

UCPath Roles Summary

Summary of access in UCPath Roles

[UCPath Access Request Form](#)

	KSAMS Role Name	Function
	UCPath Workforce Administration	
1	UCP-Campus-HCM Initiator (Requires Training)	Initiates new or updates existing employee information such as hires, positions assignments, PayPath, or Pay changes. Manages LOA and PayPath Transactions.
2	UCP-Campus-HCM Approver 1-All (Requires Training)	Approves transactions for new or existing employee information such as hires, position assignments, and PayPath, LOA, or Pay changes.
3	UCP-Campus-Position Initiator	Initiates new, or updates existing, vacant positions for approval, view budget distribution data.
4	UCP-Campus-Position Control Approver	Approves position change transactions for new and vacant positions for the departments they own to approve.
5	UCP-Campus-WFA No PII	Choose either 5 or 6 not both. Lookup but not change any employee job or personal info they are authorized for except for sensitive or confidential information.
6	UCP-Campus-WFA with PII	Choose either 5 or 6 not both. Lookup but not change any employee job or personal info they are authorized for including sensitive or confidential information. Includes ability to view PII information.
7	UCP-Campus-HCM Inquiry (Requires Training)	Inquire payroll, absence, workstudy, or job info related information of employees the user is authorized for, includes the WFA with PII. Inquire PayPath Transactions and employment verification information.
	UCPath Absences & Benefits	
8	UCP-Campus-LOA (Requires Training)	Initiates Leave Requests, provides any additional information as needed and to Extend Leaves and Return Employees from Leave (role also included in HCM Initiator).
9	UCP-Campus-HCF	Functions as Health Care Facilitator (HCF) can view employee's benefits information (<i>access also included in HCM Initiator</i>). Can inquire on employee benefits eligibility and benefit event changes.
10	UCP-Campus-Support Case Submitter	Submit a Salesforce ticket to UCPath for another employee, such as data change, (<i>access also included in HCM Initiator</i>).

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UCPath Payroll		
11	UCP-Campus-Payroll Initiator (Requires Training)	Initiates additional pay, one time or recurring and payroll requests, final pay. Initiates PayPath transactions. Includes WFA Inquiry roles. Not needed if have HCM Initiator role
12	UCP-Campus-Payroll Approver 1-All (Requires Training)	Approves additional pay one time or recurring and payroll request and final pay. Not needed if have HCM Approver role.
UCPath General Ledger		
13	UCP-Campus-Funding Initiator (Requires Training)	Initiates funding or budget entries for employees funding sources
14	UCP-Campus-Cost Transfers Initiator (Requires Training)	Initiates transfer of costs of an employee from one funding source to another funding source. Also distributes or redistributes benefits costs over one or more funding sources.
15	UCP-Campus-Budget Entry (Requires Training)	Maintains and initiates budget entries for budget distribution data.
16	UCP-Campus-General Ledger Approver (Requires Training)	Approver of Funding entry, Benefits cost transfer, and direct retro transactions.
17	UCP-Campus-GL Inquiry (Requires Training)	Review GL or commitment accounting information for position funding and cost transfer status.