

# UCP-Campus-Support Case Submitter

## Grant Approval

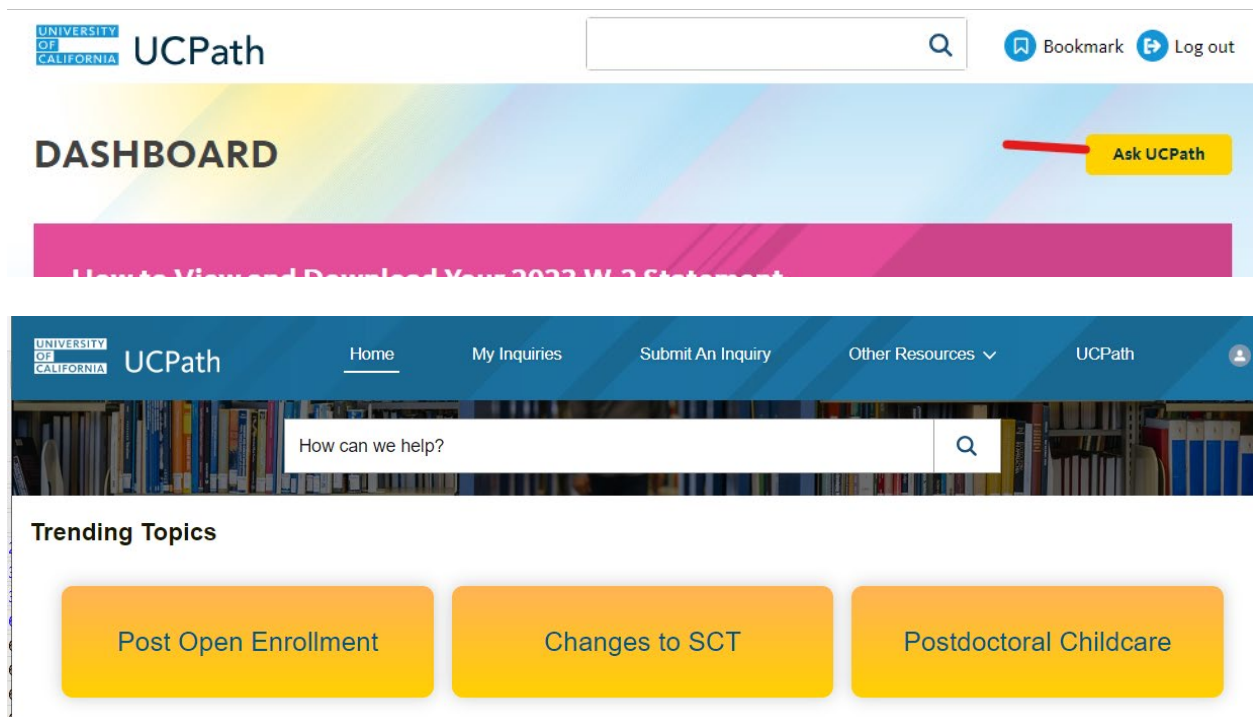
Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPATH Security Administrator-Approver02

## Role Description

### Support Case Submitter:

A role that allows a user to submit a Salesforce ticket for data change related to configuration, for example.



## Role Risks and Requisites

### Risks

- None

### Requisites

- None

## Access Level

No UCPATH Access.

## KSAMS Role Details

<b>Business Process Guides (BPG)</b>	Not applicable as this process is of submitting a Salesforce ticket or a GT Form outside the UCPATH system.
<b>Role Type</b>	System support user.

# UCP-Campus-GL Inquiry (Requires Training)

## Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01

## Role Description

Users in this role can view commitment accounting information for position funding and cost transfer status.

### **Benefit Cost Transfer:**

User has view-only ability. Can see the transfer of an employee's benefit costs from funding sources or accounts.

### **Budget Inquiry:**

View position and budget distribution data.

### **Direct Retro Inquiry:**

Inquiry role for Direct Retro Transactions.

### **Funding Inquiry:**

View approved and saved funding transactions.

### **Work Study Inquiry:**

Inquiry access to the Work Study Award table.

