

# CMS Description of Roles

## **Student Worker Processing**

Student Worker functionality allows departments to appoint student workers and process data changes, such as pay rate changes, position changes, and terminations. Custom Job Data allows departments to enter, view and update expected start and end dates for their student workers. Student assistants, bridge students, workstudy students, and instructional student assistants must be processed in CMS.

**In addition, to above access, users will automatically receive the following:**

- **Student Job Roster**
- **CWID Search**
- **Query**
- **Locate Position Wizard & LCD Rosters**

## **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 will automatically receive the following:**

- **Student Job Roster**
- **CWID Search**
- **Query**
- **Locate Position Wizard & LCD Rosters**

## **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 will automatically receive the following:**

- **CWID Search**
- **Locate Position Wizard & LCD Rosters**

## **Part Time Faculty (PTF) Appointments/Contracts Processing**

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 will automatically receive the following:**

- **Faculty Job Roster**
- **CWID Search**
- **Query**
- **Locate Position Wizard & LCD Rosters**

*\*\* This CMS role provides access to confidential information (see <http://www.calstate.edu/HRAAdm/pdf2005/HR2005-16.pdf> for a description of what is considered confidential information).*

### **\*\*Part Time Faculty(PTF) 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 will automatically receive the following:**

- **Faculty Job Roster**
- **CWID Search**
- **Query**
- **Locate Position Wizard & LCD Rosters**

### **\*\*Faculty 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 will automatically receive the following:**

- **CWID Search**
- **Locate Position Wizard & LCD Rosters**

### **\*\*Staff / Management (MPP) 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 will automatically receive the following:**

- **CWID Search**
- **Locate Position Wizard & LCD Rosters**

### **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.

### **\*\*Query (Run-only)**

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

### **\*\*Staff/MPP/Faculty Time Reporting**

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 will automatically receive the following:**

- **CWID Search**
- **Query**
- **Locate Position Wizard & LCD Rosters**

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### **\*\*Student/Staff/MPP/Leave Accounting Rosters for Managers**

Student/Staff /Management Job Roster allows managers to view job information for staff, management, and faculty. This information is grouped by individual departments and is restricted by departmental security. This roster only displays job information. The Leave Accounting Roster allows managers to view Leave Balances and Leave history for all employees in their department.

### **Position Wizard/Employee Funding and Dept Position Rosters**

- The Locate Position Wizard - is a tool used to assist with locating positions when recruiting or hiring employees.
- Employee Funding Roster - shows the combo codes that are assigned to current employees in a given department.
- Department Position Roster - displays a list of positions with current funding information for a given department.

### **\*\*Labor Cost Distribution (LCD) Reports**

This role allows departments to view the following LCD Reports which contain confidential employee wage information.

**In addition, users will automatically receive the following:**

- **Locate Position Wizard & LCD Rosters**
- Labor Expense by Department – allows departments to view funding that has been created by the LCD payment process for a given period. Departments will be allowed to request adjustments before the final distribution process is run.
- Salary Expenditures & Projections Report – provides expenditure actuals and projections compared against budget from CMS Finance. It also provides budget by position (for salary savings) if provided. Position Baseline Balances – interfaces with budget from CMS Finance, however, is not synchronized with CMS Finance.
- Salary Expenditures History Page – used for viewing balances converted from the current PMM (from prior two years). Monthly activity is inserted into the history table through a custom LCD process.

### **Funding Department Roster**

This roster displays a list of employees that are funded from a given department ChartFields.

**In addition, users will automatically receive the following:**

- **Locate Position Wizard & LCD Rosters**

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