Enterprise Role Name:

HR Unit Administrator

Primary Focus of this Role:
Unit-Human Resources

Enterprise Role Description:
The HR Unit Administrator can initiate forms or transactions to hire, add assignment, change pay, change status and process a termination, based on employee type. The HR Unit Administrator must be assigned to each employee type for which they are responsible.

The assignment of this role will include access to the EBS portal which will include the following portal tabs: Home, Unit Administrator and Business Intelligence.

Role Qualifiers:
- Student Employees
- Graduate Assistants
- Faculty and Academic Staff
- Monthly Salary Support Staff
- Temporary and On-Call Employees

Refer to the Guidelines for Separation of Duties – HR/Payroll (SAP) Roles for more information.

Business Intelligence roles/reports included with this role:
- BI-BGT-University; University reports for Budget
- BI-HRP-PA-University; University Human Resources reports for Personnel Administration
- BI-HRP-PY-University; University Human Resources reports for Payroll
- BI-HRP-RC-University; University Human Resources reports for Recruitment
- BI-HRP-ES-MS-University; University Human Resources reports for Employee & Manager Self-Service
- BI-HRP-OM-University; University Human Resources reports for Organizational Management
- BI-HRP-PY-University-Restricted-Labor-Distribution; University Human Resources reports for Payroll Restricted Labor Distribution
- BI-HRP-OMPA-University-Restricted-HR-Admin-All; University Human Resources reports for HR Admin All Restricted
Responsibilities:
Employees in this role may have previously had access to COMPASS System, Student Employment Authorization System (SEAS), Grad Hire (E03), Temp Hire, Faculty Staff Retirement Address (FSRA), or AHR pre-pop systems.

Required Knowledge, Skills, and Abilities:
- Knowledge of MSU’s employment policies.
- Knowledge of MSU’s policy regarding confidentiality of personal data.

Role Assignment:
This role is assigned via an ARM form, found at: