



HR Action Security Roles

HRA Role	Enter HRAs for others	Approve HRAs	Notes
HRA Supervisor	No	No	Full access to requests created by self or initiated on their behalf
HRA Initiator	Yes	No	Serves as a backup for the supervisor when they are unable to initiate a request Full access to requests in departments for which security has been defined
Approver (1st or 2nd level)	No	Yes	These two levels are optional (only final approver is required) Approvers have full access to the request and can also add additional comments If you add a level of approval here it may slow your submission
Final Approver	No	Yes	For Arts and Sciences, this is your college HRP and/or the BSC HR/Payroll Lead Final approver is needed for all requests Approvers have full access to the request and can also add additional comments
Ad-Hoc Approver	No	Yes	This role allows a person to approve any request that is assigned to them This is an additional approval step for a request. If an ad-hoc approver is added to a request, then that person must approve the request before it can move on through the process
Inquiry ONLY	No	No	Read only access to HRA for departments for which security has been defined
Service Center	No	No	Read only access to HRA except for comments and adding attachments Takes information from the approved request and enters into PeopleSoft

Notes:

The roles above (except for Ad-Hoc Approver) can be assigned at one of three levels: Home Dept., D level, or VP/College. For example, if the HRA Initiator role is assigned at the Home Dept. level, the person can enter HRAs for anyone in that department. If it is assigned at the VP/College level, the person can enter HRAs for anyone in the VP/College.

A supervisor can enter requests and also be an approver. However, once a supervisor enters a request, they remove themselves from workflow. When you use Send Notification, it does not add that individual to workflow. They receive an e-mail with a link to only that specific HRA request and cannot view others unless they have been given access.