PeopleSoft Campus Solutions Roles

Campus Community

Technical Name	Role Common Name	Access Grantor: Clint Rebik or Steven Ladwig	Campus/ Dept	Department	Position
HUMCSCC Common CC Base	101. Common Base CC Role	For Information Only: Base Role for all Campus Solutions Campus Community Access. This role and role 304 Student Enrollment	Campus	Health Center	Administrative Support Assistant
				Health Center	Medical Assistant
				Office of the Registrar	Transfer & Grad Counselor
				SDRC	Office Manager
				Student Affairs	Special Projects
				Student Engage Lead	Associate Dean
				Student Financial Services	Accounting Technician
				Student Financial Services	Cashier

Technical Name	Role Common Name	Access Grantor: Steven Ladwig	Campus/ Dept	Department	Position
HUMCSCC 3Cs Configuration Setu	102. 3C's Configuration Setup	Allows specially trained staff members to set up and configure Communications, Comments and Checklists ("3 C's"). See PeopleBooks, CMS Guides or HSU Admissions Business Process Guide "3 C's Setup."	Dept	ITS Spec Apps	IT Specialist
				Admissions	Coordinator
				Admissions	Director
				Student Affairs	Student Support Liaison
HUMCSCC Maintain Organizations	103. Maintain Organizations	Reserved for Admissions staff and other campus members who deal with non-school External Organizations, who are authorized and trained to maintain External Organization tables, including new/updated schools, and related ERS mapping.	Dept	Admissions	Coordinator
				Admissions	Director
				Student Financial Services	Cashier

Technical Name	Role Common Name	Access Grantor: Clink Rebik	Campus/ Dept	Department	Position
HUMCS General User1	104. Campus Solutions General User	Automatically included when a PeopleSoft Campus Solutions role is requested and includes the following access: CSU ID Search, Search/Match, Campus Community, Student Enrollment summary (role #341)	Campus	All CS Users	
HUMCSCC Address Phone Upd Only	105. Campus Community Address Phone	Campus Community access to update only address and phone contact information	Campus	Student Financial Services	Accounting Technician
				Admissions	Student Assistant
				Extended Education	Student Assistant

Admissions

Technical Name	Role Common Name	Access Grantor: Steve Ladwig	Campus/ Dept	Department	Position
HUMCSAD Admissions Mgr	201. Admissions Manager	This role is reserved for Enrollment Management staff members needing access to background setup tables and processing pages, including ERS, in addition to the standard pages needed for day-to-day admissions-related tasks. Admin privileges for the Early Start Program. Run specific PS and CMS processes necessary to delete applications from CMS Staging Tables and from PS Pages. set up yearly configuration necessary for automated CSU admission evaluation; also to run the actual automated evaluation processes. manage Duplicate Records. Add/Update: All Admissions and Campus Solutions pages. Run Reports: CO Reporting tables.	Dept	Admissions	Coordinator
				Admissions	Director
HUMCSAD Admissions Staff	202. Admissions Staff should be Admissions Staff ONLY.	This role is used by staff members within Enrollment Management who do admissions-related tasks, including updating and inserting admissions-related data. Smart page and Summary report for the Early Start Program. In addition, designated staff outside Enrollment Management who do admissions-related tasks, such as the NSE coordinator and Graduate Studies Admissions staff member, could be granted this role.	Campus	Admissions	Administrative Support Coordinator
				Admissions	Administrative Analyst
				Admissions	Admissions Counselor
				Admissions	Assistant Director
				Admissions	Coordinator
				Admissions	Director
				Admissions	Office Manager
				Admissions	Student Assistant

		Add/Update: All Admissions pages Process: Early start		Athletics	Assistant Director
				CNRS	Student Services Professional
HUMCSAD Admissions Student	203. Admissions Student Worker	This role is used for students working in the Admissions Office. It provides view access to Admissions-related pages, with partially masked SSNs. Inquire: View access to Admissions-related pages.	Campus	Financial Aid	Director
				Financial Aid	Grant Coordinator
				Financial Aid	Loan Coordinator
				Financial Aid	Specialist
HUMCSAD Cross Module Admiss Pg	204. Admissions Cross Module Summary	This role was designed for use by staff members outside of the Admissions or Registrar's Office, who need to view (but not update) certain admissions-related pages, including admission status, test scores, Graduate Application "Statements of Purpose," the admission application staging tables. Smart page and Summary report for the Early Start Program. Inquire: Admissions inquiry	Campus	Health Center	Assistant to Director
				HOP	Director
				Housing	Administrative Support Assistant
				INRSEP	Advisor
				Institutional Research	Systems Analyst
				International Center	Advisor
				International Center	Recruitment Coordinator
				International Center	Study Abroad Advisor
				ITEPP	Coordinator
				Learning Center	Administrative Support Assistant
				Learning Center	Advisor
				Learning Center	Basic Skills Specialist
				Learning Center	Director
				Learning Center	Language Skills Specialist
				Learning Center	Tutorial Coordinator
				Office of the Registrar	Academic Scheduler
				Office of the Registrar	Administrative Support Assistant
				Office of the Registrar	Articulation Officer
				Office of the Registrar	DARS Coordinator
				Office of the Registrar	Records Analyst
				Office of the Registrar	Registrar
				Office of the Registrar	Student Assistant
				Office of the Registrar	Transfer & Grad Counselor
				Psychology	Graduate Coordinator
				School of Education	Administrative Support Assistant
				School of Education	EED Coordinator
				SDRC	Education Resource Specialist
				SDRC	Office Manager
				SDRC	Director
				SDRC	Resource Specialist
				Student Academic Services	Administrative Support Assistant
				Student Academic Services	Director
				Student Affairs	Administrative Support Assistant
				Student Affairs	Administrative Support Coordinator
				Student Affairs	Dean of Students
				Student Affairs	Student Support Liaison
				Student Financial Services	Manager
				Student Rights	Administrative Support Assistant
				Talent Search	Counselor
				Testing Center	Coordinator
				Veterans Affairs	Student Assistant
				Veterans Affairs	Veterans Coordinator
HUMCSAD CSU Auto Eval Prcs	206. CSU Auto Evaluation Process	Reserved for Admissions staff who are authorized and trained to set up yearly configuration necessary for automated CSU admission evaluation; also to run the actual automated evaluation processes. Add/Update: Yearly configuration for automated CSU admission evaluation. Process: Run automated evaluation processes.	Dept	Admissions	Coordinator
		Reserved for Admissions, Records and EOP staff who need access to view/update the CMS EOP Admissions		EOP	Advisor
				EOP	Director

Technical Name	Role Common Name	Access Grantor: Clint Rebik	Campus/Dept	Department	Position
HUMCSAD EOP Admiss Status	209. EOP Admissions Status	Add/Update: EOP Admissions Process: EOP Admissions	Campus	EOP	Administrative Support Assistant
				EOP	Administrative Support Coordinator
				EOP	Admissions Counselor
				EOP	Advisor
				HOP	Director
				Learning Center	Advisor
				Learning Center	Basic Skills Specialist
				Learning Center	Language Skills Specialist
				Learning Center	Tutorial Coordinator
				Learning Center	Basic Skills Specialist
				Learning Center	Director
				Learning Center	Administrative Support Assistant
				Student Academic Services	Director
				Student Academic Services	Administrative Support Assistant
HUMCSAD Ext Test Score Process	210. External Test Score Process	Reserved for Admissions staff who are authorized and trained to run processes necessary to load/search/match/post various incoming test scores into PS. Add/Update: Load and post incoming test scores. Process: External test score loads Inquire: External test scores	Dept	Admissions	Office Manager
				Admissions	Director
				Admissions	Administrative Support Coordinator
				ITS App Dev	Programmer
HUMCSAD Orientation Admin	212. Admissions HOP Registration	Full read/write access to the admin side of the student orientation registration mod Add/Update: Student orientation registration module	Dept	Admissions	Administrative Support Assistant
				Admissions	Assistant Director
				Admissions	Coordinator
				Admissions	Office Manager
				Athletics	Assistant Director
				EOP	Administrative Support Assistant
				EOP	Admissions Counselor
				EOP	Director
				EOP	Advisor
				HOP	Director
				Office of the Registrar	Academic Scheduler
				Office of the Registrar	Administrative Support Assistant
				Office of the Registrar	DARS Coordinator
				Office of the Registrar	Registrar
				Office of the Registrar	Transfer & Grad Counselor
HUMCSAD Orientation Read Only	213. Admissions HOP Access - Read only	Read only access to the admin side of the student orientation registration mod Inquire: Student orientation registration module	Campus	Admissions	Office Manager
				Admissions	Student Assistant
				Art	Lecturer
				EOP	Advisor
				EOP	Student Assistant
				ITEPP	Coordinator
HUMCSCC Address Phone Upd Only	214. Campus Community – Update to Address and Phone	Allows specially trained student workers in Admissions office the ability to not only view addresses and phones, but also to update them. Add/Update: Addresses and phone numbers Inquire: Addresses and phone numbers	Campus	Admissions	Student Assistant
				Extended Education	Student Assistant
HUMCSAD_QUICK_ADMIT_ONLY	215. Admissions Quick Admit.	Process: Quick admits	Dept	International Center	Advisor
				International Center	Coordinator

Student Records

Technical Name	Role Common Name	Access Grantor: Clint Rebik	Campus/Dept	Department	Position
HUMCSSR AIR Center	301. OR Intake	Add/Update: Enrollment Inquire: Admissions status, Advising information, appointment setup, Catalog scheduling, class schedules, and Enrollment Summary.	Dept	Office of the Registrar	Administrative Support Assistant
				Office of the Registrar	Publications Coordinator

