Role Definitions for HCM Business Operations

Role Name	Description	Enabled for Organization Type
Academic Business Partner	This role is identical to the Business Partner role but limited to *academic* business processes.	Academic Unit Academic Unit Hierarchy
Academic- HR Support Specialist	Participates in HR-related business processes for faculty by supervisory org (e.g. compensation change, leave of absence, hire). **This role has access to salary information for faculty and post docs only.**	Supervisory
Appointment & Promotions Specialist	Participates in appointment and promotional functions for assigned academic departments or schools. **This role does not have access to view salary information.**	Academic Unit Academic Unit Hierarchy
Business Partner	Initiates and approves several HCM business processes, such as Change Job, Hire, Terminate… **This role is assigned to Operations Managers only.**	Supervisory
Department- HR Support Specialist	Serves as the Initiator for several HR business processes, including Change Job, Hire, and Terminate, at the request of their Department Chair, Lead Administrator, Operations Manager, HR Partner, etc. **This role has access to salary information for both faculty and staff.**	Supervisory
HCM View-Only Academic	Provides view access to academic information for assigned academic units.	Academic Unit Academic Unit Hierarchy
HCM View-Only w/ Compensation	Provides view all HR information for assigned organizations with the exception of Benefits and Performance data. **This role has access to salary information for both faculty and staff.**	Supervisory
HCM View-Only w/out Compensation	Provides view all HR information for assigned organizations with the exception of Benefits, Compensation, and Performance data.	Supervisory
HCM View-Only Payroll (Comp & Timesheet Related Earnings)	This role is necessary in order to run the *Payroll Results Verification - Yale* report which returns earning elements for workers. This report does not include deduction information and cannot be limited by employee type. **This role provides access to payroll earnings for both faculty and staff.**	Supervisory
Manager	Performs actions for members of assigned supervisory organizations. Examples include hiring employees, hiring contingent workers, compensation changes, job changes, creating positions, leaves… Approval authority is limited to a few specific HR business processes.	Supervisory
Strategic Business Partner	Approves several HR business processes, including Change Job, Hire, and Terminate. **This role is assigned to Lead Administrators only.**	Supervisory