

PAC Roles and Training Chart

Visit the HR Website for more information and links to the Enterprise Learning Management System

ROLE	ALLOWS YOU TO...	TRAINING RESOURCES
Employee Self-Service (ESS)	<ul style="list-style-type: none"> View (and edit some) personal data View your payroll and compensation data and update your W-2 Tax Withholding Complete Performance Management documents Submit NY Safe and Sick Leave (for employees not using TLAM) Submit Timesheet and/or Absence Data (for employees whose departments are enrolled in TLAM). 	<p>No Required Training.</p> <p>Recommended Training:</p> <ul style="list-style-type: none"> ESS eLearning Videos <ul style="list-style-type: none"> Using ESS Direct Deposit Upload Photos AP Reimbursement Methods Recording NY Safe and Sick Leave: For Employees not using TLAM to Record Absences
Manager Self-Service (MSS)	<ul style="list-style-type: none"> View and update employee job and personal data and view and generate PAFs for the employees in the departments to which you have access. <p>This role also gives you the ability to run all MSS, Labor Accounting, and HR Manager reports.</p>	<p>No Required Training.</p> <p>Recommended Training:</p> <ul style="list-style-type: none"> PAC Basics for Transactors MSS eLearning Videos <ul style="list-style-type: none"> Paper Transactions through PAC eTermination in PAC New York Safe and Sick Leave: for Administrators Ad Hoc Salary Changes HR Reporting Training Guide
Enhanced Manager Self-Service (eMSS) (provides eTermination)	<p>In addition to the Manager Self-Service functionality, this role gives you the ability to electronically submit and approve terminations for academic and administrative employees in department(s) to which you have access (e-Termination).</p> <p>The approver level provided depends on your campus access. If CUIMC, it is level 1. For Morningside, it is level 1 & level 2.</p>	<p>No Required Training.</p> <p>Recommended Training:</p> <ul style="list-style-type: none"> MSS eLearning Videos

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<p>ePerformance Administrator (provides Performance Management Department Oversight)</p>	<p>In addition to the Manager Self-Service functionality, this role gives you the ability to electronically submit and approve terminations for academic and administrative employees in department(s) to which you have access (e-Termination).</p> <p>The approver level provided depends on your campus access. If CUIMC, it is level 1. For Morningside, it is level 1 & level 2.</p>	<p>No Required Training.</p> <p>Recommended Training:</p> <p>Performance Management eLearning</p> <ul style="list-style-type: none"> • Lessons include: Create Documents, Define Criteria, Checkpoint, Finalize Criteria, Self Evaluation, Nominate Reviewers, Manager Evaluation
<p>Management Reporter</p>	<p>No Transaction roles. This role gives you access to run MSS, Labor Accounting, PAC, and HR Manager reports.</p> <p>This role is only for users who do not have Manager Self-Service or an approver role. Those roles include reporting.</p>	<p>No Required Training.</p> <p>Recommended Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • Manager Self-Service • HR Reporting Training Guide

ROLE	ALLOWS YOU TO...	TRAINING RESOURCES
<p>Template-Based Hire Initiator</p>	<p>Initiate Hire/Rehire Transactions for the department(s) to which you have access.</p>	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • Template-Based Hires Page 1 Web-Based Training Module • Template-Based Hires and Labor Accounting Web-Based Training Module and knowledge assessment
<p>Template-Based Hire Approver</p> <p>(includes Manager Self Service and approval for Paper Transactions module)</p>	<p>Provide 1st (Department) or 2nd (School/Admin Unit) level approval for hire/rehire transactions for employees hired in to the departments to which you have access, and for hires in other departments whose earnings are being charged to your department, as the foreign funding approver.</p>	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • Template-Based Hires Page 1 Web-Based Training Module • Template-Based Hires and Labor Accounting Web-Based Training Module and knowledge assessment <p>Recommended Training:</p> <ul style="list-style-type: none"> • PAC Approver Training (eLearning video) • Manager Self-Service • HR Reporting Training Guide
<p>Additional Compensation Payments Initiator</p>	<p>Initiate add comp transactions for the employees in the department(s) to which you have PAC access and to employees outside of your home department.</p>	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • Additional Compensation Payments Web-Based Training Module and knowledge assessment
<p>Additional Compensation Approver</p> <p>(includes Manager Self-Service)</p>	<p>Provide 1st (Department) or 2nd (School/Admin Unit) level approval for add comp transactions for employees in the departments to which you have access and for add comp transactions charged to your department for employees outside of your home department, as the foreign funding approver.</p>	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • Additional Compensation Payments Web-Based Training Module and knowledge assessment <p>Recommended Training:</p> <ul style="list-style-type: none"> • PAC Approver Training (eLearning video) • Manager Self-Service • HR Reporting Training Guide