HUMCSSR CO Reporting	302. Chancellor's Office Reporting - Staff Only	Gives HSU FTP access for Chancellor's Office reporting. Process: Chancellor's Office Reporting Inquire: HSU FTP	Dept	Admissions	Office Manager
HUMCSSR Counseling	303. Transfer and Graduation Counselor - Staff Only	Add/Update: Checklist, comments, and communication with students. Inquire: Academic advising, student groups, and Admissions status. Totals for Withdrawals and Repeats for student advising. Check with Leanne Montano on description.	Dept	Admissions	Administrative Support Coordinator
				Office of the Registrar	Academic Scheduler
				Office of the Registrar	Administrative Support Assistant
				Office of the Registrar	Articulation Officer
				Office of the Registrar	DARS Coordinator
				Office of the Registrar	Registrar
				Office of the Registrar	Transfer & Grad Counselor
				Office of the Registrar	Transfer & Grad Counselor, Credential Analyst
HUMCSSR Course Catalog Update	304. Course Catalog Update	Add/Update: Update access to catalog and class schedule Inquire: Admissions status, class schedule management setup access, and facility setup.	Campus	Academic Programs	Administrative Support Assistant
				Academic Programs	Curriculum Coordinator
				Academic Programs	Graduate Coordinator
				eLearning & Ext Ed	Dean
				eLearning & Ext Ed	Registrar
				Office of the Registrar	Academic Scheduler
				Office of the Registrar	Records Analyst
HUMCSSR DARS Audit Admin	305. DARS Audit Administrator - Office of	Add/Update: Transfer credit, administrative access to Degree Audit Reports.	Dept	ITS App Dev	Programmer
				Office of the Registrar	DARS Coordinator
				Office of the Registrar	Articulation Officer
HUMCSSR Department Coordinator	306. Department Coordinator - Staff Only	Add/Update: Student Advisor, HSU Field Trip Waiver process Inquire: Admissions status, person search, catalog scheduling , class schedules, Instructor setup, student milestones, and class fees. Run Reports: **Does not give access to Temp Faculty. See HR Department Coordinator role. Includes student center	Campus	Academic Department	Academic Support Assistant
				Academic Department	Academic Support Coordinator
				Academic Department	Graduate Coordinator
				College of Arts & Humanities	Administrative Analyst
				College Office	Administrative Analyst
				College Office	Academic Support Coordinator
				Marine Facilities	Office Manager
HUMCSSR Health Center MGR	307. Health Center Manager - Staff Only	Add/Update: Remove and set immunization holds (also requires setup SACR place and release) S2H (Needs 2 Hep B), S3H (no Hep B Proof), SMV (Measles Vac Proof). Includes student center.	Dept	Health Center	Director
HUMCSSR Health Center Staff	308. Health Center Staff - Staff Only	Add/Update: Remove immunization holds (also requires setup SACR place and release) S2H (Needs 2 Hep B), S3H (no Hep B Proof), SMV (Measles Vac Proof). Includes student center. Inquire: Person search access, Address search, FERPA display only, immunizations information.	Dept	Health Center	Administrative Support Assistant
				Health Center	Medical Assistant
				Counseling & Psychological Services	Academic Support Coordinator
HUMCSSR Institutional Research	309. Institutional Research - Staff Only	Add/Update: Academic organization information, Academic structure setup, Student Records configuration pages, and facility setup and search pages. Inquire: Admissions inquiry, person search Run Reports: Academic Structure	Dept	Institutional Research	Research Analyst
				Institutional Research	Director
				ITS EDM	Analyst/Programmer
				Institutional Research	Systems Analyst
HUMCSSR Other Modules	310. Non-faculty view - Student Center	Add/Update: Enrollment request search Inquire: Advisor view of student data, Class rosters, Degree Audit Report menu, Student Term History, and Learning Management. Grants access to Student Services Center	Campus	Chemistry	Instructional Support
				EOP	Administrative Support Assistant
				Financial Aid	Associate Director Systems
				Financial Aid	Counselor
				Financial Aid	Director
				Financial Aid	Grant Coordinator
				Financial Aid	Loan Coordinator
				Financial Aid	Specialist
				Institutional Research	Research Analyst
				International Center	Recruitment Coordinator
				Psychology	Graduate Coordinator
				Academic Department	Stockroom Technician
				Veterans Affairs	Veterans Coordinator

HUMCSSR IELI Scheduler	311. IELI Scheduler	Limited access to create/modify class schedule Add/Update: Maintain schedule of classes Inquire: Class schedule and course catalog		International Programs	IELI Coordinator
HUMCSSR Other Modules	312. View Only Non-Student Records - Staff Only	Access to the Degree Audit Report menu, Student Term History, Advisor view of student data, and Learning Management. View only to all pages. Service Indicator Update Inquire: Student advisor view	Campus	Chemistry	Instructional Support
				EOP	Administrative Support Assistant
				Financial Aid	Associate Director Systems
				Financial Aid	Counselor
				Financial Aid	Director
				Financial Aid	Grant Coordinator
				Financial Aid	Loan Coordinator
				Financial Aid	Specialist
				Institutional Research	Research Analyst
				International Center	Recruitment Coordinator
				Psychology	Graduate Coordinator
				Veterans Affairs	Veterans Coordinator
HUMCSSR Records Schedule	313. Records Schedule - Staff Only	Admissions inquiry, Person search, Appt setup, Block Enrlmt, Class schedule access, Facility setup, Class Roster, Instructor setup, Term activation, update transcript, run query. Inquire: Student Advisor view, Admissions inquiry.	Campus	EOP	Advisor
				Financial Aid	Administrative Analyst
				International Center	Advisor
				International Center	Recruitment Coordinator
				International Center	Study Abroad Advisor
				ITEPP	Coordinator
				Learning Center	Administrative Support Assistant
HUMCSSR Staff Stdnt Grp User	314. Staff Student Group User	Add/Update: Student groups (Degree, Program Plan)	Campus	Advising Center	Advisor
				Advising Center	Assistant Director
				Economics	Academic Support Assistant
				EOP	Advisor
				HOP	Director
				INSRSEP	Academic Support Assistant
				International Center	Advisor
				International Center	Study Abroad Advisor
				SDRC	Assistive Tech Specialist
				SDRC	Director
				SDRC	Education Resource Specialist
				SDRC	Office Manager
				SDRC	Resource Specialist
				Student Academic Services	Administrative Support Assistant
				Student Academic Services	Director
				Student Affairs	Student Support Liaison
				University Center	Administrative Support Coordinator
				University Center	ITC
				Veterans Affairs	Veterans Coordinator
HUMCSSR Student Records Mgmt	315. Student Records Management - Admissions & Records Staff	Adm X Mod, 3C setup & run, Checklist and Comments setup & update, Person search. Admin privileges for the Early Start Program.	Dept	Office of the Registrar	Registrar
HUMCSSR Field Trip Admin	316. Field Trip Admin.	Add/Update: Fieldtrip checklist and Age waiver Process: Set up fieldtrips	Dept	Contracts & Procurement	Buyer
				Contracts & Procurement	Administrative Support Assistant
HUMCSSR_EXED _Staff1	317. Extended Education Power User	External ID view, Student Service Indicator update, Tuition calc, Enrollment block, add, update. Student Center	Dept	eLearning & Ext Ed	Dean
				eLearning & Ext Ed	Administrative Support Assistant
				eLearning & Ext Ed	Associate VP
				eLearning & Ext Ed	Registrar
HUMCSSR_EXED _Staff2	318. Extended Education Staff	Admissions inquiry, schedule search, enrollment summary, Instructor/Advisor view, Program plan, Student Center	Dept	eLearning & Ext Ed	Graphics Specialist
				eLearning & Ext Ed	Coordinator
				eLearning & Ext Ed	Director
HUMCSSR_EXED _Stdnt	319. Extended Education - Student	Admissions inquiry, schedule search, Instructor/Advisor view, Program plan, Student Center	Dept	eLearning & Ext Ed	Student Assistant
HUMCSSR_Vets_ Stdnt	320. Student Assistant Vets Office	Adm X Mod, Stdnt Serv Ind update, DARS audit, Emrollment Summary, ERSS data, program plan. Run Reports: Requires SACR security	Dept	Veterans Affairs	Student Assistant

HUMCSSR_AIR_S tdnt	321. Student Assistant OR	Admissions inquiry, CSU Student Group, DARS audit, Enrollment Summary, Program plan.	Dept	Office of the Registrar	Student Assistant
HUMCSSR Pre-Banner Upload Acce	322. Pre-Banner Access				
HUMCSSR Other View 10	323. Student Records data - other view 10	Upd/View Acc - non-SR Staff; ODD reports	Campus		
HUMCSSS_Staff	324. Self Service Staff	Class schedule search, Graduation display, Program plan, student term history view, access to Student Service Center, DARS evaluator.	Campus		
HUMCSSR College Administrator	325. College Administrator - Staff Only	Admissions inquiry, Student group inquiry, Enrollment Summary, Graduation Information, Instructor setup, Student milestone view, display program plan, class rosters without print. Student center	Campus	Academic Personnel	Associate VP
				Biological Sciences	Chair
				College of Natural Resources & Sciences	Associate Dean
				College of Natural Resources & Sciences	Dean
				College of Professional Studies	Academic Support Assistant
				College of Professional Studies	Associate Dean
				College of Professional Studies	Budget Analyst
				College of Professional Studies	Dean
				Institutional Research	Research Assistant
				Kinesiology & Recreation	Chair
				School of Education	Chair
				Student Affairs	Vice President
HUMCSSR Advising Staff	326. Advising Staff	Access to class schedule search, Graduation information, Program plan, Term activation, and view term history. Allows users to view the totals for Withdrawals and Repeats for student advising. Includes student center	Campus	Admissions	Assistant Director
				Admissions	Counselor
				Advising Center	Advisor
				Advising Center	Assistant Director
				Advising Center	Project Coordinator
				INRSEP	Chair
				Wildlife Management	Academic Advisor
HUMCSSR Athletics	327. Athletics Staff	Add/Update: Athletics participation data Inquire: Student Self Service, Admissions inquiry, class schedule, graduation information, Program plan, term history. Includes Student Center	Dept	Athletics	Assistant Coach
				Athletics	Associate Director
HUMCSSR EOP Staff2	328. EOP Staff II	Inquire: ERS data for CSU Chancellor's Office Reporting	Dept	EOP	Director
				EOP	Administrative Support Assistant
				EOP	Admissions Counselor
				Admissions	Director
				EOP	Advisor
HUMCSSR Other Update 10	329. Student Records data - other update	Add/Update: Person comments, Student Service indicator, advisor update Process: Unofficial Transcripts Inquire: Term activation Run Reports: ODD jobs Requires SACR security	Campus	Admissions	Director
				Advising Center	Advisor
				Advising Center	Assistant Director
				Advising Center	Project Coordinator
				Child Development	Academic Support Coordinator
				EOP	Administrative Support Assistant
				EOP	Administrative Support Coordinator
				EOP	Admissions Counselor
				EOP	Advisor
				EOP	Director
				HOP	Director
				INRSEP	Advisor
				INRSEP	Chair
				Learning Center	Advisor
				Learning Center	Basic Skills Specialist
				Learning Center	Director
				Learning Center	Language Skills Specialist
				Learning Center	Tutorial Coordinator

