

<b>Ref#</b>	<b>Class Code Title</b>	<b>Class code description</b>
1	MCGILL_HRIS_ACCT_EARNINGS_C	To query earnings code rules table PTREARN. Granted only to Finance Officers.
2	MCGILL_HRIS_ACCT_EMPLOYE_JOB_C	Able to access NBAJOBS and PEAEMPL. Granted to Account Administrators & employees who deal with budget.
3	MCGILL_HRIS_ACCT_JOB_ADDR_C	Able to access NBAJOBS
4	MCGILL_HRIS_ACCT_MANAGERS_C	Grants query access to NWAAFST (Minerva FOAPAL Verification under the Appointment Process). Granted to Managers in Financial Services.
5	MCGILL_HRIS_ADDRESS_UPDATE_C	Grants access to the Minerva option, "Modify Employee Addresses". Granted to POPS users.
6	MCGILL_HRIS_APOS_C	Granted to HR Advisors. Allows to view HR information on Banner.
7	MCGILL_HRIS_APPT_ALL_PROCESS_C	Allows access to all the functions under the Minerva Appointment Process and Status Report for all the groups (academic, admin and support, academic students, Trades, course lecturers and salaried casuals) in their department/unit. It also allows them to access the option "Modify Employee Addresses under the HR Admin Menu. Granted to departments.
8	MCGILL_HRIS_APPT_SR_ADMIN_M_C	Allows to create and approve Senior Admin appointments on Minerva. Granted to VP academic and HR Service Centre.
9	MCGILL_HRIS_BANK_MAINT_C	Allows the update of banking information on Banner. Granted to HR and Financial Services.
10	MCGILL_HRIS_BANK_QUERY_C	Allows to query banking information on Banner. Granted to HR and Financial Services.
11	MCGILL_HRIS_BIOGRAPHICAL_UPD_C	Able to update education information on Banner. Granted to VP Academic employees.
12	MCGILL_HRIS_BUDGET_C	Allows to view HR related forms in Banner. Granted to Associate Provost (FARA) in the Budget area.
13	MCGILL_HRIS_CONVERSION_TEAM_C	Allows to view all HR related forms in banner. Granted to ISR and HR systems people.
14	MCGILL_HRIS_DEAN_FCLTY_OFF_C	Allows to view HR related forms in banner. Granted to employees who work in Dean's office.
15	MCGILL_HRIS_DEPT_OFFICE_C	Allows to view HR related forms in banner + the Minerva clickable report. Granted to departments who process appointment forms

16	MCGILL_HRIS_EMPLMNT_EQUITY_Q_C	Allows to view the Employment Equity form on Banner. Granted to ISR and HR only.
17	MCGILL_HRIS_EMPLOYEE_ADDRESS_C	Allows to view PEAEMPL. Granted to departments.
18	MCGILL_HRIS_EXTERNAL_PERSON_C	Allows to view GYAEPRL (McGill Service Provider) in Banner. Granted to the person responsible for the form, ISR support and the Financial Services employees who grant security.
19	MCGILL_HRIS_EXTERNAL_ROLE_M_C	Allows to create a McGill Service Provider using GYAEPRL in Banner. Granted to depts.
20	MCGILL_HRIS_FOAPAL_MAINT_C	Allows to maintain FOAPALs using the Minerva Appointment process. Granted to depts.
21	MCGILL_HRIS_FOAPAL_VERIFY_C	Allows Account Administrators in Financial Services to verify FOAPALs via Minerva.
22	MCGILL_HRIS_GEN_QUERY_C	Allows to view PYAHRGP to confirm pensioners receiving payment from McGill. Granted to Finance Officer in Investments Pensions.
23	MCGILL_HRIS_GRIEVANCE_M_C	Allows to update the Grievance form in Minerva. Granted to HR Employee Relations only.
24	MCGILL_HRIS_HIRES_ONLY_C	Allows only the "HIRE" function in the Minerva Appointment Process. Granted to departments.
25	MCGILL_HRIS_ID_C	Allows to view the McGill Badge ID form GYABGID. Granted only to ISR and HR.
26	MCGILL_HRIS_INTERNAL_AUDIT_M_C	Allows to view the earnings code rule table, leave code rules, POPS collector table, tax reporting form and year to date earnings deductions. Granted only to Internal Audit.
27	MCGILL_HRIS_ISR_TIM_C	Is only granted to the ISR Business and Senior Analyst responsible for HR Payroll eg pays, tax slips.
28	MCGILL_HRIS_MERIT_ACAD_M_C	Allows Associate Provosts area to enter merit and anomalies for academics and allows departments who have been given an extension to enter merit for academics using the Academic Salary Policy Merit form via Minerva
29	MCGILL_HRIS_MERIT_C	Allows faculties to enter merit for academics using the Academic Salary Policy Merit form via Minerva
30	MCGILL_HRIS_MERIT_HR_C	Allows HR eg. Total Compensation, Director's Office to enter merit on the salary policy merit forms via Minerva for academics, executives and admin and support staff.
31	MCGILL_HRIS_MERIT_M_E_APPR_C	Allows faculties and departments to approve the admin and support merit via Minerva.
32	MCGILL_HRIS_MERIT_M_E_C	Allows faculties and departments to enter the admin and support merit via Minerva.

