HR Fro	ont End Profiles used by U	files used by Urbana Colleges and Departments, Descriptions and Training Courses Required for Security											
		Training course(s) required  Labor  Labor  Employee											
Profile Name	Profile description	Overview and Navigation	New Hire	Add a Job	Employee Job Record Changes	Distribution Only Changes	Employee Data Changes	Job End Date	Reappoint ment	Separation	Group / Class Change	Historical Job Change	Position Creation and Maintenance
U Dept Reviewer	This HRFE profile is the most commonly used profile for departments. This profile allows users to initiate and review most transactions and apply LD transactions for all employees.	x	х	x	x	x	x	х	x	x	х		x
U CollMajAdm Review	This HRFE profile is the most commonly used profile for those at the college level or the business office of a major administrative unit. The profile allows users to initiate, review and (where appropriate) apply transactions for employees. This profile requires additional authorization because it grants college level review permission.	x	x	х	х	х	x	x	х	х	x		x
U View Only No SSN	This HRFE profile allows users only to view transactions for all employee groups.	х											
U LD Only	This limited HRFE profile allows users to initiate, review and apply only Labor Distribution change transactions.	х											
U Grad Reviewer	This limited HRFE profile allows users to initiate and review and (where appropriate) apply transactions for only Graduate and Grad/Academic Hourly employees.	x	х	x	x	x	x	х	x	x	х		x
U Academic Reviewer	This is a limited HRFE profile allows users to initiate and review most transactions and apply LD transactions for only academic employees (faculty, academic professional, grad, ac hourly, etc).	х	х	х	х	х	х	x	х	х	x		x
U Student Reviewer	This limited HRFE profile allows users to initiate, review and (where appropriate) apply transactions for only Student (undergraduate) employees. This profile does not apply Federal Work Study transactions.	x	x	x	x	x	x	x	x	x	x		x
U CS Reviewer	This limited HRFE profile allows users to initiate and review most transactions and apply LD transactions for only Civil Service and Extra Help employees.	х	х	х	х	х	х	x	х	x	х		x
U Academic Initiator	This is a limited HRFE profile that allows users to initiate and route for review most transactions and apply LD transactions for only academic employees (faculty, academic professional, grad, ac hourly, etc.).	х	х	х	x	x	x	х	x	x	х		х

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U Dept Initiator	This HRFE profile is a department profile that allows users to initiate and route for review transactions for all employees.	X	х	x	х	x	X	х	Х	х	Х	x
U View Only CS EH	This limited HRFE profile allows users only to view transactions and for only Civil Service and Extra Help employees.	X										
U View Only Grad	This limited HRFE profile allows users only to view transactions and for only Graduate and Grad/Academic Hourly employees.	х										
U ACES Dept Reviewer	This HRFE profile is used only by ACES and Vet Med units that collaborate with ACES. This is the most commonly used profile for ACES departments. This profile allows users to initiate and review transactions for employees. Where appropriate LDs will route to the college for apply.	x	x	x	х	x	x	x	х	x	x	x
U ACES Ext Initiator	This limited HRFE profile is used only by ACES Extension Office and allows users to initiate New Hire and view other transactions for employees.	x	х	x	х	X	x	х	х	x	х	х
U Vet CollMajAdm Rev	This HRFE profile is used only by Vet Med for their college human resources users and allows users to initiate, review and where appropriate apply transactions for employees. LD only transactions will route as defined to this profile level for apply. This profile requires additional authorization because it grants college level review permission.	x	х	х	x	x	x	x	x	x	x	x
U Vet Dept Reviewer	This HRFE profile is used only by Vet Med and ACES units that collaborate with Vet Med.This is the most commonly used profile for Vet Med departments. This profile allows users to initiate, review and where appropriate apply transactions for employees. Where appropriate LDs will route to the college for apply.	×	x	х	x	x	×	x	x	x	x	x