				Student Affairs	Administrative Support Coordinator
				Veterans Affairs	Veterans Coordinator
HUMCSSR Other Update 20	330. Student Records data for National Student Exchange and International Programs	Add/Update: Person Comments, Student Service indicator, advisor update, external study agreement updates.	Dept	International Center	Advisor
				International Center	Study Abroad Advisor
HUMCSSR_Stdnt _Asst_LS_Lab	333. Learning Skills Lab Student	Created for Student Assistants in the Learning Center. Includes student center	Dept	Learning Center	Student Assistant
HUMCSSR Campus Community	334. Update 3C's and Service Indicators - Student Affairs Only	Add/Update: Person comments, service Indicator Update Inquire: Class rosters without print	Campus	Student Affairs	Administrative Support Coordinator
				Student Rights	Administrative Support Assistant
				Student Affairs	Administrative Support Assistant
				Academic Affairs, VP	Assistant to Provost
				Academic Affairs, VP	Provost and Vice President
				Student Affairs	Dean of Students
				Associated Students Gov	Student Government
				Student Affairs	Student Support Liaison
HUMCSSR Dars Audit	335. DARS Audit Evaluator	Add/Update: Degree audit menus Inquire: Transfer credit	Campus	Admissions	Assistant Director
				Admissions	Director
				Advising Center	Advisor
				Advising Center	Assistant Director
				Athletics	Assistant Director
				eLearning & Ext Ed	Graphics Specialist
				EOP	Administrative Support Assistant
				EOP	Admissions Counselor
				EOP	Advisor
				EOP	Director
				EOP	Advisor
				HOP	Director
				IELI	Coordinator
				Institutional Research	Systems Analyst
				International Center	Advisor
				ITS EDM	Analyst/Programmer
				Office of the Registrar	Academic Scheduler
				Office of the Registrar	Administrative Support Assistant
				Office of the Registrar	Records Analyst
				Office of the Registrar	Registrar
				Office of the Registrar	Transfer & Grad Counselor
				Student Affairs	Vice President
				Veterans Affairs	Veterans Coordinator
HUMCSSR_Stdnt _Asst_View	336. Student Records - Student Assistant View	Inquire: Student assistant access to Student Record information	Campus	Student Academic Services	Administrative Support Assistant
				Student Academic Services	Director
				Student Affairs	Student Support Liaison
				Veterans Affairs	Student Assistant
HUMCSSR_Stdnt _Asst_Transcript	337. Student Records Student Assistant Transcript - Office of the Registrar	Process: Request and print transcripts	Dept	Office of the Registrar	Registrar
				Office of the Registrar	Administrative Support Assistant
				Office of the Registrar	Records Analyst
				Office of the Registrar	Student Assistant
HUMCSSR Support Services Admin	338. Support Services Admin - Staff only	Add/Update: Administrative access to HUM-Support Services (HSU modifications)	Campus	Counseling & Psychological Services	Academic Support Coordinator
				ITS App Dev	Analyst/Programmer
				ITS EDM	Analyst/Programmer
				Clubs & Activities	Coordinator
				Student Affairs	Dean of Students
		Inquire: HUM-Support Services (HSU modifications) for dept level access		Admissions	Director
				Advising Center	Advisor
				Advising Center	Assistant Director
				Advising Center	Project Coordinator

Role	Description	Access	Department	Title
HUMCSSR Support Services DO	339. Support Services Display Only - Staff only		Campus	Clubs & Activities	Administrative Support Assistant
				EOP	Administrative Support Coordinator
				EOP	Advisor
				ITEPP	Coordinator
				Testing Center	Director
HUMCSSR Support Services User	340. Support Services User - Staff only	Add/Update: HSU support services user - (HSU Mods user) for Dept. level access	Campus	Advising Center	Advisor
				Advising Center	Assistant Director
				Advising Center	Project Coordinator
				Advising Center	Student Assistant
				Career Center	Administrative Support Coordinator
				Career Center	Counselor
				Career Center	Development Coordinator
				EOP	Administrative Support Assistant
				EOP	Director
				EOP	Advisor
				Housing	Assistant Director
				Housing	Associate Director
				Housing	Res Life Coordinator
				Institutional Research	Research Assistant
				Learning Center	Administrative Support Assistant
				Learning Center	Advisor
				Learning Center	Basic Skills Specialist
				Learning Center	Director
				Learning Center	Language Skills Specialist
				Learning Center	Student Assistant
				Learning Center	Tutorial Coordinator
				SDRC	Assistive Tech Specialist
				SDRC	Education Resource Specialist
				SDRC	Office Manager
				SDRC	Director
				SDRC	Resource Specialist
				Student Academic Services	Administrative Support Assistant
				Student Academic Services	Director
				Student Affairs	Student Support Liaison
HUMCSSR Student Enr Summary	341. Student Enrollment Summary	View Student's enrollment status and service eligibility. Select this role only when this is the only PeopleSoft Campus Solutions activity that you need to perform. Otherwise this role is included as part of role 104 Campus Solutions General User, automatically included when a PeopleSoft Campus Solutions role is requested.	Campus	Clubs & Activities	Administrative Support Assistant
				Clubs & Activities	Coordinator
				Help Desk	Student Assistant
				ITS Academic Tech	ITC
				ITS Academic Tech	Lead
				ITS User Support	ITC
				Library	Library Service Specialist
				Media Services	Student Assistant
HUMCSSR_Stdnt_Couns_Intake	342. Student Assistant CAPS Reception	Counseling and Psychological Services (CAPS) Reception – Student Assistant Role designed to allow access to student data via Student Center, Student Enrollment Summary (verification for services), class schedules, student contact information and email.	Dept	CAPS	Student Assistant
HUMCSSR Instruct Facilities Vw	343. Facilities View Reports	View, Report, Search Facilities	Dept	ITS Academic Tech	ITC
HUMCSSR UNIV PD	344. University Police Dept.	University Police Dept. View	Dept	Athletics	Administrative Support Assistant
				EOC	Emergency Service Coordinator
				University Police	Dispatcher
				University Police	Chief
				University Police	Lead Dispatcher
HUMCSSR Student Records Spec	345. Records Specialist - Office of the Registrar	Allows running of Remediation Process. Admin privileges for the Early Start Program.	Dept	Office of the Registrar	Registrar
				Office of the Registrar	Academic Scheduler
				Office of the Registrar	Records Analyst
				ITS App Dev	Lead Analyst

Technical Name	Role Common Name	Access Grantor: Peggy Metzger	Campus/Dept	Department	Position
HUMCSSR Library Admin1	346. HUMCSSR Library Admin1	Runs ODD for enrolled and expected students.	Dept	Library	Specialist
				Library	Supervisor
HUMCSSR Test Score Entry	347. Test Score Entry	Enter External Test Scores - SACR Required	Dept	English	Lecturer
HUMCSSR College Coordinator	348. College Coordinator	Add/Update: Enrolled units	Campus	College of Natural Resources & Sciences	Administrative Analyst
				College of Professional Studies	Assistant
				President's Office	Assistant
				College of Arts & Humanities	Academic Support Coordinator
HUMCSSR International Ctr Adv	349. International Center Advs/Eval	Includes Term activation	Dept	IELI	Admissions Coordinator
				IELI	Advisors
HUMCSSR SDRC Admin	350. HUMCSSR SDRC Admin	Ability to configure SDRC module	Dept	SDRC	Office Manager
				SDRC	Director
HUMCSSR SDRC Staff	351. HUMCSSR SDRC Staff	Access Student accomodations, CSU CO Reporting, SDRC Module data	Dept	SDRC	Assistive Tech Specialist
				SDRC	Office Manager
				SDRC	Education Resource Specialist
				SDRC	Director
				SDRC	Resource Specialist
HUMCSSR SDRC Student1	352. HUMCSSR SDRC Student	View only acces to SDRC module data. Includes student center	Dept	SDRC	Student Assistant
HUMCSSR SDRC Student Intern	353. HUMCSSR SDRC Intern	View only access to student accomodations, CSU CO Reporting, SDRC Module data	Dept	SDRC	Intern
HUMCSSR_PEER_MENTOR_STDNT1	354. Student Peer Mentors				
HUMCSSR EOP Director	355. EOP Director				
HUMCSSR DARS IA	356. DARS Interactive Audit				
HUMCSSR Dars Xfer Artic	357. DARS Transfer Articulation				
HUMCSSR Field Trip Coordinator	358. Field Trip Coordinator	Access for non academic Field Trips (still need to have CRNs)			
	359. SPA Viewer	SPA Viewer is someone who views data in SPA and may generate reports.	College	CAHSS, CPS, CRNS	Budget Analyst
HUMCSSR SPA	360. SPA Admin	Administrative user (Admin) for the SPA PeopleSoft modification. Admin users control user based	College/Dept	CAHSS, CPS, CRNS, HRAPS	Deans and Chairs and APS
HUMCSSR SPA REVIEWER	361. SPA Reviewer	SPA Reviewers are users of the SPA reports.			
HUMCSSR Researcher	362. Campus Solutions Researcher	Access only to run ODD jobs created by OIE specifically for researchers. These reports contain aggregated data, not individual student records.			

Financial Aid					
Technical Name	**Role Common Name**	**Access Grantor: Peggy Metzger**	**Campus/Dept**	**Department**	**Position**
HUMCSSF Financial Aid View	501. Financial Aid	General Financial Aid role	Dept	Financial Aid	Administrative Analyst
				Financial Aid	Counselor
				Financial Aid	Director
				Financial Aid	Grant Coordinator
				Financial Aid	Loan Coordinator
				Financial Aid	Specialist
HUMCSFA Admin1	502. Financial Aid Administrators	Add/Update: All Financial Aid pages Includes access to FA Systems	Dept	Financial Aid	Associate Director Systems
				Financial Aid	Director
				Financial Aid	Administrative Analyst
HUMCSFA FA System Admin	503. Financial Aid System				
HUMCSFA FinAid	504. Financial Aid Counselors	Add/Update: Individual pages (but not batch processes) Inquire: Admissions status	Dept	Financial Aid	Administrative Analyst
				Financial Aid	Counselor
				Financial Aid	Grant Coordinator
				Financial Aid	Loan Coordinator

Technical Name	Role Common Name	Access Grantor:	Campus/Dept	Department	Position
Counselor				Financial Aid	Specialist
HUMCSFA FinAid DOC	505. Financial Aid Document Tracking	Financial Aid Document Tracking pages	Dept	Financial Aid	Student Assistant
				Financial Aid	Specialist
				Financial Aid	Administrative Analyst
HUMCSFA FinAid INT	506. Financial Aid Intake	Financial Aid Office Intake pages	Dept	Financial Aid	Administrative Analyst
				Financial Aid	Specialist
				Financial Aid	Specialist
				Financial Aid	Student Assistant
HUMCSFA FinAid EOP	509. Financial Aid pages for EOP	EOP Office Access	Campus	EOP	Administrative Support Assistant
				EOP	Admissions Counselor
				EOP	Advisor
				EOP	Director
				Student Affairs	Administrative Support Assistant
				Student Affairs	Administrative Support Coordinator
				Student Affairs	Dean of Students
				Student Affairs	Student Support Liaison
				Student Rights	Administrative Support Assistant
HUMCSFA FinAid FAA	510. Financial Aid pages for FAA	Financial Aid pages for Financial Aid Accounting	Dept	Student Financial Services	Accounting Technician
				Student Financial Services	Manager
HUMCSFA Installation Page	511. Financial Aid Installation & SS Setup Page	Financial Aid set-up review & Self-Service review			
HUMCSFA FinAid AUD	512. Financial Aid pages for Audits	Financial Aid pages for Auditors - federal, state, & CO	Auditor		
HUMCSFA Group Post	513. Financial Aid Group Post	FinAid Group Disbursement Add/Update: Process:	Dept	Financial Aid	Loan Coordinator
				Financial Aid	Grant Coordinator
				Financial Aid	Counselor

Housing

Technical Name	Role Common Name	Access Grantor: Stephen St. Onge	Campus/Dept	Department	Position
HUMCSHS_STAFF1	601. Housing Staff	Staff Self Service Add/Update: Address/Phone Inquire: Admissions, EOP Admissions status. Includes student center	Dept	Housing	Administrative Support Assistant
				Housing	Assistant Director
				Housing	Associate Director
				Housing	Cashier
				Housing	Coordinator
				Housing	Director
				Housing	Purchasing Technician
				Housing: Maintenenace	Supervisor
HUMCSHS_STDNT1	602. Housing Student Workers	Admissions Inquiry, EOP Admissions status display	Dept	Housing	Student Assistant
HUMCSHS_STAFF2	603. Housing Res. Life Staff	Student Services Center Access	Dept	Housing	Res Life Coordinator
				Housing	Assistant Director
				Housing	Administrative Support Assistant
				Housing	Area Coordinator
HUMCSHS_STDNT2	604. Housing Res Life Student Access	Student Schedules		Res Life	Student Assistant

