BUworks Distributed Security Access Roles

Role Description	Description	BUworks Functionality
Distributed Roles for Finance and Procurement		
Department Submitter	This role is for administrative or clerical who enter and view financial transactions (e.g., journal entries, customer billings, and vendor invoices).	**BUworks Central:** • WebGUI tab • Reporting Tab
Department Submitter -Display Only	This role is for administrative, clerical or managerial who will not enter or approve financial transactions, but instead need to view financial transactions, account balances and budget status.	**BUworks Central:** • WebGUI tab • Reporting Tab
Internal Service Requestor	This role is for administrative or clerical who will need to request and approve the procurement of goods or services from an internal provider. *(NOTE: No additional approval is required for Internal Service Requests.)*	**BUworks Central:** • Procurement Tab • Reporting Tab
SRM Shopper	This role is for administrative, clerical/support, or managerial who place orders to procure goods and/or services from an external vendor.	**BUworks Central:** • Procurement Tab • Reporting Tab
Departmental Approver	This role is for financial administrators or managers responsible for approving purchases, journal entries, customer billing, and vendor invoices.	**BUworks Central:** • WebGUI tab • Reporting Tab • Worklist

V2.0 05172012

BUworks Distributed Security Access Roles

Role Description	Description	BUworks Functionality
Distributed Roles for HCM (Human Capital Management)		
Timekeeper	This role is for individuals who manage and maintain the entry of work time in their designated organizational unit: • Enter, change and approve time • Enter leave of absences • Manage and maintain work schedules • Enter vacation and various other types of recorded work time In addition to the overall general Timekeeper role, several specific Timekeeper roles are available for individuals with unique work time recording requirements. These added versions of the general Timekeeper role include: **FMP CRC Student Timekeeper**: Timekeeping for students working in Facilities Maintenance & Planning. **FMP CRC Timekeeper:** Timekeeping for Facilities Maintenance & Planning staff members. **FMP BUMC, BUPPA, BUSOA Timekeeper:** Timekeeping for BUMC Facilities Maintenance & Planning staff: BUPPA and BUSOA union members. **L2324, NREP Timekeeper :** Timekeeping for all other administrative and staff personnel.	**BUworks Central:** • WebGUI – CATS Transaction • This role has access to all employees under the Org Unit(s) for which they are the Timekeeper.
Manager Self-Service *(For individuals with direct reports)*	This role is for individuals who have one or more **people reporting to them in the organization structure** (including faculty, staff, casual, and non-compensated employees). The actions of this role include: • Initiate organization actions (i.e., organization profile changes, reorganization, organization charts) • Initiate hiring actions • Maintain faculty contract information • Initiate personnel actions (i.e., position changes and revisions, salary changes, leaves of absence, retirements, terminations, transfers, etc.) • Enter, release, and approve time • View and change personnel information for employees reporting to them In addition to the overall and general Manager Self Service (MSS) role, two optional role versions are: **MSS Manager-Faculty**: For individuals with faculty members reporting to them. **MSS Manager-Staff/Student:** For Individuals with non-faculty reporting to them.	**BUworks Central:** • Manager Self Service • Reporting Tab • Worklist

BUworks Distributed Security Access Roles

Role Description	Description	BUworks Functionality
Payroll Coordinator	This role is for individuals who have authority to execute most of the same actions as the MSS role for **designated organization units, not necessarily the one in which the payroll coordinator resides**. Actions include: • Initiate organization actions *(organization profile changes, reorganization, organization charts)* • Initiate hiring actions • Maintain faculty contract information • Initiate personnel actions *(position changes and revisions, salary changes, leaves of absence, retirements, terminations, transfers, etc.)* • Enter and release time for employees (but not approve without the Timekeeper role) • View and change personnel information for employees within the designated organization unit *(Note: This role has access to salary information)* In addition to the overall and general Payroll Coordinator role, two optional role versions are: **Payroll Coordinator-Faculty**: For individuals responsible for faculty information. **Payroll Coordinator-Staff/Student:** For Individuals responsible for non-faculty employee information.	**BUworks Central:** • Payroll Coordinator • Reporting Tab
Level 1 Approver	This role is for managers whose approval is required for personnel actions **prior to (level 2) approval** of org mgmt. and personnel actions.	**BUworks Central:** • Manager Self Service • Reporting Tab • Worklist
Level 2 Approver	This role is for managers whose approval is required to **finalize** org mgmt. and personnel actions.	**BUworks Central:** • Manager Self Service • Reporting Tab • Worklist