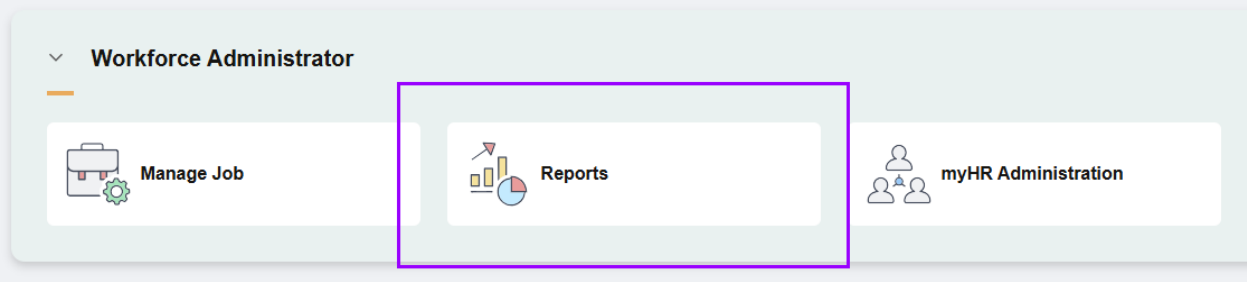
How to Determine myHR admin Roles and Dept Access

Log into **myHR: myhr.northwestern.edu**

Under **Workforce Administrator**, click **Reports** to enter the myHR Reports Dashboard.

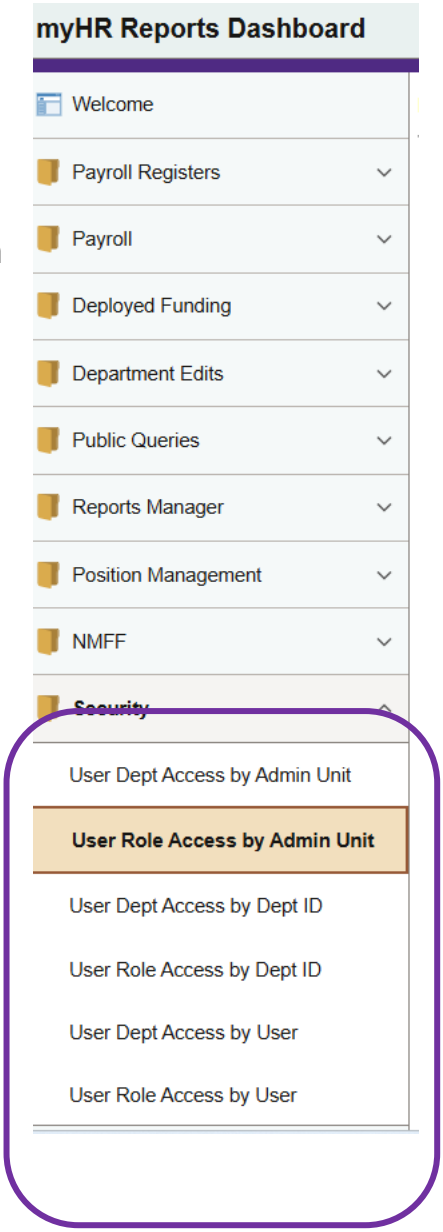


Open the **Security** folder to access the reports.

Reports by User, DeptID, or Admin Unit to show Role Access or Dept Access. Role access shows which myHR admin roles (i.e.. Roles checked on Access Request form) a user has and Dept Access shows which DeptID/nodes a user has for general myHR admin access.

Note: Some roles, such as Add Pay Requester, do not require DeptID and are not limited to a user's DeptID access.

To "translate" between the roles listed for Role Access and the roles listed on the Request form, see table below.



Role on Form	myHR Security role name in myHR
Data Lookup	
Data Lookup (Full)	NW_HR_HR_DEPT_LOOKUP
Data Lookup (Limited)	NW_HR_HR_DEPT_JOB_SUMMARY
Basic Data Update	NW_HR_HR_DEPT_UP
Position/Appointment Forms	NW_HR_HR_APPT_FORM_PRINT
myHR Reports	
myHR Reports Dashboard and Query Viewer	NW_HR_RT_ADMIN_REPORTS and NW_HR_RT_QUERY_VIEWER and NW_HR_RT_QRYRECS_DEPT_SCHOOL or DEPT_LTD (and get NW_HR_RT_QUERY_MANAGER_CR_PUB in Reporting Database)
Cognos/BI Reports	
PED Report by Department	role added in Cognos, doesn't show in myHR
PED Report by Chartstring	role added in Cognos, doesn't show in myHR
Employee Search Report and Effort Reports	role added in Cognos, doesn't show in myHR
Position Management Reports	role added in Cognos, doesn't show in myHR
HR010 Graduate Workers BU Eligibility Report	role added in Cognos, doesn't show in myHR, needs SES report user access
Payroll Funding Management	
Funding Data Entry	NW_HR_HR_POS_FUND
PTA Approver (Primary or Backup)	NW_HR_WF_FUND_DEPT
Funding School Approver	NW_HR_WF_FUND_SCHOOL
Additional Pay	
Additional Pay Requester	NW WF AddlPay Requester
Add Pay Department Approver	NW WF AddlPay Dept Approver
Add Pay School (Grant) Approver	NW WF AddlPay School Approver
Add Pay School (Non-Grant) Approver	NW WF AddlPay School Approver
Add Pay School Level 2 (Staff) Approver	NW WF AddlPay School Lvl2 Appr
Temporary Employee Administration	
Temp Administration	NW_HR_HR_TEMP_PANEL
I-9/E-Verify Processing	
I-9 Section 2 Processor	role added in I-9 Service Center, doesn't show in myHR
Staff eRecruit	
Coordinator/Authorizer	NW ER Coordinator
Screener	NW ER Screener