Accounting

Technical Name	Role Common Name	Access Grantor: Sandy Wieckowski	Campus/Dept	Department	Position
HUMCSSF Account Tech	701. HSU Account Technician	Inquire: Customer Accounts, run queries, SFS setup, Item Types	Dept	Accounting	Technician
				Reporting & Analysis	Accounting Technician
		Inquire: Customer Accounts, run queries		Accounts Payable	Accounting Technician
				Admissions	Coordinator
				eLearning & Ext Ed	Graphics Specialist
				Housing	Administrative Support Assistant
				Housing	Assistant Director
				Housing	Cashier
				Housing	Coordinator

HUMCSSF Account View	702. Account View		Campus	Housing	Purchasing Technician
				INRSEP	Advisor
				INRSEP	Chair
				International Center	Advisor
				International Center	Coordinator
				International Center	Recruitment Coordinator
				International Center	Fiscal Coordinator
				ITS Administrative Support	Administrative Support Assistant
				Library	Supervisor
				Library	Library Service Specialist
				Office of the Registrar	Administrative Analyst
				Office of the Registrar	Administrative Support Assistant
				Office of the Registrar	Articulation Officer
				Office of the Registrar	DARS Coordinator
				Office of the Registrar	Records Analyst
				Office of the Registrar	Registrar
				Office of the Registrar	Transfer & Grad Counselor
				Parking	Administrative Support Assistant
				SDRC	Office Manager
				Student Affairs	Administrative Support Assistant
				Student Affairs	Administrative Support Coordinator
				Student Affairs	Dean of Students
				Student Affairs	Vice President
				Student Rights	Administrative Support Assistant
				University Budget Office	Budget Analyst
				Veterans Affairs	Veterans Coordinator
HUMCSSF Accountant	703. Accountant	Add/Update: Manage AP Data, Item Types, Service Indicators	Dept	Accounting	Manager
				Reporting & Analysis	Accountant
HUMCSSF Admin1	704. Lead SF/FAA Administrator	Add/Update: Post Student, Service Ind, Service Ind POI Setup, Equation variables, Bio Demo Updt, Comments, Communications, Checklists, Define SF, Tax Data, Manage AP Data, Comments Setup, 3rd Party Org, Table Validation, Queries, SACR Item Types, SACR Security, Checklist Setup Process: Reverse Charges, Payment Applier, Reversals, On-line Tuition Calc, Service Ind Batch Run, Collections, Bill Students, Collections Write-offs, Credit History, Batch Calc, SACR Collections Inquire: Customer Accounts, run queries, SFS setup, 1098T, Corporate Accounts, SACR Item Types, SACR Tuition Fees, FTB, DD NACHA, Perkins, GL Data Run Reports: Refunds, Humboldt Custom Reports	Dept	Student Financial Services	Manager
HUMCSSF Admin2	705. SF/FAA Administrative Staff	Add/Update: Post Student, Service Ind, Service Ind POI Setup, Equation variables, Bio Demo Updt, Comments, Communications, Checklists, Define SF, Tax Data, Manage AP Data, Comments Setup, 3rd Party Org, Table Validation, Queries Process: Reverse Charges, Payment Applier, Reversals, On-line Tuition Calc, Service Ind Batch Run, Collections, Bill Students, Collections Write-offs, Credit History, Batch Calc, SACR Collections Inquire: Customer Accounts, run queries, SFS setup, 1098T, Corporate Accounts, SACR Item Types, SACR Tuition Fees, FTB, DD NACHA, Perkins, GL Data Run Reports: Refunds, Humboldt Custom Reports	Dept	Student Financial Services	Accounting Technician

Technical Name	Role Common Name	Access Grantor	Campus/Dept	Department	Position
HUMCSSF Analyst1	706. Analyst Level 1	Add/Update: Post Student, Service Ind, Service Ind POI Setup, Equation variables, Bio Demo Updt, Comments, Communications, Checklists, Manage Tax Data, 3rd Party Org Process: Reverse Charges, Payment Applier, Reversals, On-line Tuition Calc, Service Ind Batch Run, Collections, Bill Students, Collections Write-offs Inquire: Customer Accounts, run queries, SFS setup, 1098T, Corporate Accounts, SACR Item Types, SACR Tuition Fees, FTB, DD NACHA, Perkins Run Reports: Refunds, Humboldt Custom Reports	Dept	Student Financial Services	Accounting Technician
HUMCSSF Analyst2	707. Analyst Level 2	Add/Update: Post Student, Service Ind, Service Ind POI Setup, Equation variables, Bio Demo Updt Comments, Communications Process: Reverse Charges, Payment Applier, Reversals, On-line Tuition Calc, Service Ind Batch Run, Collections, Bill Students Inquire: Customer Accounts, run queries, SFS setup, 1098T, Corporate Accounts, SACR Item Types, SACR Tuition Fees, FTB, DD NACHA, Perkins Run Reports: Refunds, Humboldt Custom Reports	Dept	Student Financial Services	Cashier
				Student Financial Services	Accounting Technician
HUMCSSF Cashier	708. Cashier	Add/Update: Post Student, Service Ind, Service Ind POI Setup Process: Reverse Charges Inquire: Customer Accounts, run queries, SFS setup, Equation Variables, Corporate Accounts	Dept	Student Financial Services	Cashier
				Student Financial Services	Accounting Technician
				Student Financial Services	Student Assistant
HUMCSSF Lead Cashier	709. Lead Cashier	Add/Update: Post Student, Service Ind, Service Ind POI Setup, Bio Demo Updt Process: Reverse Charges, Reversals, Service Ind Batch Run	Dept	Student Financial Services	Accounting Technician
				Student Financial Services	Cashier
HUMCSSF Dept Admin	710. Department Administrator	Add/Update: Post Student, Service Ind, Service Ind POI Setup, Equation variables, Bio Demo Updt Process: Reverse Charges, Payment Applier, Reversals, On-line Tuition Calc, Service Ind Batch Run Inquire: Customer Accounts, run queries, SFS setup, 1098T, Corporate Accounts	Dept	None	
HUMCSSF Dept Cashier	711. Department Cashier	Add/Update: Post Student, Service Ind, Service Ind POI Setup Process: Reverse Charges Inquire: Customer Accounts, run queries, SFS setup, Equation Variables	Dept	None	
HUMCSSF Query Create	712. Query Create	Add/Update: Ability to create and run Queries	Dept	Accounting	Technician

Technical

Technical Name	Role Common Name	Access Grantor: Josh Callahan	Campus/Dept	Department	Position
HUMPT Query Manager	802. Query Manager				
HUMPT Query Run	803. Query Run				

PeopleSoft Finance Roles

Role Common Name	Access Grantor: Sylvia Shively	Campus/Dept	Department	Position
Department Analyst	Inquiry/Reporting (General role assigned to OBI users)			General role assigned to OBI users
Department Requisitioner	Create and/or approve Purchase Requisitions. Includes the Department Analyst role.			Department Analyst, ASC, ASA
ProCard Reconciliation	Reconcile ProCard transactions			Department Analyst, ASC, ASA
Grant Analyst				

Portal Roles

All of the below roles relate specifically to management of the portal pagelets. If access is needed to submit messages in the Portal Messaging Center, contact Marketing and Communication for Drupal access.

Technical Name	Role Common Name	Access Grantor: Varies. See "Access Grantor" field of the form.	Campus/ Dept	Department	Position
	Announcements - View All	Access to view all accouncements in the portal.			
	Fin Aid Subject Matter Expert	Access to post Financial Aid Announcements to the student My Announcements pagelet.			
	Content Coordinator				
	Portal Web Development				
	RAVE Management				

PeopleSoft Human Resources Roles

Academic Personnel Services & Human Resources (APSHR)

Technical Name	Role Common Name	Access Grantor: Denise Giltzow	Campus/ Dept	Department	Position
HSU Fiscal Report	01. Fiscal Report				
HSU STAFF1	02. HSU Staff	Add/Update: No Process: Inquire: Personal and job data for requested dept. CSU ID search. Run Reports: No NOTE: HSU Staff permissions are included in 306. Dept Coordinator role.	Campus	Academic Affairs, VP	Budget Analyst
				Academic Personnel	Recruitment Coordinator
				Accounting	Accounting Tech
				Admin Affairs, VP	VP
				Admissions	Office Manager
				Advising Center	Advisor
				Career Center	Admin Support Coord
				Clubs & Activities	Coordinator
				College of Arts, Humanities, and Soc Sci	Academic Dept Coord
				Extended Education	AVP
				Extended Education	ITC
				Financial Aid	Assoc Director
				Financial Aid	Counselor
				Financial Aid	Financial Aid Counselor
				Housing	Assistant Director
				Housing	Director
				Housing	Purchasing Tech
				Human Resources	QI Analyst
				Human Resources	Training Specialist
				INRSEP	Chair
				Institutional Research	Analyst
				ITS TNS	Lead
				Learning Center	Admin Support
				Library	Library Services Spec
				Marine Facilities	Equip Tech
				Marketing & Comm	Printing Supervisor
				Marketing & Comm	Special Events Coordinator
				NR Stockroom	Instruct Support
				Office of the Registrar	Admin Analyst
				SDRC	Assistive Tech Spec
				Student Affairs	Dean of Students
				Student Financial Services	Cashier
				University Center	Executive Director
				University Police	Assistant
				University Police	Emergency Service Coord
				Veterans Affairs	Veterans Coordinator
HSU Faculty Dept Admin 1	03. Faculty Dept Admin 1	Dept Coordinator access to Temp Faculty. Combine with role 306. Dept Coordinator, if needed. Add/Update: POI or persons. Manage positions. Process: Faculty contracts Inquire: Temp Faculty personal and job data. CSU ID search. Run Reports: Temporary faculty report	Campus	College Office	Academic Dept Coord
				College Office	Admin Analyst
				Academic Programs	Admin Support
				University Center	Assoc Exec Dir
				Athletics	Business Manager
				College Office	Dean
				Academic Department	Dept Chair
				Rec & Wellness Center	Rec Sports Director
		Department Chair/Department Access. Add/Update: POI. Manage positions Process: High level Temporary faculty contract		Academic Office	Academic Dept Coord
				Student Affairs	Admin Support
				Academic Affairs, VP	Assistant