ROLE	ALLOWS YOU TO...	TRAINING RESOURCES
Accounting Initiator	Initiate salary distribution and cost transfer transactions for employees in the department(s) to which you have PAC access.	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • Salary Distribution Transactions Web-Based Training Module and knowledge assessment • Cost Transfer Transactions Web-Based Training Module and knowledge assessment • Sponsored Projects Salary Cost Transfer Supplemental Training Web-Based Training Module and knowledge assessment
Accounting Approver (includes Manager Self-Service)	Provide 1 st level (Department) and / or 2nd level (School/Admin Unit) approval for salary distribution and cost transfer transactions for employees in the departments to which you have access and for salary distribution and cost transfer transactions charged to your department for employees outside of your home department, as the foreign funding approver.	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • Salary Distribution Transactions Web-Based Training Module and knowledge assessment • Cost Transfer Transactions Web-Based Training Module and knowledge assessment • Sponsored Projects Salary Cost Transfer Supplemental Training Web-Based Training Module and knowledge assessment <p>Recommended Training:</p> <ul style="list-style-type: none"> • PAC Approver Training (eLearning video) • Manager Self-Service • HR Reporting Training Guide
Combo Code Creator	This role allows you to create Combo Codes in PAC, using valid active ChartFields.	<p>No Required Training.</p> <p>Recommended Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • Introduction to ARC (online course on the Finance Website) • Create Combo Codes (Job Aid)

ROLE	ALLOWS YOU TO...	TRAINING RESOURCES
<p>Template-Based Hire Reviewer</p> <p>Additional Compensation Reviewer</p> <p>Accounting Reviewer</p>	<p>Not a transaction or approver role.</p> <p>This role gives you access to review transactions prior to an approver.</p> <p>This role is only for users in certain departments who provide transaction review prior to approval.</p>	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • See the Approver role requirements above for each specific reviewer role required <p>Recommended Training:</p> <ul style="list-style-type: none"> • PAC Approver Training (eLearning video)
<p>eCompensation Approver/Reporter</p>	<p>Initiate and approve eCompensation transactions for employees in the department(s) to which you have access.</p>	<p>No Required Training.</p> <p>Recommended Training:</p> <ul style="list-style-type: none"> • eCompensation Training Guide • eCompensation Salary Planning Report PPT • PAC Basics for Transactors • HR Reporting Training Guide
<p>Timesheet Reporter</p> <p>Absence Reporter</p> <p><i>Roles provided upon department's TLAM effective date – no form selection required</i></p>	<p>Allows for the entry of absences and timesheets in to PAC (once your department is enrolled)</p>	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Time and Absence Training Videos and Job Aids
<p>Manager of Timesheet Reporter</p> <p>Manager of Absence Reporter</p> <p><i>Roles provided upon department's TLAM effective date – no form selection required</i></p>	<p>Allows for the entry of absences and timesheets in to PAC (once your department is enrolled)</p>	<p>Required Training:</p> <ul style="list-style-type: none"> • PAC Time and Absence Training Videos and Job Aids
<p>Departmental Time Administrator (DTA)</p>	<p>Provide review and oversight for all time and absence entries for employees in the department(s) to which you have PAC access.</p> <p>Only for departments using PAC Time and Absence modules to submit absences and timesheets.</p>	<p>Required Training:</p> <ul style="list-style-type: none"> • Departmental Time Administrator Guide <p>Recommended Training:</p> <ul style="list-style-type: none"> • PAC Basics for Transactors • PAC Time and Absence Training Videos and Job Aids