### **Patent Inquiry:**

Ability to verify which version of the Patent Acknowledgment employees have signed, if they have signed the e-Patent Amendment (data ported over from AYS), if they have signed a modified Patent Acknowledgment that can be accessed through the UCPath document repository, look at an individual's history of signing these documents to know which is applicable to an invention disclosure based on the date, etc..

### **Person Org Summary:**

Inquiry Role that allows the user to look up people across the entire UC System. User can view the Person Organizational Summary, which does not have any Row-Level Security.

# Role Risks and Requisites

## Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**
- User is authorized to view employee's benefits and financial data.

## Training Requirements for This Role

Register for courses at [UCLC](#).

R=Required, O= Reccomended

	Online Pre-Requisite Training	UCP – Campus GL Inquiry
<b>1</b>	<b>UCP101: Intro to UCPath</b>	<b>R</b>
<b>2</b>	<b>POS101: Intro to Position Mgmt.</b>	<b>R</b>
<b>3</b>	<b>FIN101: Intro to Position Funding</b>	<b>R</b>
<b>4</b>	<b>TEM101: Intro to Smart HR Templates</b>	<b>O</b>
<b>5</b>	<b>PPA101: Intro to PayPath Actions</b>	<b>O</b>
	<b>Virtual Instructor Led Training Bootcamp</b>	<b>UCP – Campus GL Inquiry</b>
<b>6</b>	<b>*POS202: UCPath Nav &amp; Position Control</b>	<b>O</b>
<b>7</b>	<b>*FIN202: Position Funding Entry</b>	<b>R</b>
<b>8</b>	<b>Lived Name Recording</b>	<b>O</b>
<b>9</b>	<b>*TEM301: Template Transactions Pt. 1</b>	<b>O</b>

	Online Pre-Requisite Training	UCP – Campus GL Inquiry
10	*TEM302: Template Transactions Pt. 2	O
11	*PPA310: PayPath Actions Pt. 1	O
12	*PPA320: PayPath Actions Pt. 2	O
13	*PRQ301: Payroll Requests	O
14	*ABM320: Absence Mgmt.	O
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	R

## Access Level

Review current and historical rows.

## KSAMS Role Details

Business Process Guides (BPG)	All GL BPGs
Role Type	Reporter/Reviewer

# UCP-Campus-General Ledger Approver (Requires Training)

## Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPATH Security Administrator-Approver02

## Role Description

### Benefit Cost Transfer:

Benefit Cost Transfer definition is pending.

### Direct Retro:

Initiate Direct Retro Transactions (Trigger AWE).

### Funding Entry:

Initiate Funding Entry Transactions (Trigger AWE).

### Person Org Summary:

Inquiry Role that allows the user to look up people across the entire UC System. This role enables the user to view the Person Organizational Summary, which does not have any Row Level Security. This Role was created per PMO-4524.

## Role Risks and Requisites

### Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**
- Deep understanding of funding sources and account (ChartFields) is required.

### Training Requirements for This Role

Register for courses at [UCLC](#).

R=Required,

O= Recommended

	<b>Online Pre-Requisite Training</b>	<b>UCP – Campus GL Approver</b>
<b>1</b>	<b>UCP101: Intro to UCPath</b>	<b>R</b>
<b>2</b>	<b>POS101: Intro to Position Mgmt.</b>	<b>R</b>
<b>3</b>	<b>FIN101: Intro to Position Funding</b>	<b>R</b>
<b>4</b>	<b>TEM101: Intro to Smart HR Templates</b>	<b>R</b>
<b>5</b>	<b>PPA101: Intro to PayPath Actions</b>	<b>R</b>
	<b>Virtual Instructor Led Training Bootcamp</b>	<b>UCP – Campus GL Approver</b>
<b>6</b>	<b>*POS202: UCPath Nav &amp; Position Control</b>	<b>R</b>
<b>7</b>	<b>*FIN202: Position Funding Entry</b>	<b>R</b>
<b>8</b>	<b>Lived Name Recording</b>	<b>O</b>
<b>9</b>	<b>*TEM301: Template Transactions Pt. 1</b>	<b>O</b>
<b>10</b>	<b>*TEM302: Template Transactions Pt. 2</b>	<b>O</b>
<b>11</b>	<b>*PPA310: PayPath Actions Pt. 1</b>	<b>R</b>
<b>12</b>	<b>*PPA320: PayPath Actions Pt. 2</b>	<b>O</b>
<b>13</b>	<b>*PRQ301: Payroll Requests</b>	<b>R</b>
<b>14</b>	<b>*ABM320: Absence Mgmt.</b>	<b>O</b>

