



## PeopleAdmin Quick Reference Guide User Group Descriptions

User Group and System User Assignments – HR Contacts and hiring managers should use this quick reference guide to understand how system user groups are defined and best utilized in the new website. Access will depend upon your job duties and specific tasks within the system.

User Group	Scope	Description of Role
Employee	Personal	Able to view own personal information and complete onboarding tasks.
Initiator	Personal	Able to initiate actions regarding faculty, staff, and adjunct faculty/temporary staff such as creating new position descriptions, postings, managing application data, creating new and viewing pending hiring proposals.
Student Initiator	Personal	Able to initiate actions regarding student employees.
Applicant Reviewer	Personal	Able to change statuses of applicants in the applicant review process such as disposing of applicants and marking them as hired. These users will be assigned at the time the posting is created by selecting the employee(s) from a dropdown list.
Department HR Contact	Department	Serves as the HR Contact for a Department within a Division. Able to initiate and approve actions regarding faculty, staff, and adjunct faculty/temporary staff and students. Able to create onboarding events for employees.

<b>User Group</b>	<b>Scope</b>	<b>Description of Role</b>
Department Head	Department	Able to review and approve actions regarding faculty, staff, and adjunct faculty/temporary staff. This user can return actions to the necessary role if changes are required.
Dean	Department	Able to review and approve actions regarding faculty, staff, and adjunct faculty/temporary staff. This user can return actions to the necessary role if changes are required.
Assistant Vice President	Department	Able to review and approve actions regarding faculty, staff, and adjunct faculty/temporary staff. This user can return actions to the necessary role if changes are required.
Academic Affairs Coordinator	Department	Able to view actions regarding faculty and adjunct faculty.
College/Division HR Contact	Division/College	Serves as the HR Contact for a Division. Able to initiate and approve actions regarding faculty, staff, and adjunct faculty/temporary staff and students. Able to create onboarding events for employees.
Vice President	Division/College	Able to review and approve actions regarding faculty, staff, and adjunct faculty/temporary staff. This user can return actions to the necessary role if changes are required.
Academic Budget Analyst	Division/College	Able to review and approve actions regarding faculty and adjunct faculty. This user can return actions to the necessary role if changes are required.
Budget	Division/College	Able to review and approve actions regarding faculty, staff, and adjunct faculty/temporary staff. This user can return actions to the necessary role if changes are required.
Academic Affairs	Division/College	Able to review and approve actions regarding faculty and adjunct faculty. This user can return actions to the necessary role if changes are required.

<b>User Group</b>	<b>Scope</b>	<b>Description of Role</b>
Vice Chancellor	Division/College	Able to review and approve actions regarding faculty, staff, and adjunct faculty/temporary staff. This user can return actions to the necessary role if changes are required.
Chancellor	Division/College	Able to review and approve actions regarding faculty, staff, and adjunct faculty/temporary staff. This user can return actions to the necessary role if changes are required.
EEO/ISFS	Organizational	Able to view all hiring data for various business purposes and reports.

Scope Definitions:

- Personal Scope** These users must be assigned to a posting or be the creator of the action.  
Example: Hiring Manager
- Departmental Scope** These users have Departmental Scope and see all of the postings, applicants, and actions within their department or departments. Example: Dean, Department Head, AVP
- Division/College Scope** These users have Division/College Scope and all of the postings, applicants, and actions within their Division. Example: VP, Budget
- Organizational Scope** These users have Central HR roles and responsibilities. Example: Recruitment and Employment, EOP