

| Security Role | Functional Area | Description | Dynamically Assigned by: | Manual Required? |
|------------------------------------|--------------------------|---|--|------------------|
| Absence Partner | Absence Management | Perform absence management tasks for assigned organizations. Examples include adjusting accruals and time off, and viewing employees on leave. Approval authority for time off and leave business processes. | LeaveTraq Department Admin | |
| Academic Dean | Recruiting | Custom TAMUS security role. Currently only in use for TAMU. Security role above the Department Head for certain recruiting events on Faculty employee subtype. Review and Approval authority for some HCM business processes. | | Yes |
| Benefits Partner | Benefits | Perform benefits management tasks for assigned organizations. Role assigned within HROE. | HR Connect Benefits Processor C115 C106 | |
| Budget Partner | Payroll | Budget security role for approval of most staffing events within their company that is associated with TAMUS Cost Centers for which they are the responsible party. This role is intended to accommodate the current TAMUS Budget Offices. TAMU not utilizing this role. | | Yes |
| Compensation Partner | Compensation | Perform compensation management tasks for members of assigned supervisory organizations. Examples include approving employee compensation plans, packages, and salary ranges. Review and Approval authority for some compensation and staffing business processes. Roles assigned within HROE. | | Yes |
| Cost Center Approver | Payroll | The Cost Center Approver security role has the authority to charge funds (salary, allowances, one time payments, fringe, etc.) to a specific TAMUS Custom Organization (Cost Center) Custom TAMUS security role. Currently only in use for TAMU. | Changes on the way | |
| Dean of Faculty | Recruiting | Perform actions for members of assigned supervisory organizations for recruiting events on Faculty employee subtype. Review and Approval authority for some HCM business processes. | | Yes |
| Department Head | Staffing | Perform actions on members of assigned supervisory organizations and subordinates, such as requisition, hire, change job and compensation change. This role is intended to accommodate the current TAMUS Adloc Department Head and the Head/Director of a FAMIS subsidiary account. Approval authority for some HCM business processes. | | Yes |
| Executive Approver | Compensation | Executive security role above the Department Head for certain staffing events for staff, faculty and other employee types depending upon System Member requirements. | | Yes |
| Faculty Partner | Staffing | Perform actions for members of assigned supervisory organizations for staffing and compensation events on Faculty employee subtype. Review and Approval authority for some HCM business processes. Role assigned within Dean of Faculty office. | | Yes |
| Graduate Studies Partner | Staffing | Perform HR management functions for assigned organizations for staffing and compensation events on Graduate Assistant employee subtype. Approval authority for some HCM business processes. Role assigned within Graduate and Professional Studies office. | | Yes |
| HR Contact | Staffing | Perform actions on members of assigned supervisory organizations such as create position, hire, change job, compensation change, performance review, recruiting, leaves, time off and termination. Review and approval authority for some HCM business processes. This role is intended to accommodate the current TAMUS System Member HR offices functions. Role assigned within HROE. | HR Connect Department Admin Created an EPA since the beginning of fiscal year 2016. | |
| HR Partner | Staffing | Provides for view-only access to worker personal and position data in order to support review and oversight by appropriate high-level administrators or for staff within the TAMUS ongoing support services office. Role assigned within HROE office. | | Yes |
| HR View Only | Staffing | Perform Form I-9 actions on members of assigned supervisory organization such as review and amend Form I-9. | | Yes |
| I-9 Processor | Onboarding | Perform Manage Organization business processes and tasks for assigned organizations. Examples including setting up new supervisory organizations and editing, activating or inactivating supervisory organizations. Assignee should have access and authority to create new ADLOC numbers in legacy systems. | | Yes |
| Organization Partner | Staffing | | BVD-CENT-ADMIN BVD-PAY-APPROVE TimeTraq-Central Admin TimeTraq-PayrollApprover 5** C5** A50* A500 A501 A502 C502 A503 C504 A505 A506 A507 A508 | |
| Payroll Partner | Payroll | Perform payroll review functions and time entry for assigned organizations. Examples include setup data for positions, new hires, transfers, and terminations. Approval authority for payroll business processes and ability to manually advance time entry business processes. Role assigned within Payroll Services. | | |