	<b>Online Pre-Requisite Training</b>	UCP – Campus GL Approver
<b>15</b>	<b>*DRD301: Direct Retro</b>	<b>R</b>
<b>16</b>	<b>*BDP100: Budget Distribution</b>	<b>R</b>

## Access Level

Update current and historical rows

## KSAMS Role Details

<b>Business Process Guides (BPG)</b>	GL.50,.52,.53,.09 and GL.02
<b>Role Type</b>	Transaction approver



# UCP-Campus-Cost Transfers Initiator (Requires Training)

## Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPath Security Administrator-Approver02

## Role Description

- Cost Transfer Initiator-Role allows user to initiate a transfer of costs of an employee from one funding source to another funding source. User can distribute or redistribute benefits costs over one or more funding sources.
- Initiate Direct Retro Transactions (Trigger AWE). User can initiate a retroactive funding distribution for salary cost transfers (SCTs).
- Cost Transfer Inquiry-User can inquire current funding distribution for benefits costs or salary expenses.
- Inquiry role for Direct Retro Transactions-User can inquire status for direct retroactive salary costs transferred in the past.

## Role Risks and Requisites

### Risks

- User can transfer costs to incorrect funding sources causing misstatement of financial statements that can also impact budgeting.

### Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**
- User training and familiarity with FAUs required for funding redistribution.

### Training Requirements for This Role

Register for courses at [UCLC](#).

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP - Campus Cost Transfer Initiator
1	UCP101: Intro to UCPPath	R
2	POS101: Intro to Position Mgmt.	R
3	FIN101: Intro to Position Funding	R
4	TEM101: Intro to Smart HR Templates	O
5	PPA101: Intro to PayPath Actions	O
	Virtual Instructor Led Training Bootcamp	UCP - Campus Cost Transfer Initiator
6	*POS202: UCPath Nav & Position Control	R
7	*FIN202: Position Funding Entry	R
8	Lived Name Recording	O
9	*TEM301: Template Transactions Pt. 1	O
10	*TEM302: Template Transactions Pt. 2	O
11	*PPA310: PayPath Actions Pt. 1	O
12	*PPA320: PayPath Actions Pt. 2	O
13	*PRQ301: Payroll Requests	O
14	*ABM320: Absence Mgmt.	O

	Online Pre-Requisite Training	UCP - Campus Cost Transfer Initiator
15	*DRD301: Direct Retro	R
16	*BDP100: Budget Distribution	O

## Access Level

Update current and historical rows

## KSAMS Role Details

Business Process Guides (BPG)	<a href="#">GL.02</a> , <a href="#">GL.51</a>
Role Type	Transactions initiator

## See Similar roles

Filter by label

There is no content with the specified labels

# UCP-Campus-Budget Entry (Requires Training)

## Grant Approval

Users who are in these roles can approve an addition or removal of this role.

1. HR Departmental DSA-Approver01
2. UCPath Security Administrator-Approver02

## Role Description

### BUDGET ENTRY

Maintain budget distribution data.

User should most likely be assigned Funding Inquiry Role as well.

### BUDGET INQUIRY

View position and budget distribution data.

### FUNDING INQUIRY

View approved and saved funding transactions.

### PERSON ORG SUMMARY

Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

This Role was created per PMO-4524.

## Role Risks & Requisites

### Risks

- User who is not familiar with the setup of budgets can make erroneous entry leading to incorrect reporting of budget available against payroll expenses to be encumbered for the year.
- Could impact entire year of budget setup.
- Inaccurate forecasting and financial planning.

### Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**

## Training Requirements for This Role

NOTE: To get this role, required training courses must be completed in [UCLC](#). Training materials on the UCPATH website are for reference and review.

