

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

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

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UCP-Campus-LOA (Requires Training)

Grant Approval

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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](#).

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

*DRD301: Direct Retro	O
*BDP100: Budget Distribution	O

Access Level

Update current and historical rows only for extended absences.

KSAMS Role Details

Business Process Guides (BPG)	AM.03 , AM.04 , AM.05 Leave Administration
Role Type	Transactions initiator