Technical Name	Role Common Name		Campus/Dept	Department	Position
HSU College Dept Admin1	04. College Dept Admin 1	processing Inquire: Temp faculty	Campus	College of Professional Studies	Assoc Dean
				College of Professional Studies	Budget Analyst
				Academic Programs	Curriculum Coordinator
				College of Arts, Humanities, and Soc Sci	Dean
				Student Disability Resource Center	Office Manager
				Academic Affairs, VP	Provost & VP
HSU General User1	05. HSU - General User	General role for all PS users. Given automatically to a user when they request any other HR role. Required for integration broker. ONLY FISCAL USERS SHOULD REQUEST THIS ROLE. Inquire: Time and labor Run Reports: NO access to CSU ID Search	Campus	**ALL USERS**	
HSU APS Admin1	06. APS Admin 1	This role designed for APS staff to do day to day processing of Temporary Faculty Module and accessing various HR Data. Add/Update: Correction mode, all panels.	Dept	Academic Personnel	Academic Specialist
				Academic Personnel	Assoc VP
				Academic Personnel	Coordinator
				Academic Personnel	Recruitment Coordinator
HSU HR Student Assistant	07. HR Student Assistant	Manage positions, process reports, and track global assignments. Inquire: Workforce position data Run Reports: Temporary faculty reports	Dept	Human Resources	Student Assistant
	08. HR Administrator 1				
HSU HR Admin2	08a. HR Administrator 2	Gives HR Administrator all access without correction mode Add/Update: Update current records, cannot correct prior records. Run Reports: Access to all panels, can run any report available	Dept	Human Resources	HR Assistant
				Human Resources	Office Manager
				Human Resources	AVP
				Human Resources	Recruitment Manager
				Human Resources	Assoc Director
HSU HR Admin3	09. HR Administrator 3	Same access as HSU Admin2, but Read-only access to all panels. Run Reports: No	Dept	Human Resources	HR Assistant
				Human Resources	Office Manager
				Human Resources	Benefits Admin
				Human Resources	Training Specialist
				Human Resources	Learning Tech Spec
HSU HR Admin4 Base Ben Correct	10. HR Admin 4 Base Benefits Correction	Access to all panels without correction, access to all Base Benefits pages with correction, and access to Benefits Administration. Add/Update: Update current records, cannot correct prior records EXCEPT for benefits.	Dept	Human Resources	Benefits Admin
				ITS	Programmer
				Human Resources	HR Assistant
HSU HR Admin5	12. HR Admin 5	Access to the suite of Apex applications that HR&APS uses to create job postings and report on applicant and new-hire form submissions Add/Update: Job postings, new-hire data in the Apex application. Run Reports: Various applicant and new-hire reports included in the Apex application.	Dept	Human Resources	Staff

University Budget Office					
Technical Name	**Role Common Name**	**Access Grantor: Denise Giltzow**	**Campus/ Dept**	**Department**	**Position**
HSU Budget Office	11. Budget Office	Budget Office access to Report Index, LCD, position manager, query manager, and read only access to all pages. Add/Update: No Inquire: Class rosters Run Reports: LCD	Dept	University Budget Office	Assistant
				Univeristy Budget Office	Budget Analyst
				University Budget Office	Director

Help Desk					
Technical Name	**Role Common Name**	**Access Grantor: Denise Giltzow**	**Campus/ Dept**	**Department**	**Position**
HSU HelpDesk	14. Help Desk	Allows access for the HSU Help Desk to enter security forms. Add/Update: Process: Confidentiality statement, EO 1083 Inquire: CSU ID Search	Dept	Human Resources	HR Assistant
				Human Resources	HR Assistant
				ITS Academic Tech	ITC
				ITS App Dev	Analyst/Programmer
				ITS Specialized Apps	Director

Technical Name	Role Common Name	Access Grantor / Description	Campus/Dept	Department	Position
Form Entry	Form Entry		Dept	ITS Specialized Apps	ITC
				ITS User Support	ITC
				ITS User Support	Lead
				ITS User Support	ITC
				ITS User Support	Director
HSU HelpDesk POI Add	15. Help Desk POI Add	HSU Help Desk access to enter forms associated with employment. Add/Update: Add persons and POI. Process: Consultant and special contractor accounts. Confidentiality statements, EO 1083.	Dept	Human Resources	HR Assistant
				Human Resources	HR Assistant
				Human Resources	Office Manager
				ITS Academic Tech	ITC
				ITS Enterprise Tech	Database Admin
				ITS Specialized Apps	ITC
				ITS User Support	ITC
				ITS User Support	Lead
				ITS User Support	ITC
				University Center	ITC

Payroll

Technical Name	Role Common Name	Access Grantor: Patty Ambrosini (and Kacie Flynn for SPF roles)	Campus/Dept	Department	Position
HSU Payroll Tech1	16. Payroll Technician	Allows the Payroll Technician to run queries, capture time and labor, and access bio demo data. Access to all panels without correction.	Dept	Payroll	Payroll Technician
				Human Resources	HR Assistant
HSU Payroll Manager	17. Payroll Manager	Same access as the Payroll Technician, in addition allows manager to maintain payroll data, manage annual tax reporting, and retroactive processing.	Dept	Payroll	Payroll Officer
				Payroll	Admin Analyst
				ITS App Dev	Analyst/Programmer
HSU Payroll Admin	18. Payroll Administrator I	Access to run queries and all panels access.	Dept	Payroll	
SPF Payroll Super User	25. SPF Payroll Super User	Add/Update: Access to all panels without correction. Process: Maintain payroll data, Annual tax reporting, retroactive processing Inquire: Capture time and labor, and access bio demo data. Run Reports: Queries	Dept	Payroll	Admin Analyst
				ITS App Dev	Analyst/Programmer
				ITS Ent Data Mgt	Analyst/Programmer
				Academic Affairs, VP	Budget Analyst
				Academic Programs	Graduate Coord
				Human Resources	HR Assistant
				Human Resources	Learning Tech Spec
				Payroll	Payroll officer
				Payroll	Payroll Technician
				Payroll	Payroll Technician
				Payroll	Payroll Technician
				Payroll	Payroll Technician
				Human Resources	QI Analyst
SPF Payroll Super User DO	26. SPF Payroll Super User Display	Add/Update: Access to all panels, display only. Process: Maintain payroll data, Annual tax reporting, retroactive processing Inquire: Capture time and labor, and access bio demo data Run Reports: No	Dept	Sponsored Programs Foundation	Admin Support
				Human Resources	AVP
				Biological Sciences	Chair
				Sponsored Programs Foundation	Compliance Coordinator
				Student Affairs	Dean of Students
				Sponsored Programs Foundation	Grant Analyst
				Sponsored Programs Foundation	Grant Analyst
				Sponsored Programs Foundation	Grant Analyst
				Human Resources	HR Assistant
				Human Resources	Office Manager
				Sponsored Programs Foundation	Office Manager
				Sponsored Programs Foundation	Pre-Award Specialist
				International Center	Recruitment Coordinator
			Add/Update: Leave time for managed employees Process: Approve absences in Timekeeper Absence Review Inquire: Timekeeper leave balance inquiry Run Reports: Absence Management Multi report		College of Arts, Humanities, and Soc Sci	Associate Dean
				Housing	Associate Director
				Academic Personnel	AVP
				INRSEP	Chair
				University Police	Chief
				ITS CIO Office	Chief Info Officer
				President's Office	Chief of Staff

Technical Name	Role Common Name	Access Grantor	Campus/Dept	Department	Position
HUMHRAM Manager	28. Absence Management Manager		Campus	Clubs & Activities	Coordinator
				Dist & Ext Ed	Dean
				Student Affairs	Dean of Students
				Student Disability Resource Center	Director
				University Center	Executive Director
				Accounting	Manager
				Payroll	Payroll Officer
				President's Office	President
				Academic Affairs, VP	Provost & VP
				Office of the Registrar	Registrar
				Housing Maint	Supervisor
				Academic Programs	Vice Provost
				Student Affairs	VP
HUMHRAM Timekeeper	29. Absence Management Timekeeper	Add/Update: Timekeeper absence entry. Approve or send back entries for edits. Process: Monthly payroll Inquire: Timekeeper leave balance inquiry Run Reports: Absence Management Multi Report	Campus	Math & Computer Sci	Academic Dept Coord
				Academic Personnel	Academic Specialist
				Biological Sciences	Admin Analyst
				Learning Center	Admin Support
				Career Center	Admin Support Coord
				University Police	Assistant
				Career Center	Assistant Director
				Health Center	Assistant to Director
				Academic Affairs, VP	Assistant to Provost
				College of Professional Studies	Budget Analyst
				Athletics	Business Manager
				Testing Center	Coordinator
				Learning Center	Director
				International Center	Fiscal Coordinator
				ITS System Admin	Lead
				Admissions	Office Manager
				YES House	Operations Manager
				ITS Project Office	Project Coordinator
				Housing	Purchasing Tech
				Institutional Research	Research Asst
				Marketing & Comm	Special Events Coordinator
				Development & Alumni Relations	Supervisor
				Veterans Affairs	Veterans Coordinator

Technical

Technical Name	Role Common Name	Access Grantor: Josh Callahan	Campus/Dept	Department	Position
HSU Security Read Only	19. HSU Security Read Only	Inquire: PeopleSoft Security	Dept	ITS Admin Support	Admin Support Coord
				ITS Project Office	Project Coordinator
				ITS Admin Support	Director
				ITS Project Office	Director
				ITS Ent Data Mgt	Lead
HSU Technical2	21. Technical II	HSU access for Technical people, CSU FTP access, Query Manager access. Access to all HR panels. Given to all technical analysts.	Dept	Institutional Research	Analyst
				Institutional Research	Research Asst
				ITS App Dev	Systems Admin
				ITS App Dev	Analyst/Programmer
				ITS App Dev	Analyst/Programmer
				ITS App Dev	Analyst/Programmer
				ITS Ent Data Mgt	Analyst/Programmer
				ITS Specialized Apps	Analyst/Programmer
				ITS Specialized Apps	IT Specialist
HSU Technical3	22. Technical III	Same access as Technical II - Read only	Dept	ITS Admin Support	Admin Support Coord
				ITS App Dev	Analyst/Programmer
				ITS App Dev	Analyst/Programmer
				ITS Ent Data Mgt	Analyst/Programmer
				ITS Specialized Apps	Director
HSU Integration Administrator	23. Integration Administrator				
HSU Query Mgr1	24. Query Manager				

Cashiers

Technical Name	Role Common Name	Access Grantor: Denise Giltzow	Campus/Dept	Department	Position

				Student Financial Services	Accounting Tech
		For use in validating the employee's eligibility for campus services. Displays the following fields on the Student Enrollment (Service) Summary page: employment status (active/inactive), job description, assigned department, union code and classification.		Student Financial Services	Accounting Tech
				Student Affairs	Admin Support
HUMHR Employee Services Summry	27. Employee Services Summary		Dept	Student Financial Services	Cashier
				Student Financial Services	Cashier
				Student Financial Services	Cashier
				Student Financial Services	Cashier
				Library	Librarian
				Student Financial Services	Manager