		R=Required, O= Recommended
	<b>Online Pre-Requisite Training</b>	<b>UCP - Campus Budget Entry</b>
1	UCP101: Intro to UCPATH	R
2	POS101: Intro to Position Mgmt.	R
3	FIN101: Intro to Position Funding	R
4	TEM101: Intro to Smart HR Templates	O
5	PPA101: Intro to PayPath Actions	O
	<b>Virtual Instructor Led Training Bootcamp</b>	<b>UCP - Campus Budget Entry</b>
6	*POS202: UCPATH Nav & Position Control	O
7	*FIN202: Position Funding Entry	R
8	Lived Name Recording	O
9	*TEM301: Template Transactions Pt. 1	O
10	*TEM302: Template Transactions Pt. 2	O
11	*PPA310: PayPath Actions Pt. 1	O
12	*PPA320: PayPath Actions Pt. 2	O
13	*PRQ301: Payroll Requests	O
14	*ABM320: Absence Mgmt.	O
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	R

## Access Level

View/Display Only for funding distribution.

Add, update current of historical row for budget distribution data.

# UCP-Campus-Funding Initiator (Requires Training)

## Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPATH Security Administrator-Approver02

## Role Description

### Funding Entry Initiator:

Initiate Funding Entry Transactions (Trigger AWE).

### Budget Entry:

Maintain budget distribution data.

### Budget Inquiry:

View position and budget distribution data.

### Funding Inquiry:

View approved and saved funding transactions.

### Work Study Inquiry:

Inquiry access to the Work Study Award table.

### Person Org Summary:

Inquiry Role allows users to look up people across the entire UC System. It allows the user to view the Person Organizational Summary, which does not have any Row-Level Security.

## Role Risks and Requisites

### Risks

- Lack of deep familiarity of funding sources and accounts could result in incorrect financial reporting.

### Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**
- GL Training.

## Training Requirements for This Role

Register for courses at [UCLC](#).

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP - Campus Funding Initiator
<b>1</b>	<b>UCP101: Intro to UCPath</b>	<b>R</b>
<b>2</b>	<b>POS101: Intro to Position Mgmt.</b>	<b>R</b>
<b>3</b>	<b>FIN101: Intro to Position Funding</b>	<b>R</b>
<b>4</b>	<b>TEM101: Intro to Smart HR Templates</b>	<b>R</b>
<b>5</b>	<b>PPA101: Intro to PayPath Actions</b>	<b>R</b>
	<b>Virtual Instructor Led Training Bootcamp</b>	<b>UCP - Campus Funding Initiator</b>
<b>6</b>	<b>*POS202: UCPath Nav &amp; Position Control</b>	<b>R</b>
<b>7</b>	<b>*FIN202: Position Funding Entry</b>	<b>R</b>
<b>8</b>	<b>Lived Name Recording</b>	<b>O</b>
<b>9</b>	<b>*TEM301: Template Transactions Pt. 1</b>	<b>O</b>
<b>10</b>	<b>*TEM302: Template Transactions Pt. 2</b>	<b>O</b>

	Online Pre-Requisite Training	UCP - Campus Funding Initiator
11	*PPA310: PayPath Actions Pt. 1	R
12	*PPA320: PayPath Actions Pt. 2	O
13	*PRQ301: Payroll Requests	R
14	*ABM320: Absence Mgmt.	O
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	R

## Access Level

Update current and historical rows.

## KSAMS Role Details

Business Process Guides (BPG)	<a href="#">GL.50</a> Funding Entry.
Role Type	Transaction initiator and processor.



# UCP-Campus-HCF

## Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPath Security Administrator-Approver02

## Role Description

User in an organizational role of Health Care Facilitator (HCF) can view employee's benefits information.

## Role Risks and Requisites

### Risks

- Role has access to sensitive and personally identifiable information of employee and their beneficiaries.

### Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**

## Access Level

Review current and historical rows.

## KSAMS Role Details

<b>Business Process Guides (BPG)</b>	BN.01
<b>Role Type</b>	Reporter/reviewer

## See Similar roles

### Filter by label

There is no content with the specified labels

# UCP-Campus-LOA (Requires Training)

## Grant Approval

Additional approvers for this role include.

1. HR Departmental DSA-Approver01
2. UCPath Security Administrator-Approver02

## Role Description

### Extended Absences Initiator:

Responsible for initiating Leave Requests, providing any additional information as needed by UCPC (Trigger AWE). This role also allows the user to Extend Leaves and Return Employees from Leave.

### GT Forms:

This Role grants portal access to specific GT Forms.

