY ROLE DESCRIPTIONS AND TRAINING REQUIREMENTS

Updated: 01/12/2022

	ROLE NAME	ROLE DESCRIPTION	ROLE CONFLICTS	COURSE ID <i>(Use to search in TraCorp)</i>	EXAM REQUIRED <i>(80% required to pass)</i>	ROLE NAME ON SECURITY REQUEST FORM
GENERAL REQUIREMENTS	HRIS General Training Requirements and Prerequisites for First-Time Users	First time HRIS Power Users must complete the following prerequisites in TraCorp before taking the course and exams for the role(s) being requested.	NA	HRISSECURITYPOLICY	YES	NA
		1. HRISSECURITYPOLICY: Security Policy Acknowledgement 1.1) Security Policy (Course)	NA	HRISDATASHARINGNDA	YES	NA
		2. HRISDATASHARINGNDA: Non-Disclosure Agreement Acknowledgement 2.1) Non-Disclosure Agreement	NA	HRISINTRO	YES	NA
		3. HRISINTRO: HRIS Intro Exam 3.1) HRIS Intro - On Demand Intro Training 3.2) HRIS Basics 3.2) HRIS Drill Around 3.4) HRIS Navigation Tutorial	NA	HRISINTRO	YES	NA
BENEFITS	Agency Benefit View	This role provides view access to benefit enrollment elections and dependent information. This role can view employee Absence Management (LP60) hours to determine benefit eligibility. Users will get automatic access to Agency Benefits Folder in Data Warehouse.	None	HRISBNVIEW	YES	AgyBenefitView
	University Benefit Admin	This role provides the ability for University team Central Administration (ASU, UofA) to keep HRIS in sync with their ERP system PeopleSoft. This role can update employee benefits elections, dependent information and employee profile information.	None	HRISINTRO	NO	UnivBenefitAdmin
	Agency Class and Comp Specialist	This role provides the ability to perform classification and compensation transactions such as establishing, abolishing, reallocating, and updating positions.	None	HRISCCSPEC	Yes	AgyClassCompSpec
	Agency EEO Specialist	This role provides the ability to generate the EEO-4 report.	None	HRISEEOSPEC	Yes	AgyEEOSpec
	Agency FMLA Specialist	This role provides the ability to review and update employees FMLA leave details.	None	HRISFMLASPEC	Yes	AgyFMLASpec
	Agency HCM View	This role provides view access into HR related screens and reports. This role also provides the ability to update email and phone fields for employees and author and run HR designated reports within the Infor applications. This role is for HR Managers, Agency/Division Leaders, Administrative Assistants and other Support Staff needing view access and reports from HRIS.	None	HRISHCMVIEW	Yes	AgyHCMView
	Agency HR Generalist No SSN	This role provides the ability to perform HR personnel transactions such as hires/rehires, status changes, separations, and employee demographic updates. This role can also update supervisor links and code assignment and perform EEO reporting. This role can not view the employee social security number. Users will get automatic access to Agency Absent Management folder in Data Warehouse.	Agency Payroll Specialist, Agency Reimbursement Specialist, Agency ETE Proxy Admin, ETE Proxy	HRISHRGEN	Yes	AgyHRGenNoSSN
	Agency HR Generalist With SSN	This role provides the ability to perform HR personnel transactions such as hires/rehires, status changes, separations, and employee demographic updates. This role can also update supervisor links and code assignment and perform EEO reporting. This role can view the employee social security number. Users will get automatic access to Agency Absent Management folder in Data Warehouse.	Agency Payroll Specialist, Agency Reimbursement Specialist, Agency ETE Proxy Admin, ETE Proxy	HRISHRGEN	Yes	AgyHRGenWSSN

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HUMAN RESOURCES	Agency Org Structure Specialist	This role provides the ability to update and maintain accurate supervisor structures (supervisor code and link maintenance) as well as run reports to view the agency's current organizational structure in HRIS. Reports include a listing of process levels, departments, and locations.	None	HRISORGSPEC	Yes	AgyOrgStructureSpec
	Agency Training Specialist	This role provides the ability to review historical training history prior to TraCorp implementation.	None	HRISTRNGSPEC	Yes	AgyTrainingSpec
ABSENCE MANAGEMENT	Agency Absence Management Update	This role provides the ability to administer an agency's Donated Leave transactions. This role can perform manual updates to absence plan balances, view absence plan balances, detailed event history and generate absence plan reports. Users will get automatic access to Agency Absent Management folder in Data Warehouse.	None	HRISABSENCEMGT	Yes	AgyAbsenceMgtUpdate
	Agency Absence Management View	This role provides view access to absence plan balances, detailed event history and Donated Leave transactions. Role can generate absence plan reports. Users will get automatic access to Agency Absent Management folder in Data Warehouse.	None	HRISABSENCEMGT	Yes	AgyAbsenceMgtView
PAYROLL	Agency Labor Distribution Specialist	This role provides the ability to maintain labor distribution elements on the position (XP02/ZP02) as well as multiple labor distribution splits for a position (XR23.3). This role can view labor distribution elements such as the Accounting Unit, Activity, and Account Category, as well as run various point-in-time reports to obtain listings of active labor distribution elements.	None	HRISLABORDISTSPEC	Yes	AgyLaborDistribSpec
	Agency Payroll Specialist	This role provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay (stipends). This role can create manual warrant payments outside the payroll cycle, add & change deductions at the employee level and maintain (add/change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.	Agency HR Generalist No SSN, Agency HR Generalist With SSN	HRISPAYROLLSPEC	Yes	AgyPayrollSpec
	Agency Reimbursement Specialist	This role provides the ability to pay employees using limited pay codes related to travel and other reimbursements. This role can reassign a payroll batch to another user.	Agency HR Generalist No SSN, Agency HR Generalist With SSN	HRISRMBSPEC	Yes	AgyReimbursementSpec
PAYROLL	Agency Transit Card	This role provides the ability to assign new or replacement transit cards for employees within their agency. This role also has the ability to cancel transit cards and request final billing. Role can run various transit card reports.	None	HRISTRANSITCARD	Yes	AgyTransitCard
TIME ENTRY	Agency ETE Coordinator	This role provides the ability to run ETE reports.	None	HRISETECOORD	Yes	AgyETECordinator
	Agency ETE Proxy Admin	This role provides the ability to add proxies to ETE for time entry. Additions can be with or without access to approve ETE time records. This role is also responsible for deleting EIN from ETE proxy upon proxy job changes or separation from the agency or State service.	Agency HR Generalist No SSN, Agency HR Generalist With SSN	HRISETEPROXYADMIN	Yes	AgyETEProxyAdmin
	Agency ETE Proxy with Approval	This role is granted by the AgyETEProxyAdmin. This role is granted with access to add/change/delete/submit/reject and approve ETE employee time records.	Agency HR Generalist No SSN, Agency HR Generalist With SSN			THIS ROLE IS REQUESTED THROUGH ETE PROXY REQUEST FORM. Submit completed form to your Agency ETE Proxy Administrator.
	Agency ETE Proxy without Approval	This role is granted by the AgyETEProxyAdmin. This role is granted with access to add/change/delete/submit and reject ETE employee time records. This role CANNOT approve ETE employee time records.	None	HRIS0064		