

**Purpose:**

Roles in WaveWorks determine a user’s access and what they can do in the system.

**HCM Roles**

<b>Roles</b>	<b>What you can see and do</b>	<b>Access Level</b>	<b>Responsibilities</b>
Me	Personal HR Data Expenses* Procurement E-IT (Electronic Interdepartmental Transfers)	Personal Data	Enter personal Transactions
Line Manager	Core HR Transactions Recruiting Talent Management ICPs Time & Absence Management	Direct and Indirect Reports	Workflow for Talent Management, Time Management, Procurement and Expenses
HR Department Admin	Core HR Transactions Recruiting ICPs Position and Salary Information	Provisioned at a Cost Center/Org or Division Level	Initiate transactions for a Cost Center/Org or a Division
Time & Labor Department Admin (TLDA)	View and enter/edit employee absences and timecards	Provisioned at a Cost Center/Org or Division Level	Approval of Timecards Only



## Quick Reference Guide:

### WaveWorks Roles



ICP Requester View All	ICPs- Individualized Compensation Plans	All Employees	Initiate ICP's across units No Salary Access
Recruiting Department Admin	Enter Recruiting Requisitions Enter Offers	Self-Initiated Transactions	Enter Requisitions for a unit without access to salary information
LD Administrator	Labor Distribution	Provisioned at a Cost Center/Org or Division Level	Creation and Modifications of Labor Distribution
Approver 1 - Subdivision	View Only	Provisioned at a Subdivision Level	Approves ICP and Recruiting Transactions
Approver 2- Division	View Only	Provisioned at a Division Level	Approves Core HR, ICP and Recruiting Transactions

\*Student Employees will not have access to Expenses



## ERP Roles

<b>Roles</b>	<b>What you can see and do</b>	<b>Access Level</b>	<b>Responsibilities</b>
Cost Center Manager	View Only	Cost Center	Approves Procurement, Expenses and EIT transactions on GL Projects** Verifies purchaser, funds, documentation, and compliance of transaction Will receive the GL Financial Analyst Role
GL Financial Analyst	View Only	Provisioned at a Cost Center or Division Level	View General Ledger Information Drill down access to transactions Access Reporting
Project Manager	View Only	Project	View Financial activity Assign project roles
Task Manager	View Only	Project	Approves Procurement, Expenses and EIT transactions on Non-Sponsored and Sponsored Projects** Verifies purchaser, funds, documentation, and compliance of transaction Will receive the Project Participant and Business Manager Role
Project Participant	View Only	Project	View Project Financial Information
Business Manager	View Only	Sponsored Project	View Award and Project Information

\*\*Cost Center Manager defaults as the Task Manager for Non-Sponsored Projects