### Person Org Summary:

Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

### UC External System IDs:

Inquiry Role to view the UC External System IDs page.

### Submit on Behalf of:

Location Role to indicate if the user can submit cases on behalf of others via the Portal. Role Risks and Requisites

### Risks

- Data completeness and accuracy.

### Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**
- Training in Absence Management and Leave Administration.

## Training Requirements for This Role

Register for courses at [UCLC](#).

<b>Online Pre-Requisite Training</b>	<b>R=Required, O=Recommended</b>
<b>UCP101: Intro to UCPath</b>	<b>R</b>
<b>POS101: Intro to Position Mgmt.</b>	<b>R</b>
<b>FIN101: Intro to Position Funding</b>	<b>R</b>
<b>TEM101: Intro to Smart HR Templates</b>	<b>R</b>
<b>PPA101: Intro to PayPath Actions</b>	<b>R</b>
<b>Virtual Instructor Led Training Bootcamp</b>	<b>UCP – Campus HCM Inquiry</b>
<b>*POS202: UCPath Nav &amp; Position Control</b>	<b>R</b>
<b>*FIN202: Position Funding Entry</b>	<b>O</b>
<b>Lived Name Recording</b>	<b>R</b>
<b>*TEM301: Template Transactions Pt. 1</b>	<b>O</b>
<b>*TEM302: Template Transactions Pt. 2</b>	<b>O</b>
<b>*PPA310: PayPath Actions Pt. 1</b>	<b>R</b>
<b>*PPA320: PayPath Actions Pt. 2</b>	<b>O</b>
<b>*PRQ301: Payroll Requests</b>	<b>O</b>
<b>*ABM320: Absence Mgmt.</b>	<b>O</b>

<b>*DRD301: Direct Retro</b>	<b>O</b>
<b>*BDP100: Budget Distribution</b>	<b>O</b>

## Access Level

Update current and historical rows only for extended absences.

## KSAMS Role Details

<b>Business Process Guides (BPG)</b>	<a href="#">AM.03</a> , <a href="#">AM.04</a> , <a href="#">AM.05</a> Leave Administration
<b>Role Type</b>	Transactions initiator

# UCP-Campus-HCM Approver 1-All (Requires Training)

## Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPATH Security Administrator-Approver02

## Role Description

Approver role to approve a new or update and existing employee level data changes.

### Extended Absences

Responsible for approving Leave Requests, providing any additional information as needed by UCPATH Center (Triggers AWE). This role also allows the user to Extend Leaves and Return Employees from Leave. Approval Access for changes in person's relationship with UCI. Users in this role can approve:

- Individual Person Transaction

Transaction
Contingent Workers (Add/Renew/Complete)
Hire
Personal Data Changes
Intra-location Transfer
Rehire
Involuntary Termination
Voluntary Termination
Retire
Merit Increase

### PayPath Department

Allows users to approve a submitted Position, Job, and Additional Pay change for existing employees in UCPATH.

### Position Control

Permission for the AWE Approver role for all Position Control Transactions.

## **Person Profile**

Permission for the AWE Approver role for all Person Profile Transactions. This permission is available to every AWE Approver Role associated with Person Profile Transactions.

## **Recurring Additional Pay**

Online page for location users to approve a submitted recurring additional payments request.

## **One-Time Pay**

Online page for location users to approve a submitted one-time additional payment request. Reference in BPG PY.07.

## **Pay Request**

Online page for location users to approve a submitted Off Cycle Pay or Final Pay requests. Reference in BPGs PY.05 and PY.10

## **Person Org Summary**

Inquiry Role that allows users to look up people across the entire UC System. User can view the Person Organizational Summary, which does not have any Row-Level Security.

## **UC External System IDs**

Inquiry Role to view the UC External System IDs page

# **Role Risks and Requisites**

## **Risks**

- User should not also have the HCM Initiator transactions role for transactions where user is able to approve own transactions. Segregation of Duties conflict

## **Requisites**

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**
- User's job function has expectation that user is authorized to approve the listed transactions.

## **Training Requirements for This Role**

Register for courses at [UCLC](#).

