

HR and FN End User Responsibility Chart

HR End User Responsibilities	Description	Category	Default or Request	Who is eligible for Access?	Update vs. Inquiry	Documents/ Applications Updated
HURS View	The HURS History Form provides viewing access of historical employment, assignment and salary information; as well as, faculty data as recorded in the HURS Main Frame system prior to December 31, 2003. Employees hired after December 31, 2003 will not have historical data in the HURS Main Frame System.	Restricted to HR ORG(s)	Request	Employees with Assignment Category 01 Fulltime, 03 Parttime, 04-Retiree, 59 Affiliate Employee	Update	HURS History Form --View Only
UAB Effort Report User	The UAB Effort Report User responsibility gives the user the ability to view only his/her own effort report or an effort report sent by the system for review.	Restricted to an Individual	Default	Any assignment with a <i>Payroll</i> of 12/12 MONTHLY FACULTY, 9/12 MONTHLY, 9/9 MONTHLY, MONTHLY	Update	Effort Report Form (1)
UAB HR Officer	The UAB HR Officer responsibility gives end users the ability to view and update personnel data, view and update timesheets hours and cost distributions, view and retroactively redistribute previously posted salary/benefit dollars, view faculty data, and run ad hoc reports.	Restricted to HR ORG(s)	Request	Employees with Assignment Category 01 Fulltime, 03 Parttime, 04-Retiree, 59 Affiliate Employee	Update	ACT Form, TEL, & Salary Reclass Form
UAB Salary Reclass	The Salary Reclass Form is used to retroactively redistribute previously posted salary/benefit dollars for an employee or fellowship/scholarship dollars for a trainee.	Restricted to HR ORG(s)	Request	Employees with Assignment Category 01 Fulltime, 03 Parttime, 04-Retiree, 59 Affiliate Employee	Update	Salary Reclass Form
UAB HR Self Service	The UAB Self Service Applications is an internet based system in which UAB employees will use to manage their personal record and financial information.	Restricted to an Individual	Default	Individuals with a Person Type of Employee, Trainee, Volunteer	Update	HR Self Service Application
UAB Self Service Views	The UAB Self Service Views responsibility provides the ex-employee, ex-trainee or ex-volunteer viewable access to their personal information, assignment history and salary history archived in the Oracle Administrative System.	Restricted to an Individual	Default	Individuals with a Person Type of Ex-Employee, Ex-Trainee, Ex-Volunteer	Inquiry	HR Self Service Views
UAB TEL	The UAB TEL responsibility gives the user the ability to view and update his/her own biweekly timesheet hours and cost distribution, and view vacation/personal holidays/sick time balances	Restricted to an Individual	Default	Any assignment with a <i>Payroll</i> of Biweekly	Update	TEL Form
UAB Timekeeper	The UAB Timekeeper responsibility gives the user the ability to view, and may update, the biweekly timesheet hours and cost distribution of the biweekly employees in the Timekeeper's organizational unit(s) and view absence accrual balances.	Restricted to HR ORG(s)	Request	Employees with Assignment Category 01 Fulltime, 03 Parttime, 04-Retiree, 59 Affiliate Employee	Update	TEL Form

FN End User Responsibilities	Description	Category	Default or Request	Who is eligible for Access?	Update vs. Inquiry	Documents/ Applications Updated
UAB AP End User	The UAB AP End User responsibility gives the user the ability to view invoices and payments by searching on payee name, purchase order number, requisition number, etc.	Restricted by functionality	Default	Employees with Assignment Category 01 Fulltime, 03 Parttime, 04-Retiree, 59 Affiliate Employee	Inquiry	N/A
UAB Budget Model User (2)	The UAB Budget Model User responsibility gives the user access to UAB BudgetWorks to establish departmental budgets for the next fiscal year and to print or download reports as needed throughout the year.	Restricted to GL ORG(s)	Request	Request to employees with Assignment Category 01, 03, 59 Affiliate Employee, No Pay, 04-Retiree	Update	UAB BudgetWorks (2)
UAB FN Document Entry/Approval	The UAB FN Document Entry/Approval responsibility gives the user the ability to create the three finance online document types: Purchase Order Requisitions, Payment Requests and GL Journal Entries. Users may also view previously entered Purchase Order Requisitions, Purchase Orders, supplier/vendor information, and all GL Journal Entries.	Restricted by functionality	Default	Employees with Assignment Category 01 Fulltime, 03 Parttime, 04-Retiree, 59 Affiliate Employee	Update	PO Requisition Form, Payment Request Form, GL JE Form
UAB GA End User	The UAB GA End User responsibility gives the user the ability to view project, task and award dollar balances and dollar transactions, view GA attributes (non-dollar data), and run certain predefined GA ad hoc reports on line.	Restricted by functionality	Request	Employees with Assignment Category 01 Fulltime, 03 Parttime, 04-Retiree, 59 Affiliate Employee	Inquiry	N/A
UAB GL End User	The UAB GL End User responsibility gives the user the ability to view GL account string dollar balances and dollar transactions based upon his/her security rules, view all GL attributes (non-dollar data) for any and all account string, without regard to his/her security rules, and run certain predefined GL ad hoc reports on line.	Restricted to GL ORG(s)	Request	Employees with Assignment Category 01 Fulltime, 03 Parttime, 04-Retiree, 59 Affiliate Employee	Inquiry	N/A
UAB Requisition Input	The UAB Requisition Input responsibility gives the user the ability to create and view requisitions and payment requests, and to view supplier/vendor information.	Restricted by functionality	Request	Employees with Assignment Category 02 Fulltime Temporary, 04 Irregular, 06 Student Employee, 07 Resident, 11 Federal Work Study, 20, 21	Update	PO Requisition Form, Payment Request Form
UAB Sunflower Custom Reports	This is an inventory system for equipment accounting.	Restricted by functionality	Default	Employees with UAB FN Document Entry/Approval responsibility	Update	Sunflower Custom Reports (3)

(1) No update capability; certify, approve, or reject options.

(2) The Budget Model System is not part of the Finance Administrative Systems. However, the access and workflow for the Budget Model System is set up in the Administrative System. An overnight process uploads the

(3) The Sunflower Asset system is not part of the Oracle Administrative System. However, custom reports using data from the Sunflower Asset System are available in the Oracle Administrative System.