Security Role	Description	Enabled For
Absence Support	Allows user to perform absence management tasks for assigned organizations. Examples include entering time off and submitting leave of absence for employees in their assigned organization. Can view employees on leave for their assigned organization.	Supervisory Organization
Academic Chair/Manager and Support Staff	Security role assigned by Academic Unit that allows those assigned to the role to add academic appointments and manage academic appointments for the unit(s) assigned.	Academic Unit/ Academic Unit Hierarchy
Academic Dean and Support Staff	Security role assigned by Academic Unit that allows those assigned to the role to manage academic appointments for the unit(s) assigned in the Academic Unit hierarchy.	
Accounting Analyst	Allows user to perform financial reporting functions for assigned companies. Examples include the trial balance, financial statements, and spend analytics. No approval authority.	Company/ Company Hierarchy
Accounts Payable Analyst	Allows user to perform accounts payable reporting functions for assigned organizations. Examples include reporting on suppliers, supplier invoices, and payments. No approval authority.	Company/ Company Hierarchy
Administrative Assistant	Allows user to support Manager of assigned supervisory organization in performing key HR functions such as: Create Position, Create Job Requisition, Hire Employee, Request Compensation Change, Change Job, Terminate Employee, Add Additional Job, One Time Payment and Period Activity Pay.	Supervisory Organization
Award Contract Analyst (Award)	Provides access to view grant and award financial information for a specific award.	Award Contract
Award Contract Analyst (Company)	Provides access to view grant/award details for the entire institution.	Company/ Company Hierarchy
Budget Analyst	Allows user to perform budget reporting functions for assigned organizations. Examples include reporting on financial budgets and position budgets.	Company/ Company Hierarchy
Cash Sale Specialist	Allows user to record cash sales or non-invoiced receipt of funds. This role cannot create the deposit transaction that updates the bank reconciliation process.	Company/ Company Hierarchy
Cost Center Budget Specialist	Allows user to perform budget functions for assigned organizations related to creating and maintaining financial and position budgets. User can initiate budget amendments.	Cost Center/ Cost Center Hierarchy
Cost Center Financial Analyst	Allows user to perform financial reporting functions for assigned cost centers. Examples include manager financial reporting and metrics, and spend analytics. No approval authority.	Cost Center/ Cost Center Hierarchy
Cost Center Journal Specialist	Allows user to initiate journal entries, operational accounting adjustments, and payroll accounting adjustments. Approval required from Business Manager to assign. Will need Cost Center Financial Analyst role to see reports.	Cost Center/ Cost Center Hierarchy

Cost Center Manager	Primary fiscal manager for assigned cost center(s). Ability to initiate as well as approve certain HCM and Finance business processes for workers in their Cost Center(s) or Cost Center Hierarchy. Able to view compensation and other information for workers in their Cost Center(s). Able to see details of multiple jobs for workers with multiple jobs even if they are in other Cost Centers.	Cost Center/ Cost Center Hierarchy
Dean/Director	Can view job related and compensation data for employees within their assigned supervisory organization. This security role has approval authority over creation of positions and compensation changes.	Supervisory Organization
Effort Certification Reviewer	Role that is the initial approver for effort on grants.	Supervisory Organization
Expense Analyst	Allows user to perform expense reporting functions for assigned organizations. Examples include reporting on expense reports and payments. No approval authority.	Company/ Company Hierarchy
Financial Administrative Assistant	Able to initiate certain limited business processes on behalf of others including expense reports, spend authorizations, and reconciling P-Card transactions. Cannot view budget information or reports without the addition of the Cost Center Financial Analyst role. Generally assigned only to specific Cost Centers.	Cost Center/ Cost Center Hierarchy
Gift Financial Analyst	Allows user to perform financial reporting functions for assigned gifts. Examples include the trial balance, financial statements, and spend analytics. No approval authority.	Gift/ Gift Hierarchy
HR Finance Coordinator	Initiates and/or approves financial costing and funding in HCM processes. Requires approval from Provost, President, VP level financial managers to assign.	Cost Center/ Cost Center Hierarchy
Manager	This role is automatically assigned to any NSHE employee with direct reports. It allows the user to perform actions on members of assigned supervisory organization(s). Examples include hiring staff and students, compensation changes, job changes, creating positions, requisitions, leaves, and time off. Approval authority for HCM business processes.	Supervisory Organization
Search Committee	Security Role assigned to any employee, contingent worker, or external individual that serves on a search committee. Search committees can be assigned access to view applications for a job requisition. *external individuals do not have access to view applications.	Job Requisition
Search Coordinator/Chair	Security Role assigned to any employee that serves on a search committee as the search coordinator or search chair. Search coordinators or search chairs are assigned access to move and disposition applications in the job application business process.	Job Requisition
Timekeeper	Perform time sheet management functions for assigned organizations by conducting a timely review and approval according to Payroll deadlines. Functions include regular review and correction of time card errors, performing audits to ensure time card accuracy, submitting and/or approving time card revisions. Approval authority for time sheet business processes.	Supervisory Organization
Worktag Manager	Reviews and approves all financial transactions for assigned worktag. Assigned user will have ability to view all related transactions (requisitions, invoices, purchase orders, budget amendments, and journals as well as Manager Balance and Expenditure reports. Worktag Manager requires authority from Worktag Owner to manage business and financial transactions on his/her behalf.	Unit, Cost Center, Specific Worktags

Worktag Owner	This role allows the user to view financial information and reports. It should be assigned to the employee that is ultimately accountable for the worktag budget and the purpose it supports. This user is not routed WD processes for review and approval but can be added as an additional approver on ad hoc basis.	Cost Center, Gift, Grant, Program, Project and Hierarchies