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP – Campus HR Approver
1	UCP101: Intro to UCPATH	R
2	POS101: Intro to Position Mgmt.	R
3	FIN101: Intro to Position Funding	R
4	TEM101: Intro to Smart HR Templates	R
5	PPA101: Intro to PayPath Actions	R
	Virtual Instructor Led Training Bootcamp	UCP – Campus HR Approver
6	*POS202: UCPATH Nav & Position Control	R
7	*FIN202: Position Funding Entry	R
8	Lived Name Recording	R
9	*TEM301: Template Transactions Pt. 1	R
10	*TEM302: Template Transactions Pt. 2	R
11	*PPA310: PayPath Actions Pt. 1	R
12	*PPA320: PayPath Actions Pt. 2	R

	Online Pre-Requisite Training	UCP – Campus HR Approver
13	*PRQ301: Payroll Requests	R
14	*ABM320: Absence Mgmt.	R
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	O

## Access Level

Update current and historical rows

## KSAMS Role Details

Business Process Guides (BPG)	WFA.01-.05, WFA.09-.16
Role Type	Campus level Approver



# UCP-Campus-HCM Initiator (Requires Training)

## Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPATH Security Administrator-Approver02

## Role Description

Transactor role to initiate a new or update and existing employee level data changes.

### Extended Absences Initiator

Responsible for initiating Leave Requests, providing any additional information as needed by UCPATH Center (Triggers AWE). This role also allows the user to Extend Leaves and Return Employees from Leave.

### PayPath Initiator

Allows users to submit Position, Job, and Additional Pay changes for existing employees in UCPATH.

### Position Control Initiator

Provides ability to initiate new or update existing vacant positions (cannot be used to make position changes that impact the Incumbent's job record). All requests made through position control will route for approval.

### Templates Initiator

To initiate smart HR templates and to add data for the onboarding process. The following transactions are included under the umbrella of smart HR Templates:

- Hire
- CWR Add Renew
- Rehire
- Personal Data
- Intra-location Transfer
- Involuntary Termination
- Voluntary Termination
- Retire
- CWR Complete Additional Pay Initiator

## **Additional Pay Initiator**

Online page for location users to submit recurring additional payments.

## **Payroll Request Initiator**

Online page for location users to submit Off Cycle Pay requests or Final Pay requests.

## **Time File Upload Initiator**

Online page to upload and approve the I-181 Regular Time Entry IB files with AWE. This has an option to select either an 'On-Cycle' or 'Off-Cycle' flag while uploading the I-181 file for approval.

## **AM Inquiry**

Inquiry role to view main Absence Management pages.

## **Health Care Facilitator (HCF)**

User in an organizational role of Health Care Facilitator (HCF) can view employee's benefits information.

## **Work Study Inquiry**

Inquiry access to the Work Study Award table.

## **Contract Pay Inquiry**

Monitor contract pay details before and after a person is paid on contract pay.

## **Experienced Based Pay Initiator**

Initiates pay rate changes for experienced-based employee.

## **GT eForms WorkCenter**

This Role grants portal access to a list of GT eForms.

## **I9 Reviewer**

Review data updated by Guardian / Glacier.

## **Mass PayPath Actions Initiator**

For Initiators to upload mass update files for Data Changes (includes Pay Rate Changes and Additional Pay) to UCPATH for processing.

## Person Checklist

Provides access to maintain person checklist. Person Checklists- New Hire, Rehire, Separation, Transfer, CWR.

## Person Org Summary

Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

## Person Profile Admin

Access to update and maintain person profile data.

Modified Person Profile to store Patent Data.

## UC External Systems ID

Inquiry Role to view the UC External System IDs page. WFA Inquiry: Inquiry role to view main WFA components.

## WFA Inquiry

Inquiry role to view main WFA components.

UC Employee Review page - propose to move to UC Customizations Folder Person Org Summary and Workforce Job Summary are truly display only - no update action available.

## Submit on Behalf of (SOBO)

Location Role to indicate if the user can submit Salesforce Cases on behalf of others via the UCPath Portal

## Payroll Inquiry

Inquiry role to view main PY components.

PY Inquiry Role for both recurring additional pay and one time pay, Final Pay, General Deductions Submitter.