33 MCGILL_HRIS_PAYCHEQUES_C	Allows access on Banner to the Cheque Detail Query Form and the Payroll Year to Date Earnings and Deduction form. Granted to HR and ISR.
34 MCGILL_HRIS_PAYROLL_ACCT_C	Allows to query on Banner most of the HR/Payroll related forms and updated a few eg. pay event parameters and Balancing , the comment form, EI earnings distribution by week. Is granted to the HR Payroll Advisor and the HR Project Administrator who works for The Payroll Manager.
35 MCGILL_HRIS_PAYROLL_Q_C	Allows to view on Banner the audit trail GZHIRD for the form GXADIRD. It's granted to Financial Services.
36 MCGILL_HRIS_PERS_EMPL_JOB_C	Allows to view on Banner personal, job and employee information via GYIDEN, PEAEMPL and NBAJOBS/NYAJREC. Is granted to some managers in Financial Services.
37 MCGILL_HRIS_PLANNING_OFFICE_C	Allows to view on Banner eg. international, personal, education, job, position information. Is granted to Planning and Institutional Analysis Office.
38 MCGILL_HRIS_POSITIONCREATE_M_C	Allows departments to create and maintain position via the Minerva Position Processing.
39 MCGILL_HRIS_PROCESSES_C	Is granted to HR/ISR Analysts to run jobs.
40 MCGILL_HRIS_REAPPOINTMENT_M_C	Allows only the re-appointment functions in the Minerva Appointment Process. Granted to departments.
51 MCGILL_HRIS_RPT_ACCNT_600123_C	Allows access to the Minerva report Endowed Chairs (PZRR032) . Granted to the Senior Treasury Officer.
52 MCGILL_HRIS_RPT_ACCTSRECEIVE_C	Allows access to the Minerva report PZRW009 - Employees Eligible for Tuition Assistance. Granted to Financial Services employees responsible for student accounts.
53 MCGILL_HRIS_RPT_ALUMNI_REL_C	Allows access to the Minerva report PZRR038 - Martlet deductions terminated or suspended within the last 2 months. Granted to Advancement Services.
54 MCGILL_HRIS_RPT_BUDGET_C	Allows access to the Minerva reports relating to Budget. Granted to Associate Provost (FARA).
55 MCGILL_HRIS_RPT_CIO_C	Allows access to the Minerva report PZRW007 - Positions and Incumbents Granted to Information Technology Services.
56 MCGILL_HRIS_RPT_FINANCE_C	Allows access to the Minerva report PZRR010 - Classification Statistics. Granted to Financial Services.

