

Summer Session Application - Roles & Workflow

Overview

Authorizations are maintained in the Roles Database by the HR Primary Authorizer for the Org Unit. Each DLCI determines who in their area is appropriate to be given any of the Roles listed here:

- SUMM_SESS_EDIT
- SUMM_SESS_APPROVE
- SUMM_SESS_RELEASE
- SUMM_SESS_CONF **
- SUMM_SESS_VIEW

***This Authorization is restricted to central offices only.*

Workflow

- This workflow was designed to accommodate DLCIs that choose to delegate the tasks amongst different levels of staff.



- A distribution is not required to go through every step in the workflow. For example, a user with SUMM_SESS_RELEASE role can create a distribution for someone not yet started and “Release” it. The _Edit and _Approve steps would not be required.
- Once a distribution has a status of Released it will be Extracted to SAP and create the appropriate Summer Session appointments for payment and distribution.

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Roles Descriptions

Authorization / Role Name	Purpose	Actions in application allowed by Role (action taken on status noted)
SUMM_SESS_EDIT	<p>Create/Save and Submit a summer session appointment record for approval only for individuals appointed in or affiliated with the org unit(s) for which they are authorized.</p> <p>Use:</p> <p>This authorization is given to a user to allow them to do the initial data entry of a summer session period(s) based on the request of a faculty/PI. Once a record is submitted, it will require approval.</p> <p>Role given with an academic department qualifier will allow the user to see and update all employees appointed in that department.</p> <p>Role given with a non-academic org unit qualifier (lab, center or institute) will give a user access only to faculty/PI that hold an affiliation for this qualifier. The user in the affiliated DLCI should reach out to the home department to have an affiliation added if access is needed. This can help streamline the process of setting up a summer session.</p> <p>For example, Mechanical Engineering has 100 faculty/PI holding appointments. A user given the role for Mechanical Engineering can see all 100 faculty/PI. A user given the role for CSAIL, can see the 5 faculty/PI in Mechanical Engineering with a CSAIL affiliation.</p>	<ul style="list-style-type: none"> • Save (status = Draft) • Submit (status = Draft) • Revise (status = Active/Extracted) • View Affiliations

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Authorization / Role Name	Purpose	Actions in application allowed by Role (action taken on status noted)
SUMM_SESS_APPROVE	<p>Create/Save and Approve a summer session appointment record only for individuals appointed in or affiliated with the org unit(s) for which they are authorized. A record does not have to be submitted in order for this user to approve the record.</p> <p>Use:</p> <p>This role should only be given to a person in an academic department who is responsible for ensuring that the summer session appointments adhere to policy.</p> <p>If a faculty/PI is given an affiliation to an academic department other than the home department, this user would be able to approve the record in the system. Best practice would be to restrict your search when approving to only include your department.</p>	<ul style="list-style-type: none"> • Save (status = Draft) • Approve (status = Submitted or Draft) • Revise (status = Submitted) • Return (status = Submitted) • Revise (status = Active/Extracted) • Add/Delete Affiliations

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Authorization / Role Name	Purpose	Actions in application allowed by Role (action taken on status noted)
SUMM_SESS_RELEASE	<p>Create/Save and Release a summer session appointment record only for individuals appointed in or affiliated with the org unit(s) for which they are authorized. A record does not have to be approved in order for this user to release the record.</p> <p>Use:</p> <p>This role should only be given to a user in the Dean's office for each School and the College who is responsible for giving final approval before the appointment(s) are created in SAP for payment.</p> <p>Role should be given at the Area Level and not at the department level.</p> <p>For example, this role is given for Science Area and Approve role would be given for each academic department (Biology, Chemistry, etc).</p> <p>If a faculty/PI is given an affiliation to an academic department other than the home department, this user would be able to release the record in the system. Best practice would be to restrict your search when releasing to only include your departments.</p>	<ul style="list-style-type: none"> • Save (status = Draft) • Release (status = Approved or Draft) • Return (status = Approved) • Revise (status = Active/Extracted) • Add/Delete Affiliations
**SUMM_SESS_CONF	<p>Create/Save and Release a summer session appointment record only for individuals in a confidential employee group (i.e – Institute Officials) appointed in all MIT Departments. A record does not have to be approved in order for this user to release the record.</p> <p>Note: This Authorization is restricted to central offices only.</p>	<ul style="list-style-type: none"> • Save (status = Draft) • Release (status = Approved or Draft) • Return (status = Approved) • Revise (status = Active/Extracted) • Add/Delete Affiliations
SUMM_SESS_VIEW	<p>View summer session appointment detail records; can also view affiliations, compliance report and three-month at a glance report</p>	<ul style="list-style-type: none"> • None