## Role Risks and Requisites

Role	Risks
Extended Absences Initiator	Could submit leave days incorrectly causing employee pay to be wrong

PayPath Initiator Mass PayPath Actions Initiator	Data quality and integrity risk if incorrect data is entered for the high pay rate employees causing a larger financial impact.
Position Control Initiator	Positions are master data and have direct impacts to UCI's funding for the positions. Incorrect fund mapping can cause ledgers to report incorrectly
Templates Initiator	Only users authorized to process HR transactions such as Hire, Retire etc. can be granted this role.
Additional Pay Initiator One Time Pay Initiator Payroll Request Initiator Experienced Based Pay Initiator Person Profile Admin	Users authorized for payroll as part of their expected performance of their job duties can be granted with this role. Users not trained or unfamiliar with the listed activities can cause downstream financial reporting adversely

## Requisites

- **KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**

## Training Requirements for This Role

Register for courses at [UCLC](#).

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP – Campus HCM Initiator
<b>1</b>	<b>UCP101: Intro to UCPath</b>	<b>R</b>
<b>2</b>	<b>POS101: Intro to Position Mgmt.</b>	<b>R</b>
<b>3</b>	<b>FIN101: Intro to Position Funding</b>	<b>R</b>
<b>4</b>	<b>TEM101: Intro to Smart HR Templates</b>	<b>R</b>
<b>5</b>	<b>PPA101: Intro to PayPath Actions</b>	<b>R</b>

	<b>Online Pre-Requisite Training</b>	<b>UCP – Campus HCM Initiator</b>
	<b>Virtual Instructor Led Training Bootcamp</b>	<b>UCP – Campus HCM Initiator</b>
<b>6</b>	<b>*POS202: UCPath Nav &amp; Position Control</b>	<b>R</b>
<b>7</b>	<b>*FIN202: Position Funding Entry</b>	<b>R</b>
<b>8</b>	<b>Lived Name Recording</b>	<b>R</b>
<b>9</b>	<b>*TEM301: Template Transactions Pt. 1</b>	<b>R</b>
<b>10</b>	<b>*TEM302: Template Transactions Pt. 2</b>	<b>R</b>
<b>11</b>	<b>*PPA310: PayPath Actions Pt. 1</b>	<b>R</b>
<b>12</b>	<b>*PPA320: PayPath Actions Pt. 2</b>	<b>R</b>
<b>13</b>	<b>*PRQ301: Payroll Requests</b>	<b>R</b>
<b>14</b>	<b>*ABM320: Absence Mgmt.</b>	<b>R</b>
<b>15</b>	<b>*DRD301: Direct Retro</b>	<b>O</b>
<b>16</b>	<b>*BDP100: Budget Distribution</b>	<b>O</b>

## Access Level

Update current and historical rows.

## KSAMS Role Details

<b>Business Process Guides (BPG)</b>	Multiple, including <a href="#">PY.05</a> and <a href="#">PY.10</a>
<b>Role Type</b>	Transactor, initiate a new or update and existing employee level data changes.

# UCP-Campus-HCM Inquiry with PII (Requires Training)

## Grant Approval

Approvers for this role:

1. HR Departmental DSA-Approver01

## Role Description

Role to review job related information of employees the user is authorized for.

### Job Data Review (No Compensation):

Review employee's job information.

### AM Inquiry:

Inquiry role to view main AM components.

### Work Study Inquiry:

Inquiry access to the Work Study Award table.

### Contract Pay Inquiry:

Monitor contract pay details before and after a person is paid on contract pay.

### Person Org Summary:

Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

### UC External System IDs:

Inquiry Role to view the UC External System IDs page.

### WFA Inquiry-with PII (Personally Identifiable Information):

Inquiry role to view main WFA components.

Sensitive information (PII) components with Personal Identification Information.

- Modify a Person
- Emergency Contact
- Security Clearance

**Payroll Inquiry:**

Inquiry role to view main PY components.

PY Inquiry Role for both recurring additional pay and one time pay, Final Pay,

**General Deductions Submitter:**

Submit employee level general deductions to be applied to pay.

**Role Risks and Requisites****Requisites**

**KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**

**Training Requirements for This Role**

Register for courses at [UCLC](#).