CMS Interfaced Systems					

OBI Data Warehouse - Campus					
Role Common Name	**Access Grantor: Denise Giltzow**	**Campus/ Dept**		**Department**	**Position**
OBI APS Basic	View/run Contract History and Contract Events canned reports through APS Dashboard. No authoring permitted. Request HR Basic role also. Dashboard: 3.2 APS			Campus	Department Coordinator
OBI APS Advanced	View/run/edit/author all Contract History and Contract Events canned reports, including all Contract History and Contract Events fields. Allows authoring and posting to APS dashboard. Request HR Basic role also. This role is only for APS employees.			APS	Staff
OBI APS Basic Author	Limited data for authoring.			Budget Office	Staff
Role Common Name	**Access Grantor: Clint Rebik**	**Campus/ Dept**		**Department**	**Position**
OBI DARS Dashboard	Access to canned DARS reports. Dashboard: 4.2 DARS				
OBI DARS Dashboard Advanced	Access and authoring to DARS subject area and testing. This is an internal role limited to A&R			A&R	Staff
Role Common Name	**Access Grantor: Sylvia Shively**	**Campus/ Dept**		**Department**	**Position**
OBI Finance	OBI access matches your level of view access in PeopleSoft Finance.				
OBI Finance - Accounting	Author and view all data. Has full control over 2.2 – Accounting Dashboard and Folder.			Accounting	Staff
OBI Finance - BI Analyst	Allows users to manage agents and create global customizations.			Business Services	Staff
OBI Finance - Budget Office	Author and view all data. Has full control over 3.5 – University Budget Office Dashboard and folder.			Budget Office	Staff
OBI Finance - SPF PI	View Data in 2.4 – Sponsored Programs Dashboard. Limited by their fund.			Campus; SPF	PIs, Department Coordinators
OBI Finance - SPF Grant Analyst				SPF	Staff
Role Common Name	**Access Grantor: Denise Giltzow**	**Campus/ Dept**		**Department**	**Position**
OBI HR Labor Cost Basic	View/run access to canned reports in Labor Costs. Dashboard: 3.4 Labor Cost Distribution				
OBI HR Labor Cost Advanced	View/run/edit/author all canned reports, including all HR Labor Cost fields. Dashboard: 3.4 Labor Cost Distribution			APS/HR	Staff
OBI HR Labor Cost - All Departments	Access to all departments for Labor Cost data in OBI				
OBI HR - All Departments	Access to all departments in APS/HR data in OBI				
OBI HR Basic	View/run Job History and Job Events canned reports through HR Dashboard. No authoring permitted. Dashboard: 3.0 Human Resources				

Role Common Name	Description	Campus/Dept	Department	Position
OBI HR Advanced	View/run/edit/author all Job History and Job Events canned reports, including Benefits folder. Allows posting to the HR Dashboard. This role is only for select HR, APS, and Payroll employees. Dashboard: 3.0 Human Resources		APS/HR	Staff
OBI HR SPF Internal	Access to all departments where the employee is part of a grant who needs to be reported in the Percent of Effort report. Run Reports: SPF Percent of Effort		SPF	Percent of Effort Coordinator
OBI HR VPs Office	For V.P.'s and their direct data experts. This role is designed to give wide viewing access to the HR area including confidential information. Consultation of the HR Data Owners for use of this role is requested. Run Reports: Wide HR Viewing access			VPs
OBI HR Basic Author	Limited data for authoring.		Budget Office	Staff
OBI Human Resources - IRP Advanced	Ability to edit Institutional Research Area. Includes subset of Job History fields and ethnicity and gender. Excludes: SSN, birthdates, benefits, faculty, retreat right, veteran's status. This role is limited to select IRP employees.		IRP	Staff
Role Common Name	**Access Grantor: Under Review**	**Campus/Dept**	**Department**	**Position**
OBI ITS			ITS	Staff
OBI ITS - KBOX			ITS	Staff
Role Common Name	**Access Grantor: Josh Callahan**	**Campus/Dept**	**Department**	**Position**
OBI Security - Data Managers	Use OBI Reports and Dashboards for review of various security information necessary for data managers. Run Reports: 9.01.1 - ITS Security Training Dashboard; HSU SAT, Division - Not complete analyses.		Campus	Data Managers
OBI Security - Role Viewer	Allows staff to view users and their OBI roles		Campus	Data Managers
OBI Security Audit - Adv. Author	Allows staff to author finance audit data.			
OBI Security Audit - Adv. Viewer	Allows staff to view finance audit data.		Campus	Data Managers
Role Common Name	**Access Grantor: Clint Rebik**	**Campus/Dept**	**Department**	**Position**
OBI Student - VP	Access to see anything in all Student Subject Areas.		Campus	VPs
OBI Student - IRP	Access to author and view anything in all Student Subject Areas.		IRP	Staff
Role Common Name	**Access Grantor: Steve Ladwig**	**Campus/Dept**	**Department**	**Position**
OBI Student Admissions Recruiting - Advanced Author	Create and publish Analyses, Dashboards on all student data (includes all protected and Red Flag data). Example: develop common Dashboard that contains basic grant data and publish. Develop in depth analyses for management.		A&R	Staff
OBI Student Admissions Recruiting - Advanced Viewer	View all data published by Authors. Includes protected data. Example: Can view total number of students in all courses by ethnicity, name students.			
OBI Student Admissions Recruiting - Basic Author	Create Analyses on non-protected or non-Red Flag data. Example: create an analysis for their own use or use 'Analyze' to modify existing analysis for their specific needs.			
OBI Student Admissions Recruiting - Basic Viewer	View aggregate or public data published by Author. Example: Can view total number of students in all courses for all and class schedule.			
Role Common Name	**Access Grantor: Sandy Wieckowski**	**Campus/Dept**	**Department**	**Position**
OBI Student Finance - Advanced Author	Create and publish Analyses, Dashboards on all student data (includes all protected and Red Flag data). Develop in depth analyses for management.		Student Financial Services	Staff
OBI Student Finance - Advanced Viewer	View all data published by Authors. Includes protected data.			

Role Common Name	Access Grantor:	Campus/Dept	Department	Position
OBI Student Finance - Basic Author	Create Analyses on non-protected or non-Red Flag data. Example: create an analysis for their own use or use 'Analyze' to modify existing analysis for their specific needs.			
OBI Student Finance - Basic Viewer	View aggregate or public data published by Author			
Role Common Name	**Access Grantor: Peggy Metzger**	**Campus/Dept**	**Department**	**Position**
OBI Student Financial Aid - Advanced Author	Create and publish Analyses, Dashboards on all student data (includes all protected and Red Flag data). Develop in depth analyses for management.		Financial Aid Office	Staff
OBI Student Financial Aid - Advanced Viewer	View all data published by Authors. Includes protected data.			
OBI Student Financial Aid - Basic Author	Create Analyses on non-protected or non-Red Flag data. Example: create an analysis for their own use or use 'Analyze' to modify existing analysis for their specific needs.			
OBI Student Financial Aid - Basic Viewer	View aggregate or public data published by Author			
Role Common Name	**Access Grantor: Clint Rebik**	**Campus/Dept**	**Department**	**Position**
OBI Student Records and Census - Advanced Author	Create and publish Analyses, Dashboards on all student data (includes all protected and Red Flag data). Develop in depth analyses for management.		A&R	Staff
OBI Student Records and Census - Advanced Viewer	View all data published by Authors. Includes protected data.			
OBI Student Records and Census - Basic Author	Create Analyses on non-protected or non-Red Flag data. Example: create an analysis for their own use or use 'Analyze' to modify existing analysis for their specific needs.			
OBI Student Records and Census - Basic Viewer	View aggregate or public data published by Author			
Role Common Name	**Access Grantor:**	**Campus/Dept**	**Department**	**Position**
OBI Student Instructor - Basic Viewer	View aggregate or public data published by Author			
OBI Student Instructor - Advanced Viewer	View all data published by Authors. Includes protected data.			
OBI Student Instructor - Advanced Author	Create and publish Analyses, Dashboards on all student instructor data (includes all protected and Red Flag data). Develop in depth analyses for management.		A&R; APS	Staff

Resource 25

Role Common Name	**Access Grantor: Clint Rebik**	**Campus/Dept**	**Department**	**Position**
System Administrator	Highest Level of Access			
Space Data Manager	Updates and maintains facility data. Can also create searches and run reports.			
Room Reservations	Schedule events (not classes). Create searches.			
Academic Computing	Schedule maintenance / blackout hours. Can override.			
Extended Education	Event and Class scheduling; includes Interface with PeopleSoft. Needs advanced training.			

DARWIN

Role Common Name	**Access Grantor: Clint Rebik**	**Campus/Dept**	**Department**	**Position**
Administrator	Update Demographic Information, Academic Record, Programs, Exceptions, and Transfer Evaluation. For use by Student Records staff only.			
Articulation	Same as Administrator, view only access to Demographic information. SR only.			
Counselor	View only to Demo Info and Programs. Update to all other tables. SR Staff only.			
Student - Data Entry	Update to Academic record only. View to all other tables. SR Staff only.			
Student - Articulation	Update to Academic Record and Transfer Eval. View to all other tables. SR only.			

View Only	View only to all tables. SR Staff only.			
Advisors	Not yet in use. No description provided.			

<table>
<tr><td colspan="5" style="background:#b3a3d0">NOLIJ</td></tr>
</table>

NOLIJ Accounts Payable Roles	Access Grantor: Tawny Fleming	Campus/ Dept	Department	Position
NOLIJ Accounts Payable - Auxilliary Analyst	Add/Update: Yes (comments only) Process: Routes to AP Validator Inquire: Yes Which PS roles this corresponds to: None		A/P, Advancement Foundation, SPF	Accounting Tech, Accounts Payable Tech, Aux Analyst
NOLIJ Accounts Payable - Enforcer	Add/Update: Yes Process: Checks for supporting documents, verifies chartfield, payment amount and use tax information, and routes to AP Voucherer Inquire: Yes Which PS roles this corresponds to: None		A/P only	Accounting Tech, Accounts Payable Tech
NOLIJ Accounts Payable - Indexer	Add/Update: Yes Process: Indexes document and places into workflow Inquire: Yes Which PS roles this corresponds to: None		A/P only	Accounting Tech, Accounts Payable Tech, Student Worker
NOLIJ Accounts Payable - Inquiry	Add/Update: Yes (comments only) Process: None Inquire: Yes Which PS roles this corresponds to: None		A/P only	Accounting Tech, Accounts Payable Tech
NOLIJ Accounts Payable - Investigator	Add/Update: Yes Process: None Inquire: Yes Which PS roles this corresponds to: None		A/P only	Accounting Tech, Accounts Payable Tech, Student Worker
NOLIJ Accounts Payable - Lead	Add/Update: Yes Process: Manually routes document folders to and from all inboxes Inquire: Yes Which PS roles this corresponds to: CFSCSU_AP_Base		A/P only	Lead Accounts Payable Tech
NOLIJ Accounts Payable - Payment	Add/Update: Yes (comments only) Process: Validates Nolij and CFS information, creates payment in CFS, and removes folder from Nolij workflow Inquire: Yes Which PS roles this corresponds to: CFSCSU_AP_Checks		A/P only	Accounting Tech, Accounts Payable Tech
NOLIJ Accounts Payable - Procurement	Add/Update: No Process: Verifies purchase order information and routes to AP Enforcer Inquire: Yes Which PS roles this corresponds to: CFSCSU_PO_Base		Procurement	Buyer
NOLIJ Accounts Payable - SysAdmin	Add/Update: Yes Process: Administers Nolij AP workflow Inquire: No Which PS roles this corresponds to: None		ITS	Nolij Programmer, Administrator
NOLIJ Accounts Payable - Validator	Add/Update: Yes Process: Validates business unit, doc type, vendor, funding, and delegation information, and routes to AP Enforcer Inquire: Yes Which PS roles this corresponds to: None		A/P only	Accounting Tech, Accounts Payable Tech
NOLIJ Accounts Payable - Vendor Adder	Add/Update: Yes Process: Adds vendor to AP document and routes to AP Vendor Approver Inquire: Yes Which PS roles this corresponds to: None		A/P only	Accounting Tech, Accounts Payable Tech
NOLIJ Accounts Payable - Vendor Approver	Add/Update: Yes (comments only) Process: Approves vendor and routes to AP Validator Inquire: Yes Which PS roles this corresponds to: None		A/P only	Accounting Tech, Accounts Payable Tech