57 MCGILL_HRIS_RPT_FIS_SIS_SEC_C	Allows access to the Minerva reports relating to security access of employee who have transferred or terminated. Granted only to employees who grant FIS or SIS security.
58 MCGILL_HRIS_RPT_MUNASA_TERMI_C	Allows access to the Minerva report PZRR004 - MUNASA Employee who Terminated in the last 3 months. Granted to Advancement Services.
59 MCGILL_HRIS_RPT_PROF_DEVELOP_C	Allows access to the Minerva report PZRR033 - Eligible Academics for McGill' Professionla Development Fund. Granted to Financial Services.
60 MCGILL_HRIS_RPT_RESIDENCES_C	Allows access to the Minerva report PZRA006 - Residences Positions and Incumbents. Granted to Residence Food Services.
61 MCGILL_HRIS_RPT_RGO_C	Allows access to the Minerva report PZRR035 - Academic Ranked Staff. Granted to Director of Operations, Sponsored Research.
62 MCGILL_HRIS_RPT_SECURITY_EMG_C	Allows access to the Minerva report PZRR046 - Employees and Pensioners with emergency contact. Granted to Security department.
63 MCGILL_HRIS_RPT_TENURE_TRACK_C	Allows access to the Minerva reports relating to tenure traff staff. Granted to Associate Provost (FARA)
64 MCGILL_HRIS_RPT_TERM_RETIRE_C	Allows access to the Minerva report PZRR042 - Employee Termination and Retirements within the last 3 months. Granted to Web Development Manager, Content and Collaboration.
65 MCGILL_HRIS_RPT_TERMINATION_C	Allows access to the Minerva report PZRR001 - Employee Terminated in the last 3 months. Granted to Financial Services, IT Customer Services, Info Tech Services and Associate Provost unit.
66 MCGILL_HRIS_RPT_TREASURY_C	Allows access to the Minerva reports relating to American Express card holders. Granted to Financial Services.
67 MCGILL_HRIS_RPT_VISTA_WRKSH_C	Allows access to the Minerva report PZRW008 - People registering for Vista workshops held during the week just ended. Granted to Teaching and Learning Services and Library Admin.
68 MCGILL_HRIS_RPT_VP_ACAD_C	Allows access to the Minerva reports relating to academics. Granted to Associate Provost area.
69 MCGILL_HRIS_RPT_VPADMIN_FIN_C	Allows access to the Minerva report PZRR045 - Senior Admin and Executive Support Staff. Granted to Administrative Officer in VP (Admin Finance).

70 MCGILL_HRIS_RPT_WORKFORCE_C	Allows access to the Minerva report PZRW014 - Terminated MUNACA and Management, Professional and Excluded. Granted to HR Senior Director, Assistant to the Senior Director and the Senior Workforce Planning Advisor in HR.
71 MCGILL_HRIS_SAL_POL_HIS_Q_C	Allows to view on Banner and Minerva the salary policy information. Granted only to some HR, Shared Service, Total Compensation and VP Academic staff.
72 MCGILL_HRIS_SALARIED_CASUAL_C	Allows to process salaried casuals via the Minerva Appointment Process. Granted to departments.
73 MCGILL_HRIS_SALPOL_LETTERS	Allows to update the INB tables on Banner so that employees can view their salary policy confirmation letters. Only granted to me.
74 MCGILL_HRIS_SHARED_AUD_FORMS_C	Allows to view on banner the audit forms for employee's personal information. Granted to HR and Financial Services.
75 MCGILL_HRIS_STATUS_RPT_C	Allows to view the Minerva Appointment Status Report. Granted to departments.
76 MCGILL_HRIS_TAX_ENTRY_FORM_C	Allows to amend and duplicate the tax entry form in Banner (PYATXAD). Granted only to Financial Services employees.
77 MCGILL_HRIS_TAXFORM_C	Allows to view on banner the tax reporting form (PYATXFM). Granted to Financial Services employees.
78 MCGILL_HRIS_TEN_COMMITTEE_M_C	Allows to enter information on the Minerva University Tenure Committee. Granted to the Provost.
79 MCGILL_HRIS_TEN_COMMITTEE_Q_C	Allows to view on the University Tenure Committee the roster and slate. Granted to employees in the committee.
80 MCGILL_HRIS_TENURESTRM_RECRU_M	Allows to enter information on the Minerva Tenure Stream Recruitment Tracking. Granted to department and faculties.
81 MCGILL_HRIS_TREASURY_C	Allows to view on banner HR related forms and the American Express card form PYAAMEX. Granted only to Treasury department.
82 MCGILL_HRIS_TREASURY_M_C	Allows to view on banner HR related forms and update the American Express card form PYAAMEX. Granted only to Treasury department.
83 MCGILL_HRIS_VBS_COMMITTEE_Q_C	Allows to view on banner the validation tables for the Minerva University Tenure Committee. Granted to the Provost, University Secretariat employee and ISR.

