

PAC Roles and Require Training

To access PAC information, visit <http://hr.columbia.edu/helpful-tools/hr-manager-toolkit/pac-system/pac-system-overview>

Purpose:

The purpose of this job aid is to provide the listing of PAC roles along with their functions and the required and recommended training.

ROLE . . .	ALLOWS YOU TO . . .	TRAINING RESOURCES . . .
Template-Based Hire Initiator	Initiate Hire/Rehire Transactions for the department(s) to which you have access.	<p><u>Required Training:</u></p> <ul style="list-style-type: none"> • Template-Based Hires, Page 1 Course (online training and training acknowledgement) • Template-Based Hires and Labor Accounting (online training and knowledge assessment) <p><u>Recommended Training:</u></p> <p>Introduction to PAC</p>
Template-Based Hire Approver (includes Manager Self Service)	Provide 1st (Department) or 2nd (School/Admin Unit) level approval for hire/rehire transactions for employees hired into the departments to which you have access, and for hires in other departments who are being charged to your department, as the foreign funding approver.	<p><u>Required Training:</u></p> <ul style="list-style-type: none"> • Template-Based Hires, Page 1 Course (online training and training acknowledgement) • Template-Based Hires and Labor Accounting (online training and knowledge assessment) <p><u>Recommended Training:</u></p> <ul style="list-style-type: none"> • Introduction to PAC • The Approver Role (online training) • Manager Self-Service with HR Manager Reports (online training) <p>Reporting Job Aids.</p>
Additional Compensation Payments Initiator	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><u>Required Training:</u></p> <p>Additional Compensation Payment Transactions (online course and knowledge assessment)</p>
Additional Compensation Approver (includes Manager Self-Service)	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><u>Required Training:</u></p> <ul style="list-style-type: none"> • Additional Compensation Payment Transactions (online course and knowledge assessment) <p><u>Recommended Training:</u></p> <ul style="list-style-type: none"> • Introduction to PAC • The Approver Role (online training) • Manager Self-Service with HR Manager Reports (online training)



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		<ul style="list-style-type: none"> Reporting Job Aids
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ROLE . . .	ALLOWS YOU TO . . .	ALLOWS YOU TO . . .
eCompensation Approver/Reporter	Initiate and approve eCompensation transactions for employees in the department(s) to which you have access.	<u>No Required Training.</u> <u>Recommended Training:</u> <ul style="list-style-type: none"> Manager Self-Service with HR Manager Reports (online training) Reporting Job Aids/eCompensation Salary Planning Report PPT eCompensation Training Guide
eTermination (eTerm) Initiator	Initiate eTerm Transactions for the department(s) to which you have access.	<u>No Required Training.</u> <u>Recommended Training:</u> <ul style="list-style-type: none"> Manager Self-Service with HR Manager Reports (online training) Reporting Job Aids E-Termination (online guide)
eTerm Approver (includes Manager Self Service)	Provide 1st (Department) or 2nd (School/Admin Unit) level approval for eTerm transactions for terminated employees terminated in the departments to which you have access	<u>No Required Training.</u> <u>Recommended Training:</u> <ul style="list-style-type: none"> Manager Self-Service with HR Manager Reports (online training) Reporting Job Aids E-Termination (online guide)
Departmental Time Administrator (DTA)	Provide review and oversight for all time and absence entries for employees in the department(s) to which you have PAC access.	<u>Required Training:</u> <ul style="list-style-type: none"> Departmental Time Administrator Guide <u>Recommended Training:</u> <ul style="list-style-type: none"> Time Reporting; Absence Entry; DTA WorkCenter; Reports and Delegations Job Aids
Accounting Initiator	Initiate salary distribution and cost transfer transactions for the employees in the department(s) to which you have PAC access.	<u>Required Training:</u> <ul style="list-style-type: none"> Salary Distribution Transactions (online course and knowledge assessment) Cost Transfer Transactions (online course and knowledge assessment) Sponsored Projects Salary Cost Transfer Supplemental Training (online course and knowledge quiz)
Accounting Approver	Provide 1st (Department) and / or 2nd	<u>Required Training:</u>

(includes Manager Self-Service)	(School/Admin Unit) level 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.	<ul style="list-style-type: none"> • Salary Distribution Transactions (online course and knowledge assessment) • Cost Transfer Transactions (online course and knowledge assessment) • Sponsored Projects Salary Cost Transfer Supplemental Training (online course and knowledge quiz) <p><u>Recommended Training:</u></p> <ul style="list-style-type: none"> • The Approver Role (online course) • Manager Self-Service with HR Manager Reports (online training) • Reporting Job Aids
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ROLE ...	ALLOWS YOU TO ...	TRAINING RESOURCES ...
Manager Self-Service	View and update employee job and personal data, view and print PAFs, for the employees in the departments to which you have access. This role also gives you the ability to run all MSS reports, Labor Accounting Reports, and HR Manager reports (in the HR Data Store).	<p><u>No Required Training.</u></p> <p><u>Recommended Training:</u></p> <ul style="list-style-type: none"> • Manager Self-Service with HR Manager Reports (online training) • Reporting Job Aids
Enhanced Manager Self-Service	View and update employee job and personal data, view and print PAFs – including e-Termination. In addition to the functionality listed under Manager Self-Service this role gives you the ability to electronically submit a termination for academic and administrative employees.	<p><u>No Required Training.</u></p> <p><u>Recommended Training:</u></p> <ul style="list-style-type: none"> • Manager Self-Service with HR Manager Reports (online training) • Reporting Job Aids • E-Termination (online course)
Management Reporter	Run MSS, HR Manager and Labor Accounting Reports (No Transaction roles) This role gives you access to run the MSS reports out of PAC, the Labor Accounting reports from PAC Reporting and the HR Manager reports from the HR Data Store. This role is only for users who do not have Manager Self-Service or a Labor Accounting approver role. Those roles include reporting.	<p><u>No Required Training.</u></p> <p><u>Recommended Training:</u></p> <ul style="list-style-type: none"> • Manager Self-Service with HR Manager Reports (online training) • Reporting Job Aids
Combo Code Creator	Create Combo Codes Allows you to create combo codes in PAC, using valid active ChartFields.	<p><u>No Required Training.</u></p> <p><u>Recommended Training:</u></p> <ul style="list-style-type: none"> • Introduction to ARC (online course on the Finance Website) • Create Combo Codes (Job Aid)