

HR Front End Profiles used by Urbana Colleges and Departments, Descriptions and Training Courses Required for Security

		Training course(s) required											
Profile Name	Profile description	Overview and Navigation	New Hire	Add a Job	Employee Job Record Changes	Labor Distribution Only Changes	Employee Data Changes	Job End Date	Reappointment	Separation	Employee Group / Class Change	Historical Job Change	Position Creation and Maintenance
U Dept Reviewer	This HRFE profile is the most commonly used profile for departments. This profile allows users to initiate and review most transactions and apply LD transactions for all employees.	x	x	x	x	x	x	x	x	x	x		x
U CollMajAdm Review	This HRFE profile is the most commonly used profile for those at the college level or the business office of a major administrative unit. The profile allows users to initiate, review and (where appropriate) apply transactions for employees. This profile requires additional authorization because it grants college level review permission.	x	x	x	x	x	x	x	x	x	x		x
U View Only No SSN	This HRFE profile allows users only to view transactions for all employee groups.	x											
U LD Only	This limited HRFE profile allows users to initiate, review and apply only Labor Distribution change transactions.	x											
U Grad Reviewer	This limited HRFE profile allows users to initiate and review and (where appropriate) apply transactions for only Graduate and Grad/Academic Hourly employees.	x	x	x	x	x	x	x	x	x	x		x
U Academic Reviewer	This is a limited HRFE profile allows users to initiate and review most transactions and apply LD transactions for only academic employees (faculty, academic professional, grad, ac hourly, etc).	x	x	x	x	x	x	x	x	x	x		x
U Student Reviewer	This limited HRFE profile allows users to initiate, review and (where appropriate) apply transactions for only Student (undergraduate) employees. This profile does not apply Federal Work Study transactions.	x	x	x	x	x	x	x	x	x	x		x
U CS Reviewer	This limited HRFE profile allows users to initiate and review most transactions and apply LD transactions for only Civil Service and Extra Help employees.	x	x	x	x	x	x	x	x	x	x		x
U Academic Initiator	This is a limited HRFE profile that allows users to initiate and route for review most transactions and apply LD transactions for only academic employees (faculty, academic professional, grad, ac hourly, etc.).	x	x	x	x	x	x	x	x	x	x		x