84 MCGILL_HRIS_VIEW_POSITIONS_C	Allows to view on banner position information (NBAPOSN). Granted to employees who only process POPS or hire only using the Minerva Appointment Process.
85 MCGILL_HRIS_VP_ACADEMIC_OFF_C	Allows to view on banner HR/payroll related forms for academics eg PEAFAC - Faculty Action Tracking form. Granted to Associate Provost area.
86 MCGILL_HRIS_VPACAD_UPDATE_C	Allows to update on banner the faculty action tracking form PEAFAC, faculty termination form, education, position requisition for the minerva tenure stream recruitment tracking.
87 MCGILL_PAYROLL_QUERY_C	Allows to view on Banner all payroll related forms. Granted to some HR Shared Service staff and ISR.
88 MCGILL_PAYROLL_RPT_AR1_C	Allows access to the Minerva report PYRFEE2 - Student Fees deductions. Granted to Financial Services, HR and ISR.
89 MCGILL_PAYROLL_RPT_AUDIT1_C	Allows access to the Minerva reports relating to Payroll audits. Granted to HR and ISR.
90 MCGILL_PAYROLL_RPT_AUDIT2_C	Allows access to the Minerva report PYRAUD25 - POPS misc payments by faculty and departments. Granted to HR and Associate Provosts unit.
91 MCGILL_PAYROLL_RPT_BANK1_C	Allows access to the Minerva reports relating to banking. Granted to HR, ISR and Financial Services.
92 MCGILL_PAYROLL_RPT_BANK2_C	Allows access to the Minerva reports relating to banking. Granted to HR, ISR and Financial Services.
93 MCGILL_PAYROLL_RPT_FACCLUB1_C	Allows access to the Minerva report PYRFAC1 - Faculty Club deductions (taken and not taken). Granted to Financial Advisor in the Faculty Club, HR and ISR.
94 MCGILL_PAYROLL_RPT_HRBNFTS1_C	Allows access to the Minerva payroll reports relating to benefits. Granted to HR Benefits area and ISR.
95 MCGILL_PAYROLL_RPT_HRSADMIN1_C	Allows access to the Minerva payroll reports relating to employee relations. Granted to HR Employee Relations and ISR.
96 MCGILL_PAYROLL_RPT_ISR1_C	Allows access to the Minerva payroll reports relating to ISR. Granted to ISR.
97 MCGILL_PAYROLL_RPT_MACFAC1_C	Allows access to the Minerva report PYRFAC2 - Mac Faculty Club deductions (taken and not taken). Granted to the Financial Officer in Academic and Administrative Services at Macdonal Campus.
98 MCGILL_PAYROLL_RPT_PAYROLL1_C	Allows access to the Minerva payroll reports. Access granted to HR and ISR employees responsible for payroll.

99 MCGILL_PAYROLL_RPT_PENSION1_C	Allows access to the Minerva payroll reports relating to pensions. Granted to HR and ISR employees responsible for pensions.
10 MCGILL_PAYROLL_RPT_POPS1_C	Allows access to the Minerva payroll reports relating to POPS. Granted to HR and ISR employees responsible for POPS.

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3/31/2015