

Attention: *DEFINE office managers/delegates:

On November 2, 2009 users will

no longer manage appointments through *DEFINE.

Users will use HRMS to process appointment-related actions. In order to prevent disruption to business processes **HRMS users need to have *DEFINE command authorizations and routing setup to use the system and receive training. If users do not have command authorizations setup in *DEQUAL for the position types with whom they work they CAN-NOT receive training. If they do not have them setup in *DEFINE they will NOT be able to use the Production system beginning November 2, 2009**

Setting Up Command Authorizations & Routing

1. Check that users have the unit code that owns the position setup in one of their administrative views.
2. Check that users have command authorizations setup. Review new commands and their purposes and determine who needs to create HRMS documents, which desks/views may need to be updated or created, and the routing requirements for new document types. Update command authorizations (Section 5. Command Authorizations) and routing (Section 6. Electronic DOCUMENT Routing) in *DEFINE command US1.
3. Command authorizations can be set up at the area-menu level (JMM), the area submenu level (JAM, JCM, etc.), or the command/document-type level (JA1, JC1, etc.) with either a "V" (view), "U" (update), or "S" (super) status.
4. If a desk/view has update status for the JMM area, that desk/view has update status for ALL commands under it. If routing is setup for J.., it includes ALL document types.

Command Authorizations for Various Position Types

New modules and document types are indicated in bold.

A&P and librarian Positions

JAM module; document types: JA1, JA2, JA3, JAA, JAD, JAH.

Classified Positions

JCM module; document types: JC1, JC2, JC3, JCA, JCD, JCE, JCF, JCH.

Extension Instructors

JEM module; document types: JE1, JEA, JED, JEH.

Faculty Positions

JFM module; document types: JF1, JFA, JFD, JFH, JFS.

Elementary Teacher Positions

JHM module; document types: JH1, JH2, JHA, JHD, JHH.

Security Commands

JXM module; document type: JX1.

Special menu (Recruiting Summary)

JZM module; document type: JZ8.

Report Submission

JBM module; document types include: JBZ.

Command Authorizations for Student Positions

Academic, Non-teaching Positions

JRM module; document types: JR1, JRA, JRD, JRE, JRF, JRH.

Academic, Non-teaching, pooled Work-Study Positions

JJM module; document types: JJD, JJE, JJF.

Non-academic Positions

JSM module; document types: JS1, JSA, JSD, JSE, JSF, JSF.

Non-academic, pooled Work-Study Positions

JQM module; document types: JQD, JQE, JQF.

Teaching Assistant and Assistant Instructor Positions

JTM module; document types: JT1, JTA, JTD, JTE, JTF, JTH.

NOTE: If your department has staff who only work with student positions (for instance, student workers) and their supervisors do not want them to have access to information on other positions in HRMS, they should only be on desks/views with only student commands. If a person has a desk with ANY OTHER HRMS command, they will be able to see any and all positions associated with that command(s) for that particular unit(s).

Command Authorizations for Affiliated Worker Positions

Visiting Scholars/Researchers

JPM module; document types: JP1, JPA, JPD, JPE, JPF.

Adjuncts/Clinicals

JLM module; document types: JL1, JLA, JLD, JLE, JLF.

Visiting Student Workers

JWM module; document types: JW1, JWA, JWD, JWE, JWF.

Casual Employee

JKM module; document types: JK1, JKA, JKD, JKE, JKF.

Employees of Governmental Agencies

JGM module; document types: JG1, JGA, JGD, JGE, JGF.

Additional Departmental Affiliation

JDM module; document types: JD1, JDA, JDD, JDE, JDF.

Independent Contractor

JNM module; document types: JN1, JNA, JND, JNE, JNF.

Employees of UT-affiliated organizations

JUM module; document types: JU1, JUA, JUD, JUE, JUF.

Employees of Contractors

JYM module; document types: JY1, JYA, JYD, JYE, JYF.

Volunteers

JVM module; document types: JV1, JVA, JVD, JVE, JVF.

Other

JOM module; document types: JO1, JOA, JOD, JOE, JOF.

Performance Review Authorization

To view performance review information, a user must have the EP1 desk/view authorization for the owning unit code with a status of "V," "U," or "S." To update performance review information, a user must have the EP1 desk/view authorization with a status of "U" or "S." **NOTE:** EP1 falls outside of the JMM menu of most other HRMS command authorizations.

HRMS

human resource management system