NOLIJ Accounts Payable - Voucherer	Add/Update: Yes Process: Creates voucher in CFS, updates information in Nolij, and routes to payment inboxes Inquire: Yes Which PS roles this corresponds to: CFSCSU_AP_Base		A/P only	Accounts Payable Tech
NOLIJ Admissions and Records Roles	**Access Grantor: Clint Rebik or Steve Ladwig (see "Access Grantor" field on form)**	**Campus/ Dept**	**Department**	**Position**
NOLIJ A&R Academic Dept Staff	For academic dept. staff that need read only access to A&R documents.			
NOLIJ A&R REC Staff - for A&R Staff Only	Full access to read, write, delete, print, app activate all A&R documents. For A&R Staff only.			
NOLIJ A&R REC Dept Staff				
NOLIJ A&R Adapted PE Cred Coordinator				
NOLIJ A&R Admin Services Cred Coordinator role set				
NOLIJ A&R Admissions Manager role set	Add/Update: Decision Forms, Edit Documents, Edit Annotations, Edit Redactions, Delete Document, Rename Document Process: View Document, Route Student Folder, Recover deleted documents, Import an email message and/or attachment into Nolij for Indexing, scan and index documents, Receive documents that are in parallel to the Transfer process, Print Document, Email Attachment, Open document in orignal application Inquire: Search for Students		Admissions	Admissions Director
NOLIJ A&R ADM-Student Assistant role set	Process: View Document, Import an email message and/or attachment into Nolij for Indexing, scan and index documents, Inquire: Search for Student		Office of the Registrar	Student assistant
NOLIJ A&R Anthropology Grad Committee role set	Process: View Document		Anthropology	Committee Members
NOLIJ A&R Anthropology Grad Coordinator role set	Process: View Document		Anthropology	Graduate Coordinator
NOLIJ A&R Appeals Chair				
NOLIJ A&R Appeals Committee role set	Process: View Document, View Decision Form		Admissions	Determined by Admissions Appeals Chairperson
NOLIJ A&R Biology Grad Committee role set	Process: View Document		Biology	Committee Members
NOLIJ A&R Biology Grad Coordinator role set	Process: View Document		Biology	Graduate Coordinator
NOLIJ A&R Business Grad Committee role set	Process: View Document		Business	Committee Members
NOLIJ A&R Business Grad Coordinator role set	Process: View Document		Business	Graduate Coordinator
NOLIJ A&R CIP Admission Coordinator role set	eCabinet access for CIP and A&R documents Add/Update: CIP-related documents similar to CIP-Admissions Evaluator Process: assisting and record-keeping related to International students Inquire: All CIP-related and most A&R documents similar to CIP-Admissions Evaluator		International Programs	
NOLIJ A&R CIP Student Assistant			International Programs	Student Assistant
NOLIJ A&R CNRS Grad Coordinator role set			College of Natural Resources and Sciences	Graduate Coordinator

NOLIJ A&R Credential Analyst role set	Add/Update: Update Decision Forms, Edit document, Edit annotation, Edit redaction, Rename document, Delete document, Print document, Process: View Document, Receive documents that are in parallel to the Transfer process, scan and index document, Open document in original application, Route student folder, Print document Inquire: Search for Student		Admissions	Credential Analyst
NOLIJ A&R Dean				
NOLIJ A&R Developer role set			Admissions	
NOLIJ A&R Education Grad Committee role set	Process: View Document		Education	Committee Members
NOLIJ A&R Education Grad Coordinator role set	Process: View Document		Education	Graduate Coordinator
NOLIJ A&R Elementary Ed Cred Coordinator role set	Process: View Document		Elementary Education	Graduate Coordinator
NOLIJ A&R English Grad Committee role set	Process: View Document		English	Committee Members
NOLIJ A&R English Grad Coordinator role set	Process: View Document		English	Graduate Coordinator
NOLIJ A&R Env Comm Grad Coordinator role set	Process: View Document		Environment & Community	Graduate Coordinator
NOLIJ A&R Env Comm Grad Committee role set	Process: View Document		Environment & Community	Committee Members
NOLIJ A&R Env NR Sci Grad Committee role set	Process: View Document		Environmental & Natural Resources Sciences	Committee Members
NOLIJ A&R Env Res Eng Grad Committee role set	Process: View Document		Environmental Resources Engineering	Committee Members
NOLIJ A&R Env Sys Grad Coordinator role set	Process: View Document		Environmental Systems	Graduate Coordinator
NOLIJ A&R EOP Admissions Committee	Process: View Document		Educational Opportunity Program	Determined by EOP Admissions Evaluator
NOLIJ A&R EOP Admissions Evaluator	Add/Update: Edit document, Edit annotation, Edit redaction, Rename document Process: View Document, Import an email message and/or attachment into Nolij for Indexing, scan and index, Route student folder, Open document in original application, Apply custom status Inquire: Search for student		Educational Opportunity Program	EOP Admissions Evaluator
NOLIJ A&R EOP Student Assistant	Add/Update: Edit document, Edit annotation, Edit redaction, Rename document Process: View Document, Import an email message and/or attachment into Nolij for Indexing, scan and index, Route student folder, Open document in original application, Apply custom status Inquire: Search for student		Educational Opportunity Program	EOP Student Assistant
NOLIJ A&R ES Energy Tech Grad Committee role set	Process: View Document		Environmental Systems Program	Committee Members
NOLIJ A&R ES Math Grad Committee role set	Process: View Document		Mathematics	Committee Members
NOLIJ A&R Fisheries Grad Committee role set	Process: View Document		Fisheries	Committee Members
NOLIJ A&R FT Evaluator role set	Add/Update: Update Decision Form, Edit document, Edit annotation, Edit redaction, Rename document, Delete document Process: View Document, Import an email message and/or attachment into Nolij for Indexing, scan and index documents, Receive documents that are in parallel to the Transfer process, Route student folder, Open document in original application, Print document Inquire:Search for student		Admissions	Admissions Evaluator
NOLIJ A&R FWW Grad Committee role set	Process: View Document		Forestry, Watershed & Wildland Sciences	Committee Members

Role	Access	Campus/Dept	Department	Position
NOLIJ A&R Grad Evaluator Admissions Staff	Add/Update: Edit document, Edit Annotation, Process: View Document, View Decision Form, Open document in original application Inquire: Search for student			Graduate Admissions Coordinator
NOLIJ A&R Geology Grad Committee role set	Process: View Document		Geology	Committee Members
NOLIJ A&R Kinesiology Grad Committee role set	Process: View Document		Kinesiology	Committee Members
NOLIJ A&R Office Manager role set				
NOLIJ A&R Psych Grad Coordinator role set	Process: View Document		Psychology	Graduate Coordinator
NOLIJ A&R Psych AcadRes Grad Committee role set	Process: View Document		Psychology	Committee Members
NOLIJ A&R Psych Counsel Grad Committee role set	Process: View Document		Psychology	Committee Members
NOLIJ A&R Psych School Grad Committee role set	Process: View Document		Psychology	Committee Members
NOLIJ A&R REC-VETS				
NOLIJ A&R Registrar Manager role set	Add/Update: Edit document, Edit annotation, Edit redaction, Delete document, Rename document, Process: View Document, View Decision Form, Receive documents that are in parallel to the Transfer process, Scan and index document, Print document, Email attachment, Open document in original application, Route document, Inquire: Search for student		Office of the Registrar	Registrar
NOLIJ A&R Registrar - Student Assistant				
NOLIJ A&R Secondary Ed Cred Coordinator role set	Process: View Document		Secondary Education	Graduate Coordinator
NOLIJ A&R Soc Grad Committee role set	Process: View Document		Sociology	Committee Members
NOLIJ A&R Special Ed Cred Coordinator role set	Process: View Document		Special Education	Graduate Coordinator
NOLIJ A&R Social Work Grad Committee role set	Process: View Document		Social Work	Committee Members
NOLIJ A&R Social Work Grad Coordinator role set	Process: View Document		Social Work	Graduate Coordinator
NOLIJ A&R TGC role set	Add/Update: Update Decision Form, Edit document, Edit annotation, Edit redaction, Delete document, Rename document Process: View Document, Receive documents that are in parallel to the Transfer process, Scan and index document, Print document, Open document in original application, Route student folder, Inquire: Search for Student		Office of the Registrar	Transfer & Grad Counselor
NOLIJ A&R VETS Manager role set	Add/Update: Edit document, Edit annotation, Edit redaction, Rename document Process: View Document, Import an email message and/or attachment into Nolij for Indexing, scan and index documents, Receive documents that are in parallel to the Transfer process Route document, Work complete, Print document, Open document in original application, Inquire: Search for student		Veterans Affairs	Veterans Coordinator
NOLIJ A&R Wildlife Grad Committee role set	Process: View Document		Wildlife	Committee Members
NOLIJ Extended Ed Roles	**Access Grantor: Carl Hansen**	**Campus/ Dept**	**Department**	**Position**
NOLIJ EE Staff	View, Import, Index, Delete, Annotate all EE document types		Extended Education	Staff
NOLIJ EE REC EE Staff	To allow Extended Education staff to view select Admissions & Records documents.		Extended Education	Dean, Registrar

