

CMS Description of Roles

Role 1 - Student Worker Appointments and Job Data Changes

Student Worker functionality allows departments to appoint student workers and process data changes, such as pay rate changes, position changes, and terminations. Student assistants, bridge students, workstudy students, and instructional student assistants must be processed in CMS.

In addition, users assigned to Role 1 will automatically receive the following:

- **Student Job Roster (Role 3)**
- **CWID Search (Role 8)**
- **Query (Role 9)**

Role 2 – Student Worker Time Reporting

Student Worker Time Reporting allows departments to enter time worked and print CD048s for student assistants, bridge students, workstudy students and instructional student assistants.

In addition, users assigned to Role 2 will automatically receive the following:

- **Student Job Roster (Role 3)**
- **CWID Search (Role 8)**
- **Query (Role 9)**

Role 3 - Student Worker Job Roster

Student Worker Job Roster allows departments to view appointment information for student workers. This information is grouped by individual departments and is restricted by departmental security. This roster only displays student appointment information; it does not provide access to personal data.

In addition, users assigned to Role 3 will automatically receive the following:

- **CWID Search (Role 8)**

Role 4 - Part Time Faculty Appointment, Job Data Changes, and Contract Creation

Part Time Faculty functionality allows the department/college to enter appointment information directly into CMS, make job data changes to an existing appointment (processing timebase changes or canceling appointments), update course assignments, and create contracts for the appointment. Academic Year Lecturers, Graduate Assistants, Teaching Associates must be processed in CMS. (Note: An approval is required for all part time faculty appointments and job changes.)

In addition, users assigned to Role 4 will automatically receive the following:

- **Faculty Job Roster (Role 6)**
- **CWID Search (Role 8)**
- **Query (Role 9)**

Role 5 - Part Time Faculty Approval

Part Time Faculty Approval allows the department/college to approve appointment information, timebase changes and appointment cancellations in CMS. Academic Year Lecturer, Graduate Assistant, Teaching Associate appointments and job changes must be approved in CMS.

In addition, users assigned to Role 5 will automatically receive the following:

- **Faculty Job Roster (Role 6)**
- **CWID Search (Role 8)**
- **Query (Role 9)**

This CMS role provides access to confidential information (see <http://www.calstate.edu/HRAdm/pdf2005/HR2005-16.pdf> for a description of what is considered confidential information). For this reason, a multi-stage approval process has been established for access; this approval process includes the division heads and campus Information Security Officer.

Role 6 - Faculty Job Roster

Faculty Job Roster allows the department/college to view appointment information for faculty. This information is grouped by individual departments and is restricted by departmental security. This roster only displays faculty appointment information.

In addition, users assigned to Role 6 will automatically receive the following:

- **CWID Search (Role 8)**

This CMS role provides access to confidential information (see <http://www.calstate.edu/HRAdm/pdf2005/HR2005-16.pdf> for a description of what is considered confidential information). For this reason, a multi-stage approval process has been established for access; this approval process includes the division heads and campus Information Security Officer.

Role 7 - Staff / Management Job Roster

Staff / Management Job Roster allows the department to view job information for staff and management. This information is grouped by individual departments and is restricted by departmental security. This roster only displays job information.

In addition, users assigned to Role 7 will automatically receive the following:

- **CWID Search (Role 8)**

This CMS role provides access to confidential information (see <http://www.calstate.edu/HRAdm/pdf2005/HR2005-16.pdf> for a description of what is considered confidential information). For this reason, a multi-stage approval process has been established for access; this approval process includes the division heads and campus Information Security Officer.

Role 8 - CWID Search

CWID Search allows a user to search for any state paid employee within the CMS system. The search results will display basic appointment information. No confidential or personal data is displayed.

Role 9 –Query (Run-only)

Query enables the user to execute various pre-built queries within CMS and export the results to MS Excel.

This CMS role provides access to confidential information (see <http://www.calstate.edu/HRAdm/pdf2005/HR2005-16.pdf> for a description of what is considered confidential information). For this reason, a multi-stage approval process has been established for access; this approval process includes the division heads and campus Information Security Officer.

Role 10 – Manager/Supervisor Leave Accounting (view only)

Leave Accounting allows department managers to view employees' sick and vacation leave balances, personal holiday availability, compensatory time off (CTO) balances (if applicable), and provides links to view 12 month leave accrual history.

In addition, users assigned to Role 10 will automatically receive the following:

- **CWID Search (Role 8)**
- **Query (Role 9)**

Role A - Timekeeper - Student

See Role 2.

Role B - Timekeepers - Faculty, Staff, Management

Leave Accounting allows department timekeepers to view faculty, staff and management employees' sick and vacation leave balances, personal holiday availability, compensatory time off (CTO) balances (if applicable), and provides links to view 12 month leave accrual history. Timekeepers are able to print reports each pay period and submit required documentation to Payroll Services for attendance processing.

In addition, users assigned to Role 10 will automatically receive the following:

- **CWID Search (Role 8)**
- **Query (Role 9)**

This CMS role provides access to confidential information (see <http://www.calstate.edu/HRAdm/pdf2005/HR2005-16.pdf> for a description of what is considered confidential information). For this reason, a multi-stage approval process has been established for access; this approval process includes the division heads and campus Information Security Officer.

Role C - Timekeeper – All Employees

Leave Accounting allows department timekeepers to view all faculty, staff, management and student employees' sick and vacation leave balances, personal holiday availability, compensatory time off (CTO) balances (if applicable), and provides links to view 12 month leave accrual history. Timekeepers are able to print reports each pay period and submit required documentation to Payroll Services for attendance processing.

In addition, users assigned to Role 10 will automatically receive the following:

- **CWID Search (Role 8)**
- **Query (Role 9)**
- **Student Job Roster (Role 3)**

This CMS role provides access to confidential information (see <http://www.calstate.edu/HRAdm/pdf2005/HR2005-16.pdf> for a description of what is considered confidential information). For this reason, a multi-stage approval process has been established for access; this approval process includes the division heads and campus Information Security Officer.