

Human Resources Information System

New Department Roles

Roles Dynamically Assigned (Request not Required)

HRIS Department Manager	<p>FOR DEPARTMENT USE (dynamically assigned to supervisors designated in the 'Reports To' field) - Grants view/add/update access to your employees (both direct and non-direct reports) in Manager Self Service to execute and authorize HR transactions and view employee personal and compensation information.</p> <ul style="list-style-type: none"> • Used to execute promotions, ad hoc salary changes, part/full-time changes, terminations, and retirements; • Replaces Compensation/Class, Termination Personnel Action Form (PAF), and Hiring Process Request (HPR) form; • NOTE: The Prepare and Manage Hire process performed by the Staffing Department replaces the HPR for new hires and competitive promotions.
HRIS Employee Self-Service	<p>FOR EMPLOYEE USE (dynamically assigned with ASURITE ID) - Grants view/add/update access to Self Service for employees to perform their individual Benefits, Payroll, and Personal data transactions.</p> <ul style="list-style-type: none"> • Replaces direct deposit, change of address, and W-4 forms, plus Benefits forms for new hires; • Interim Process: Use NEW Declaration for Change form for Benefits changes.

Roles Assigned upon Request with Authorization

HRIS Department Manager Proxy	<p>FOR DEPARTMENT USE (required for individuals (without Manager Self Service access) to approve transactions for a manager) - Grants view/add/update access to your employees (both direct and non-direct reports) in Manager Self Service to authorize ad hoc salary and promotion transactions only.</p> <ul style="list-style-type: none"> • Used to approve promotions and ad hoc salary changes for a supervisor; • Replaces Compensation/Class form.
HRIS Department View	<p>FOR DEPARTMENT USE - Grants department view only access to HR and Payroll data with Payroll History – earnings only in the Human Resources Information System.</p> <ul style="list-style-type: none"> • Visual translation between HRMS (Screens 3, 4, 5, 7, and 55) to HRIS is being developed for your reference.
HRIS Dept Financial Manager	<p>FOR DEPARTMENT USE - Grants department view/add/update access to ASU Position Management to execute HR position funding (commitment accounting) transactions.</p> <ul style="list-style-type: none"> • Replaces the account for the pay line on HRMS Screen 4.
HRIS Dept Position Manager	<p>FOR DEPARTMENT USE - Grants department view/add/update access to ASU Position Management to execute HR position transactions (i.e., job title, department, reports to) PLUS view only access to position funding (commitment accounting).</p> <ul style="list-style-type: none"> • Replaces Position Change Request form.
HRIS Dept Position View	<p>FOR DEPARTMENT USE - Grants department view only access to ASU Position Management to review HR positions (job) with position funding (commitment accounting).</p> <ul style="list-style-type: none"> • Replaces HRMS Screen 81.
HRIS Dept Tenure Manager	<p>FOR DEPARTMENT USE - Grants department view/add/update access to Tenure Data, School Education, and Professional Ed & Training pages to maintain faculty tenure data.</p> <ul style="list-style-type: none"> • Replaces HRMS Screen 2 (subscreen 21).
HRIS Registrar View	<p>FOR REGISTRAR'S OFFICE USE ONLY - Grants view only access to Work Location, Benefits Program Participation, and Job Information pages for tuition waiver eligibility verification.</p> <ul style="list-style-type: none"> • Replaces HRMS Screens 3 and 4.

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HRIS Dept Student Employ Manager	<p>FOR STUDENT EMPLOYMENT USE ONLY - Grants view/add/update access to ASU Position Management to execute student position and position funding transactions for PLUS view only access to Job Information and Payroll history - earning only.</p> <ul style="list-style-type: none"> • Replaces Position Change Request form and the account for the pay line on HRMS Screen 4.
HRIS Dept Time Administrator (DTA)	<p>FOR DEPARTMENT USE: Grants view/add/update access to Time and Labor for approving time for employees in your department. In order to be valid, a request must include one or more ASU Department codes for time approval. Please enter this information in the role comments.</p>
HRIS Dept Pay Manager	<p>(PHASE 2 – In Development; Coming Soon) FOR DEPARTMENT USE – Grants department view/add/update access to ASU Additional Pay to execute additional pay transactions (i.e., auxiliary pay, bonus, summer session, supplemental pay).</p> <p>Interim Process: Use Additional Pay form on HR website under HR Forms.</p>
HRIS Dept Leave Manager	<p>(PHASE 2 – In Development; Coming Soon) FOR DEPARTMENT USE - Grants department view/add/update access to ASU Leaves Management to execute leaves of absence (i.e., Family Leave, Parental Leave, Military Leave, and Administrative Leave).</p> <p>Interim Process: Use the NEW Leave of Absence form on HR website under HR Forms.</p>
HRIS Dept Contract Pay Manager	<p>(PHASE 2 – In Development; Coming Soon) FOR DEPARTMENT USE - Grants department view/add/update access to ASU Contract Pay to execute 8-, 9-, and 10-month work assignments.</p> <p>Interim Process: Use spreadsheet or form designed by the Office of Human Resources.</p>

Designating an Alternate User (Proxy)

To execute transactions in Manager Self Service	<p>The manager must be designated as the “reports to” in ASU Position Management.</p> <p>IMPORTANT CHANGE: The individual who the manager “reports to” can execute transactions in the Manager’s absence, since an Alternate User cannot be used to initiate transactions.</p>
To approve ad hoc salary changes and promotions in Manager Self Service	<p>The individual who the manager “reports to” as designated in ASU Position Management will approve these transactions.</p> <p>A Proxy can be temporarily designated to approve ad hoc salary changes and promotions by entering an Alternate User under My System Profile:</p> <ul style="list-style-type: none"> • Enter the Alternate User’s ASURITE ID; • Enter the From and To Dates; • Click on Save. <p>IMPORTANT: If your Proxy does not have access to Manager Self Service, he/she must elect the HCM Department Manager Proxy security role.</p>