

Role	Definition	Assumption
Absence Partner	Perform absence management tasks for assigned organizations. Examples include adjusting accruals and time off, and viewing employees on leave. Approval authority for time off and leave business processes.	LeaveTraq Dept Admin
Benefits Partner	Perform benefits management tasks for assigned organizations.	Update access to 106,115,130,75* Excludes BPP Users that may have this access as part of Payroll Processing  iBenefits WS Processor
Budget Partner	Budget security role for approval of most staffing events within their company that is associated with TAMUS Cost Centers for which they are the responsible party. This role is intended to accommodate the current TAMUS Budget Offices.	Manual
Compensation Partner	Perform compensation management tasks for members of assigned supervisory organizations. Examples include approving employee compensation plans, packages, and salary ranges. Review and Approval authority for some compensation and staffing business processes.	Manual
Department Head	Perform actions on members of assigned supervisory organizations and subordinates, such as requisition, hire, change job and compensation change. Approval authority for related TAMUS Cost Centers for which they are the responsible party. This role is intended to accommodate the current TAMUS Adloc Department Head and the Head/Director of a FAMIS subsidiary account. Approval authority for some HCM business processes.	Manual
Faculty Partner	Perform actions for members of assigned supervisory organizations for staffing and compensation events on Faculty employee subtype. Review and Approval authority for some HCM business	Manual

Graduate Studies Partner	Perform HR management functions for assigned organizations for staffing and compensation events on Graduate Assistant employee subtype. Approval authority for some HCM business	Manual
HR Contact	Perform actions on members of assigned supervisory organizations such as create position, hire, change job, compensation change and termination. This role is intended to accommodate the decentralized HR or Payroll functions at an Adloc departmental level.	FAMIS list that shows users that created an EPA since the beginning of Fiscal year 2016. This file is then cross-referenced with users that also had a SSO role because of employee data access  HRC Dept Admin
HR Partner	Perform actions on members of assigned supervisory organizations such as create position, hire, change job, compensation change, performance review, recruiting, leaves, time off and termination. Review and approval authority for some HCM business processes. This role is intended to accommodate the current TAMUS System Member HR offices functions.	Update access to 1**. Excludes BPP Users that may have this access as part of Payroll Processing  HRC Central Administrator
I-9 Processor	Perform Form I-9 actions on members of assigned supervisory organization such as review and amend Form I-9.	Guardian Location Manager or HR User
Payroll Partner	Perform payroll review functions and time entry for assigned organizations. Examples include setup data for positions, new hires, transfers, and terminations. Approval authority for payroll business processes and ability to manually advance time entry business processes.	Update access to 119, 127, 5**, 901  BVD Payroll Approver/Central Admin  TimeTraq Payroll Approver/Central Admin
Recruiting Coordinator	Ability to initiate job requisitions, and qualify/evaluate candidates for job requisitions for assigned organizations.	Manual

Recruiting Partner	Create/edit job requisitions and job postings, qualify/evaluate candidates (applicants) for jobs and positions for assigned organizations. Approval authority for certain staffing business processes.	Manual
Retiree Partner	Perform retiree management tasks for assigned organizations. Examples include maintaining retirees and viewing retiree data. Approval authority for retiree business processes.	Update access to 106, 115, 118, 130, 64*, 750 but excludes BPP Users that may have this access as part of BPP Payroll Processing.
Safety Partner	Perform safety management actions for assigned safety incident location organizations. Examples include creating and editing safety incident reports. Approval authority for safety incident business processes.	Manual
Talent Analyst	Custom TAMUS security role. Performs HR functions, as support for a manager, related to performance management for assigned organizations. Initiation authority for certain Performance Management business processes.	Manual
Talent Partner	View and perform actions on members of assigned supervisory organizations. Examples include managing awards, certifications, skills, and education. Approval authority for certain HCM business processes.	Manual
Timekeeper	Perform timesheet management functions for assigned organizations. Examples include submitting, canceling, and deleting timesheets. Approval authority for timesheet business processes.	TimeTraQ Department Administrator
Workers' Compensation Partner	View safety incident report information and receive notification of new and edited safety incident reports for which the involved party is an employee.	Manual