

myURHR Department Role Details

myURHR features security role assignments.

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Department Coordinator

Processes for this role

- Department Coordinators will initiate processes for staff and student workers in their departments including creating a position, changing compensation, making a one-time payment, adding or changing a job.

Access

- Department Coordinators have access to all faculty, staff, and student employees working in their assigned department.

Important notes

- Departments may have more than one person in this role.

Faculty Coordinator

Processes for this role

- Faculty Coordinators will initiate processes for faculty and post docs in their departments including creating a position, changing compensation, adding or changing a job, and changing costing allocations.

Access

- Faculty Coordinators have access to all faculty, staff, and students working in their assigned department.

Important notes

- Departments may have more than one person in this role.

Grad Coordinator

Processes for this role

- Grad Coordinators will initiate processes for graduate students in their departments including creating a position, requesting period activity pay, changing compensation, adding or changing a job, and changing costing allocations.

Access

- Grad Coordinators have access to all faculty, staff, and student employees working in their assigned department.

Important notes

- Departments may have more than one person in this role.

Department Finance Approver

Processes for this role

- Transactions initiated by a department coordinator, faculty coordinator, or grad coordinator are routed to the Department Finance Approver. Approval authority is at the department level for HR business processes.
- Department Finance Approvers receive Workday inbox tasks to approve processes for employees in their departments including approving new positions, compensation changes, and job changes.

Access

- Department Finance Approvers have access to all faculty, staff, and students working in their assigned department.

Important notes

- This is the main approver role for departments; it does not need to be a finance professional, but rather the individual responsible for approving personnel actions for the department.
- Departments may have more than one person in this role.
- Managers who need to approve transactions for a department should be assigned to this role.

Effort Certification Partner

Processes for this role

- Effort Certification Partner is responsible for administering effort certification activities for their department, including pre-screening and distributing effort for certification by employees and PIs.

Access

- Effort Certification Partners have access to all faculty, staff, and students working in their assigned department.
- In departments without grant activity, the Department Coordinator will be assigned as Effort Certification Partner.

Important notes

- At least two effort certification partners should be identified in departments with grants to ensure appropriate approvals.

Timekeepers

Processes for this role

- Timekeepers will review, edit, and approve time and absences.

Access

- Timekeepers have access to time reporting information for all employees in their department family; a hyperfind will tailor the timekeeper's view to their direct area of responsibility even though they may have the ability to access additional areas within their department family.