NOLIJ Financial Aid Roles	Access Grantor: Peggy Metzger	Campus/Dept	Department	Position
NOLIJ Financial Aid - Administrator				
NOLIJ Financial Aid - Counselor				
NOLIJ Financial Aid - Document				
NOLIJ Financial Aid - Fee Waiver				
NOLIJ Financial Aid - Intake				
NOLIJ Housing & Residence Life Roles	**Access Grantor: Stephen St. Onge**	**Campus/Dept**	**Department**	**Position**
NOLIJ Housing - Director	Add and delete all Housing and Res Life documents		Housing	Director, Associate Director, Assist Directors, Conference Coordinator
NOLIJ Housing - Admin	Access all Housing and Res Life documents		Housing	
NOLIJ Housing - Res Life Staff	View access to all Housing and Res Life documents		Housing	Residence Life Coordinators, Residence Life Area Coordinators
NOLIJ Housing - Res Life Student	Add Res Life documents received at Front desk to Nolij and route to initial processing step.		Housing	Reslife SA (Student Assistant)
NOLIJ Housing - Staff	View access to all Housing and Res Life documents. Upload documents but not delete.		Housing	Assignments Coordinator, Residence Services Coordinator, Purchasing Coordinator, Cashier, Admin Assistant
NOLIJ Housing - Student	Add Housing documents received at Front desk to Nolij and route to initial processing step.		Housing	Resident Services Student Assistant, Assignment Student Assistant
NOLIJ HR Appointment Document Roles	**Access Grantor: Denise Giltzow**	**Campus/Dept**	**Department**	**Position**
NOLIJ HR Appointment - Budget Office	Process: Access to the Budget Office inbox in the Appointment Document (Form 104) process. Ability to review appointment documents and route them to payroll. Inquire: Look up appointment documents by EmplID, Name, Department, classification. This includes appointment documents that are currently being processed and those filed in the electronic personnel file.	Dept	University Budget Office	
HR Appointment or Separation-HR Review	Process: Access to the HR AVP inbox in the Appointment Document (Form 104) process. Ability to approve appointment documents and route them to VPs/President. Inquire: Look up appointment documents by EmplID, Name, Department, classification. This includes appointment documents that are currently being processed and those filed in the electronic personnel file.	Dept	Human Resources	
NOLIJ HR Appointment - HR Hub	Process: Access to the 'Start Blue Paper Process' inbox in the Appointment Document (Form 104) process. Ability to review and process (add HSU ID) appointment documents and route them to the University Budget Office. Inquire: Look up appointment documents by EmplID, Name, Department, classification. This includes appointment documents that are currently being processed and those filed in the electronic personnel file.	Dept	Human Resources	
NOLIJ HR Appointment - Student Affairs Budget Analyst	Process: Access to the Student Affairs Budget Analyst inbox in the Appointment Document (Form 104) process. Ability to review appointment documents and route them to the Student Affairs VP. Inquire: Look up appointment documents by EmplID, Name, Department, classification. This includes appointment documents that are currently being processed and those filed in the electronic personnel file.	Dept	VPSA	

NOLIJ HR Appointment - Payroll Manager	Process: Access to the 'Payroll Manager' and 'PPTs to Approve' inboxes in the Appointment Document (Form 104) process. Ability to approve appointment documents and route them to individual Payroll Technicians for processing. Ability to view and approve PPTs. Inquire: Look up appointment documents by EmplID, Name, Department, classification. This includes appointment documents that are currently being processed and those filed in the electronic personnel file.	Dept	Payroll	
NOLIJ HR Appointment - Payroll Technician	Process: Access to the all Payroll Technician inboxes in the Appointment Document (Form 104) process. Ability to review appointment documents androute them to personnel folders for final filing. Also able to upload PPTs to the folder and route to the Payroll Manager for approval Inquire: Look up appointment documents by EmplID, Name, Department, classification. This includes appointment documents that are currently being processed and those filed in the electronic personnel file.	Dept	Payroll	
NOLIJ HR Appointment - Academic Affairs Budget Analyst	Process: Access to the Academic Affairs Budget Analyst inbox in the Appointment Document (Form 104) process. Ability to review appointment documents and route them to the Academic Affairs VP. Inquire: Look up appointment documents by EmplID, Name, Department, classification. This includes appointment documents that are currently being processed and those filed in the electronic personnel file.	Dept		
NOLIJ HR Appointment - Academic Affairs Provost and VP	Process: Access to the Academic Affairs Provost 'Appointment', 'Recruitment Form 1', and 'Recruitment Form 5' inboxes in the Appointment Document (Form 104) and Recruitment processes. Ability to review, approve, and route appointment documents and recruitment forms 1 and 5.	Dept		
NOLIJ HR Appointment - Admin Affairs VP	Process: Access to the Admin Affairs VP 'Appointment', 'Recruitment Form 1', and 'Recruitment Form 5' inboxes in the Appointment Document (Form 104) and Recruitment processes. Ability to review, approve, and route appointment documents and recruitment forms 1 and 5.	Dept		
NOLIJ HR Appointment - President	Process: Access to the President 'Appointment', 'Recruitment Form 1', and 'Recruitment Form 5' inboxes in the Appointment Document (Form 104) and Recruitment processes. Ability to review, approve, and route appointment documents and recruitment forms 1 and 5. Inquire: Which PS roles this corresponds to:	Dept		
NOLIJ HR Appointment - Student Affairs VP	Process: Access to the Student Affairs VP 'Appointment', 'Recruitment Form 1', and 'Recruitment Form 5' inboxes in the Appointment Document (Form 104) and Recruitment processes. Ability to review, approve, and route appointment documents and recruitment forms 1 and 5.	Dept		
NOLIJ HR Appointment - University Advancement VP	Process: Access to the University Advancement VP 'Appointment', 'Recruitment Form 1', and 'Recruitment Form 5' inboxes in the Appointment Document (Form 104) and Recruitment processes. Ability to review, approve, and route appointment documents and recruitment forms 1 and 5.	Dept		

NOLIJ HR Fee Waiver Roles	Access Grantor: Denise Giltzow	Campus/ Dept	Department	Position
NOLIJ HR Fee Waiver - Coordinator	Process: Ability to review and approve fee waiver applications and Career Development Plans. Ability to route anywhere within the fee waiver process. Inquire: Look up Empl ID, term, name, union code, campus attending, student ID at campus attending.		HR and APS	
NOLIJ HR Fee Waiver - Registrar	Process: Ability to review and process fee waiver applications. Ability to route to Student Financial Services. Inquire: Look up Empl ID, term, name, union code, campus attending, student ID at campus attending.			
NOLIJ HR Fee Waiver - SFS	Process: Ability to review and process fee waiver applications. Ability to route to Payroll. Inquire: Look up Empl ID, term, name, union code, campus attending, student ID at campus attending.			
NOLIJ HR Fee Waiver - Payroll	Process: Ability to review and process fee waiver applications for tax purposes. Inquire: Look up Empl ID, term, name, union code, campus attending, student ID at campus attending.			
NOLIJ HR Medical Roles	Access Grantor: Denise Giltzow	Campus/ Dept	Department	Position
NOLIJ HR Medical - Admin1	Electronic filing cabinet for FMLA requests, designation, HCRA, HIPPA, Dr. notes, NDI, physician predesignation. Process: Ablity to add and review medical documents and access to HR office inboxes. Ability to route medical documents to other HR staff. Inquire: Look up medical documents by EmplID, Name, SNN, and DOB.	Dept	Human Resources	
NOLIJ HR Medical - Admin2	May be read only	Dept	Human Resources	
NOLIJ HR Medical - Ben Admin		Dept	Human Resources	
NOLIJ HR Medical - Student		Dept	Human Resources	
NOLIJ HR Sponsored Programs Foundation Roles	Access Grantor: Kacie Flynn and Denise Giltzow	Campus/ Dept	Department	Position
HR SPF Front Office Staff	Process: Ability to add and review SPF employee new hire documents. Cannot view I-9 forms. Ability to route to campus HR. Inquire: Look up HR SPF documents by EmplID, Name, SNN, and DOB.	Dept		
HR SPF Staff Full Access	Process: Ability to add and review SPF employee personnel file documents. Cannot view I-9 forms. Ability to route to SPF front office inbox and Payroll. Inquire: Look up HR SPF documents by EmplID, Name, SNN, and DOB.	Dept		
HR SPF Staff Modified Access	Process: Ability to add and review SPF employee new hire documents. Cannot view I-9 forms. Ability to route to SPF front office inbox and Payroll. Inquire: Look up HR SPF documents by EmplID, Name, SNN, and DOB.	Dept		
HR SPF HR Staff Read Only	Process: Ability to review SPF employee personnel file documents. Cannot view I-9 forms. Ability to route to SPF front office inbox and Payroll. Inquire: Look up HR SPF documents by EmplID, Name, SNN, and DOB.	Dept		
HR SPF I-9	Process: Ability to add and review I-9 forms. Ability to route to campus HR, SPF front office inbox, and Payroll. Inquire: Look up I-9 documents by EmplID, Name, SNN, and DOB.	Dept		

Role	Description	Campus/Dept	Department	Position
HR SPF Payroll Manager	Process: Ability to add and review SPF Payroll related documents. Ability to route to SPF front office and HR staff. Inquire: Look up SPF Payroll documents by EmplID, Name, SNN, and DOB.	Dept		
HR SPF Payroll Technician	Process: Ability to add and review SPF Payroll related documents. Ability to route to SPF front office and HR staff. Inquire: Look up SPF Payroll documents by EmplID, Name, SNN, and DOB.	Dept		
HR SPF Staff Read Only	Process: Ability to review SPF employee new hire documents. Cannot view I-9 forms. Ability to route to campus HR. Inquire: Look up HR SPF documents by EmplID, Name, SNN, and DOB.	Dept		
NOLIJ Payroll	**Access Grantor: Patty Ambrosini**	Campus/Dept	**Department**	**Position**
NOLIJ Payroll eCab				
NOLIJ VETS Roles	**Access Grantor: Kim Hall**	Campus/Dept	**Department**	**Position**
NOLIJ VETS - Fee Waiver				
NOLIJ Student Disability Resource Center (SDRC) Roles	**Access Grantor: Kevin O'Brien**	Campus/Dept	**Department**	**Position**
NOLIJ SDRC Administrator				
NOLIJ SDRC Staff				
NOLIJ SDRC Student Worker				

Mapworks

Role Name	Access Grantor: Tracy Smith	Campus/Dept	Department	Position
Staff	View and drill down into Student Dashboard Send and log public and private contact, including email, notes, tasks, referrals Create dynamic and static lists Identify students who are at risk		Student Acad Svcs Outreach Elite Scholars INRSEP ITEPP Veterans Office Advising Center Housing	Student Support Liaison INRSEP ASA INRSEP Advisor INRSEP Chair ITEPP Coordinator SDRC Administrator SDRC Staff Veterans Coordinator Staff Advisor Res Life Coord
Student Leader	View Student Dashboard Send and log public contact including email, notes, tasks, referrals		Learning Center	Latino Peer Mentors
Campus Coordinator	View and drill down into Student Dashboard Send and log public and private contact, including email, notes, tasks, referrals Create dynamic and static lists Identify students who are at risk Setup configuration		Institutional Research Retention & Inclusion ITS	Research Assistant AVP Analyst/Programmer
Technical	View and drill down into Student Dashboard Send and log public and private contact, including email, notes, tasks, referrals Create dynamic and static lists Identify students who are at risk Setup configuration Manage data loads		Institutional Research ITS	AVP Student Retention Analyst/Programmer

Hobsons Permissions

Role Common Name	Access Grantor: Steve Ladwig	Campus/Dept	Department	Position
HUM Admissions Manager	Nearly all access in Hobsons except Administrator roles, Bulk Edit, and Bulk Delete.			
HUM Admissions Staff	Staff access including ability to view, add, and edit Admissions contacts, send ad-hoc email, and run pre-defined filters for secure list download.			
HUM Admissions Student Worker	Student worker access including ability to view, add, and edit Admissions contact records.			
HUM Executive	Read-only access to communications plans, dashboards, and Admissions contacts.			

HUM EOP Staff	Staff access to view, add, and edit Admissions contacts, send ad-hoc email, and run pre-defined filters for secure list download.			
HUM Marketing	Read-only access to communications plans, and edit access to all Humboldt-editable electronic content.			
HUM Technical	Hobsons All Access.			
HUM Security	Hobsons permissions administration (currently requires Hobsons All Access).			