HRMS PeopleSoft 9.2 – Unit Roles

Training is required for most HR PeopleSoft access. Please contact the OHR Call Center at: 612-625-2803 for information on required courses.

Position Roles:
- □ Position View
- □ Position Entry

Absence Roles:
- □ Absence Admin

HR Roles:
- □ Appointment View
- □ Appointment Entry

Payroll Accounting:
- □ Distribution Entry
- □ Retro Distribution Entry
- □ Payroll Accounting View

Time & Labor Roles:
- □ Time Reviewer
- □ Time Administrator +

Colleges or Department codes must be provided for all Tim Administrators:

Recruiting Roles:
- □ Hiring Manager
- □ Unit Recruiter
- □ Search Committee
  - For Affiliates and External Service Providers
  - Active Staff and Faculty can automatically be assigned to a search committee. Do not request for current employees.

Other Roles:
- □ Address Maintenance – requires Appt View. Do Not request with Appt Entry
- □ Performance Review – requires Appt View. Do Not request with Appt Entry

PAR Info: + indicates specific approval requirements, reference applicable documentation.

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