| Payroll Tax/Withholding Partner | Payroll | For Copy Tax Elections for Worker(s) and Copy Withholding Orders for Worker(s). Role assigned within Payroll Services. | Assigned automatically with Payroll Partner | |
| Payroll View Only | Payroll | Can view all items associated with Payroll, but does not have the ability to approve, edit or add payroll related items. Role assigned within Payroll Services. | | Yes |
| Project Manager | | Primary manager for assigned projects. Access to project spend analytics. Can initiate the Request Worker and Create Project business processes. | TimeTraq-Dept Admin where that Adloc has a project hierarchy | |
| Recruiting Coordinator | Recruiting | Ability to initiate job requisitions, and qualify/evaluate candidates for job requisitions for assigned organizations. | | Yes |
| Recruiting Coordinator (View Only) | Recruiting | Ability to view job requisitions and candidates for jobs for assigned organizations. | | Yes |
| Recruiting Partner | Recruiting | Create/edit job requisitions and job postings, qualify/evaluate candidates (applicants) for jobs and positions for assigned organizations. Approval authority for certain staffing business processes. Role assigned within HROE. | | Yes |
| Recruiting Partner (View Only) | Recruiting | Ability to view job requisitions and job postings, candidates (applicants) for jobs and positions for assigned organizations. Role assigned within HROE. | | Yes |
| Research Partner | Staffing | Perform HR management functions for assigned organizations for staffing and compensation events on positions and workers in Job Profiles categorized in the Job Family Research Profession Other. Approval authority for some HCM business processes. Role assigned with Division of Research. | | Yes |
| Retiree Partner | Benefits | Perform retiree management tasks for assigned organizations. Examples include maintaining retirees and viewing retiree data. Approval authority for retiree business processes. Role assigned within HROE. | | Yes |
| Safety Partner | Safety Incident Tracking | Perform safety management actions for assigned safety incident location organizations. Examples include creating and editing safety incident reports. Approval authority for safety incident business processes. Role assigned within Environmental Health & Safety. | | Yes |
| Security Partner | Security | Perform security management functions for assigned organizations. Examples include setting up users and changing passwords. Approval authority for organization and system business processes. | | Yes |
| Sponsored Research Services | Payroll | Custom TAMUS Security role for approval of costing associated with TAMUS Cost Centers, in which they are a responsible party. This role is intended to replicate the current SRS Office. | OSRS Flag in FAMIS | |
| Talent Analyst | Talent Management | Custom TAMUS security role. Performs HR functions, as support for a manager, related to performance management for assigned organizations. Initiation authority for certain Performance Management business processes. Can view all talent items and can initiate some Talent BPs | | Yes |
| Talent Analyst (View Only) | Talent Management | Custom TAMUS security role. Serves as view-only support for a manager, related to performance management and talent for assigned organizations. | | Yes |
| Talent Partner | Talent Management | View and perform actions on members of assigned supervisory organizations. Examples include managing awards, certifications, skills, and education. Approval authority for certain HCM business processes. Can view performance reviews. Role assigned within HROE. | | Yes |
| Talent Partner (View Only) | Talent Management | Ability to view actions on members of assigned supervisory organizations related to performance management and talent. Examples include managing awards, certifications, skills, and education. Role assigned within HROE. | | Yes |

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| Timekeeper | Time Tracking | Perform timesheet management functions for assigned organizations. Examples include submitting, canceling, and deleting timesheets. Approval authority for timesheet business processes. | TimeTraq - Dept Admin |
| UIN Partner | Staffing | Performs limited business process steps for obtaining and assigning a UIN to a new employee and assuring the UIN is setup in Workday as the Employee ID. User must also have the HR Partner role to ensure appropriate access to verify a worker's personal identification and resolve UIN assignment issues. Role assigned within HROE. | Yes |
| Workers' Compensation Partner | Staffing | View safety incident report information and receive notification of new and edited safety incident reports for which the involved party is an employee. Role assigned within HROE. | Yes |

[HR Liaison-type role within a department](#)