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP – Campus HCM Inquiry
1	UCP101: Intro to UCPPath	R
2	POS101: Intro to Position Mgmt.	R
3	FIN101: Intro to Position Funding	R
4	TEM101: Intro to Smart HR Templates	R
5	PPA101: Intro to PayPath Actions	R
	Virtual Instructor Led Training Bootcamp	UCP – Campus HCM Inquiry
6	*POS202: UCPath Nav & Position Control	R



	Online Pre-Requisite Training	UCP – Campus HCM Inquiry
7	*FIN202: Position Funding Entry	O
8	Lived Name Recording	R
9	*TEM301: Template Transactions Pt. 1	O
10	*TEM302: Template Transactions Pt. 2	O
11	*PPA310: PayPath Actions Pt. 1	R
12	*PPA320: PayPath Actions Pt. 2	O
13	*PRQ301: Payroll Requests	O
14	*ABM320: Absence Mgmt.	O
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	O

## Access Level

Review current and historical rows.

## KSAMS Role Details

<b>Business Process Guides (BPG)</b>	Cross functional activity inquiry, not one specific Business Process Guide.
<b>Role Type</b>	Reporter/Reviewer

# UCP-Campus-WFA No PII

## Grant Approval

Additional approvers for this role include:

1. HR Departmental DSA-Approver01
2. UCPATH Security Administrator-Approver02

## Role Description

Inquiry role to view main WFA components. Excludes components with Personal Identification Information.

This is the same as the WFA Inquiry Role. minus the following pages:

- Modify a Person
- Emergency Contact
- Security Clearance

## Role Risks and Requisites

**KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**

Basic UCPATH WFA Training.

## Access Level

Review current and historical rows.

## KSAMS Role Details

<b>Business Process Guides (BPG)</b>	Cross-functional across WFA activities.
<b>Role Type</b>	Reporter/Reviewer

# UCP-Campus-HCM Inquiry (Requires Training)

## Grant Approval

Approvers for this role:

1. HR Departmental DSA-Approver01

## Role Description

Role to review job related information of employees the user is authorized for.

### Job Data Review (No Compensation):

Review employee's job information.

### AM Inquiry:

Inquiry role to view main AM components.

### Work Study Inquiry:

Inquiry access to the Work Study Award table.

### Contract Pay Inquiry:

Monitor contract pay details before and after a person is paid on contract pay.

### Person Org Summary:

Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

### UC External System IDs:

Inquiry Role to view the UC External System IDs page.

### WFA Inquiry-No PII (Personally Identifiable Information):

Inquiry role to view main WFA components.

Excludes components with Personal Identification Information.

This is the same as the WFA Inquiry Role minus the following Pages:

- Modify a Person
- Emergency Contact
- Security Clearance

**Payroll Inquiry:**

Inquiry role to view main PY components.

PY Inquiry Role for both recurring additional pay and one time pay, Final Pay,

**General Deductions Submitter:**

Submit employee level general deductions to be applied to pay.

**Role Risks and Requisites****Requisites**

**KSAMS role of UCP-Campus-Department Level Security is required with appropriate HR Department Code**

**Training Requirements for This Role**

Register for courses at [UCLC](#).

R=Required,

O= Recommended

	Online Pre-Requisite Training	UCP – Campus HCM Inquiry
1	UCP101: Intro to UCPath	R
2	POS101: Intro to Position Mgmt.	R
3	FIN101: Intro to Position Funding	R
4	TEM101: Intro to Smart HR Templates	R
5	PPA101: Intro to PayPath Actions	R
	Virtual Instructor Led Training Bootcamp	UCP – Campus HCM Inquiry
6	*POS202: UCPath Nav & Position Control	R

	Online Pre-Requisite Training	UCP – Campus HCM Inquiry
7	*FIN202: Position Funding Entry	O
8	Lived Name Recording	R
9	*TEM301: Template Transactions Pt. 1	O
10	*TEM302: Template Transactions Pt. 2	O
11	*PPA310: PayPath Actions Pt. 1	R
12	*PPA320: PayPath Actions Pt. 2	O
13	*PRQ301: Payroll Requests	O
14	*ABM320: Absence Mgmt.	O
15	*DRD301: Direct Retro	O
16	*BDP100: Budget Distribution	O

## Access Level

Review current and historical rows.

## KSAMS Role Details

<b>Business Process Guides (BPG)</b>	Cross functional activity inquiry, not one specific Business Process Guide.
<b>Role Type</b>	Reporter/Reviewer