ConnectND Access Role Definitions
HRMS System Version 8.9
CND-HRMS Roles
February 6, 2008

CENTRALIZED CAMPUS STAFF (campus-wide row level security)

**NDU_C_ACO** (Access Control Officers)
Tree Manager (to see how your campus department security hierarchy is organized)
Queries to run:
Access for Selected User
List Users with Roles
List Roles for a User
Users with selected role

**NDU_C_Account**
Centralized Accounting Office staff with this role can:
Run Direct Deposit Register
Run Payroll Summary
Run Check Register
Negotiate manual checks

**NDU_C_Admin**
Staff with this role can use:
ND Hire
Manage Hires (used by Recruiting Solutions campuses BSC, NDSU and NDSCS)
Personal Data, Job Data, Position Data
Add an Employment Instance, Contingent Worker or Person of Interest
Contract Pay (and view Contract Prepay Options)
Disability
Drivers License
Emergency Contact
Identification Data
**NDU_C_Admin_D**
Staff with this role can view:
- Personal Data, Job Data, Position Data
- Employment Instance, Contingent Worker or Person of Interest
- Contract Pay, Contract Prepay
- Emergency Contact
- Identification Data

**NDU_C_Ben**
Staff with this role can:
- Update BAS (Ben Admin) activity
- Update employee benefit elections
- Override automated benefits, if needed
- View benefit setup tables
- View an employee’s Job Data pages
- View an employee’s Contract Pay page
- Update Contract Pay Pre-pay Options
- Update employee events
- Update primary job flags
- Update payroll deductions
- Specify FSA payment options (for campuses which have third-party flex administration)
- View an employee’s paycheck data
- Review payroll error messages
- Run benefit processes
- Run benefit reports

**NDU_C_Ben_D**
Staff with this role can view:
- Benefit elections
- Benefit setup tables
- Job Data
- Contract Pay
- Contract Pre-Pay Options
- Paycheck data
- Payroll error messages
**NDU_C_CA (Commitment Accounting)**
- Staff with this role are able to:
  - Review the AP extract
  - View AP Vendor data
  - Run Gross and Fringe report
  - Review payroll error messages
  - View Position Data
  - View Job Data
  - Set up department position budgets
  - Set up deduction and tax mappings
  - Set up combo codes (temporary until speed types are working)
  - Run actuals distribution and position budget reports

**NDU_C_CA_D**
- Staff with this role are able to see the items listed for NDU_C_CA above (display only)

**NDU_C_DevFac**
- Maintain (optional) faculty data for
  - Education
  - Licenses/certifications
  - Activities
  - Student Advisement
  - Honors
  - Administrative posts
- Set up Tenure Data
- Perform Tenure Calculation

**NDU_C_DevFac_D**
- Information in NDU_C_DevFac above is viewable

**NDU_C_DiscBen (for NDSU only)**
- Run the Discovery Benefits flex interface

**NDU_C_EmrgncyCntct (for non-HR staff)**
- View emergency contacts for employees (display only)
**NDU_C_FSA (for NDSCS and UND only)**
- Enroll/update employees in Flex Spending accounts
- Enter/process claims
- Reverse claims
- Pay claims
- Print flex checks, advices and statements
- View deduction balance and adjustments
- Specify FSA payment options

**NDU_C_FSA_D**
- Information in NDU_C_FSA is viewable

**NDU_C_Kronos (for MISU, NDSU and UND only)**
- Use the Job Labor tab on Job Data to record Kronos information

**NDU_C_Learn**
- Setup training course and programs
- Setup training instructors and facilities
- Enroll/maintain attendees
- Create wait lists
- Maintain course evaluations

**NDU_C_Learn_D**
- Information in NDU_C_Learn is viewable

**NDU_C_Lookup (for non-HR/Benefits/Payroll/staff)**
- View limited Job Data information (display only)

**NDU_C_Monitor**
- IPEDS report
- VETS-100 report
- Employee Review
**NDU_C_Pay**
- Enter hours, additional pay, taxes, payroll data, deductions, Garnishments, savings bonds
- Make adjustments to balances
- Run payroll reports
- Run payroll and bank reconciliations
- Run quarterly tax reports
- Run annual tax reports and W-2s
- Print checks and advices
- View Flex Spending Account information
- View AP extracts
- View AP vendor listing
- Update dependent information for savings bonds
- Run Gross and Fringe report
- Run Actuals Distribution report
- View payroll and tax setup tables
- View position data
- Setup banks for direct deposit

**NDU_C_PAY_D**
- View some of payroll data listed above. Cannot print checks or advices.

**NDU_C_Recruit**
- Create and maintain job openings
- Enter a new applicant
- Update applicant contact data
- Update applicant application data
- Schedule interviews
- Prepare job offers
- Prepare successful candidate’s data to move to Core HR

**NDU_C_Setup**
- Setup departments
- Setup locations
- Setup matrices
- Setup job codes

**NDU_C_Setup_D**
- View the setup tables in NDU_C_Setup above
**NDU_C_TimeEffort**
- Run the Gross and Fringe report
- Run the Chartfield Mappings report
- Run an Employee Listing
- Run Effort reports
- Use Effort certification

**NDU_C_TimeEffort_D**
- Run the Gross and Fringe report
- Run the Chartfield Mappings report
- Run an Employee Listing
- Run Effort reports
- View Effort certification

**NDU_C_Uploads (very limited use)**
- Allows user to upload data into PeopleSoft payroll from ancillary systems (Famis, Parking, Bison Lines, etc)

**NDU_HRMS_HECN_QM1**
- Ability to run public queries (centralized staff only)

**NDU_Process_Monitor**
- Ability to run processes and reports (central and department staff)

**NDU_Report_Manager**
- Ability to run and view reports (central and department staff)

**DEPARTMENT STAFF** (departmental row level security)

**NDU_D_Admin**
- View employee job data
- View employee emergency contacts
- View employee compensation history
- View employee enrollment in training classes
- View position data
- Run HE Leave Accrual Report
- Run Department Pay Register
- Run HE Departmental User queries
- View department budget table
- Run Gross and Fringe and HE Actuals reports
**NDU_D_CampusInfo**
Update campus telephone, address and e-mail

**NDU_D_DevFac**
View tenure data

**NDU_D_EERC_Queries** (UND only)

**NDU_D_Financial Aid**
Access to run WorkStudy queries

**NDU_D_Recruit**
Create and maintain job openings
Enter a new applicant
Update applicant contact data
Update applicant application data

**NDU_D_TimeEffort**
Run Gross and Fringe Report
Run Effort Reports

**NDU_D_TimeEntry**
Enter leave data
Enter hours worked for timeslip employees
Enter other earnings, such as overtime hours for salaried non-exempt staff