

HR Role Request Form – DECENTRAL

Current Date:

Earliest Activation Date (if any):

Instructions:

1. First complete all information in Section A then select each business process (role) in Section B. Processes selected will **replace** any previous role assignments unless otherwise noted and are subject to all required approvals.
2. Submit to the appropriate VP level approver for your area. The approver will email approved forms to ucflex@uc.edu. An individual training plan will be sent to the employee based upon the information submitted. Once approved, each role will be activated as its training requirement is met.

Section A: Employee Information (please complete all fields)

VP Area

Employee's Business Administrator

Employee: Name

ID (6+2)

UCID (M#)

ML

Phone #

Email Address

HR Org. Unit ID #

HR Position #

For Non-UC Employees (people who do not receive a paycheck from UC), select one of the following:

☐ Corporate ☐ Affiliate ☐ Volunteer ☐ Student ☐ Other

| Section B: HR Business Processes (Roles) | This role will allow the employee to... | Indicate Organizational Unit #(s) authorization (required) |
|---|---|--|
| Hourly Time: <input type="checkbox"/> Keeper <u>or</u> <input type="checkbox"/> Approver <u>or</u> <input type="checkbox"/> Display Only* | Maintain, display or approve hourly time for non-exempt employees. NOTE: <u>List each specific org unit number needed.</u> If more than five (5) org units, use an Excel spreadsheet and send with role form. *Display only does not require org unit designation. | |
| <input type="checkbox"/> Salary Leave Administrator | Record and maintain salaried employee leave usage (i.e., vacation/sick time). <u>List highest org unit(s) only.</u> | |
| <input type="checkbox"/> Salary Leave Supervisor | Record and maintain salaried employee leave usage (i.e. vacation/sick time) and validate data entered by a Salary Leave Administrator. <u>List highest org unit(s) only.</u> | |
| <input type="checkbox"/> PCR Initiator | Process personnel actions initiated as a PCR (Personnel Change Request) for Personnel Actions. <u>List highest org unit(s) only.</u> | |
| <input type="checkbox"/> OM PCR Initiator | Create, Refill and maintain positions in organizational management. SF Hiring Coordinators must also have this role. <u>List highest org unit(s) only.</u> | |
| <input type="checkbox"/> Non-Recruitment PCR Initiator | Process Non-Recruitment hires for entry into UC Flex. <u>List highest org unit(s) only.</u> User must also have SF ONB Coordinator role | |
| PCR Approver: <input type="checkbox"/> Unit Level <input type="checkbox"/> VP Area (Restricted) | Approve or deny personnel actions initiated as a PCR (Personnel Change Request). <u>List highest org unit(s) only.</u> | |

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|--|--|--|
| <p>SuccessFactors Recruiting:</p> <p><input type="checkbox"/> SF Hiring Coordinator</p> <p>Does this replace a former SF Hiring Coordinator?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please name the former Hiring Coordinator:</p> | <p>Create and maintain requisitions and candidates in SuccessFactors Recruitment Management. User must also have OM PCR Initiator <u>and</u> SF ONB Coordinator roles.</p> | <p>Please list any open requisitions (by number) this new user needs access to:</p> |
| <p>SuccessFactors Onboarding:</p> <p><input type="checkbox"/> SF ONB Coordinator</p> <p><input type="checkbox"/> SF ONB Verifier (restricted)</p> | <p>Initiate onboarding for selected candidates in SuccessFactors Onboarding.</p> | <p>N/A</p> |
| <p>Queries:</p> <p><input type="checkbox"/> HR R/3 Viewer <input type="checkbox"/> HR BW Viewer <input type="checkbox"/> Labor History</p> | <p>Note: All authorized users are assigned the decentral HR Viewer R/3 role; Labor History access is restricted.</p> | <p>N/A</p> |
| <p>Time off From Work:</p> <p><input type="checkbox"/> Decentral Time Off From Work Immediate Supervisor Hourly</p> <p><input type="checkbox"/> Decentral Time Off From Work Immediate Supervisor Salaried</p> | <p>Approve time off requests submitted by employees. List each specific org unit number. If more than five (5) org units, use an Excel spreadsheet and send with role form.</p> | |

VP Administrator Name:

Date Submitted:

VP Administrator Approval (your email qualifies as your signature approval)

Please submit to the appropriate VP level approval for your area. Any questions can be directed to ucflex@uc.edu.

