



Role 2	<b>BUSINESS OFFICER: FOR NON-APPOINTED STAFF</b>	<p><b>To Process CASUALS Only.</b> Update and display access for University-wide Biweekly &amp; Monthly Casuals, Temporary Unionized Staff, Teaching/ Graduate Assistants, Research Students/ Fellows &amp; staff paid by timesheet.</p> <p><input type="checkbox"/> <u>Display only</u> casual group.</p> <p><input type="checkbox"/> <u>Update and Display</u> casual group.</p>
Role 3	<b>OFFICE ASSISTANT</b>	<p>To display Name &amp; Address information only in your organizational unit(s).</p> <p>This Role must include Org Unit number/s required: _____</p>
Role 4	<p><b>MANAGERIAL</b></p> <p><b>Note:</b> Role 4 is the same as Role 1 except Role 4 is display only &amp; includes view of salaries.</p>	<p>For <u>Display Only</u> access to HR and Payroll for staff in your organizational unit(s) and University-wide Casual group.</p> <p>This role must include Org Unit number/s required: _____</p> <p><b>THIS ROLE INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Time Management – <u>Display only</u></li> <li>• Payroll Distribution reporting</li> </ul>

### ADDITIONAL ROLES: Absence Tracking & Payroll Distribution

**Section 3: Additional HRIS Functions:** – Select the additional roles required for your position

<input type="checkbox"/>	<b>ABSENCE TRACKING (DATA ENTRY ONLY)</b>	<p>To record absences for staff appointed employees in your Org unit/s. This role provides for <u>data entry only</u> for the following functions:</p> <ul style="list-style-type: none"> <li>▪ Access to Absence Fast Entry Upload Sheet</li> <li>▪ Access to Absence Reporting and Fast Entry Upload sheet in HRIS</li> </ul> <p>This Role must include Org Unit number/s. _____</p> <p><b>NOTE:</b> For data clarification, data entry or error correction, contact your department staff member with the HRIS Business Officer Role, which contains time management update of the above functions.</p>
<input type="checkbox"/>	<b>PAYROLL ACCOUNTING:</b>	Print Month-End Payroll Distribution Report.

**Other:**

### Signature Authorization

**SECTION 4: SIGNATURE -- PLEASE SIGN AND OBTAIN DEPARTMENT HEAD'S SIGNATURE OF APPROVAL FOR AMS ACCESS REQUESTED**

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Head's Name (Please print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Univ.Tel.#*

\_\_\_\_\_  
*Department Head's Signature*

\_\_\_\_\_  
*Date*