



# prerequisites

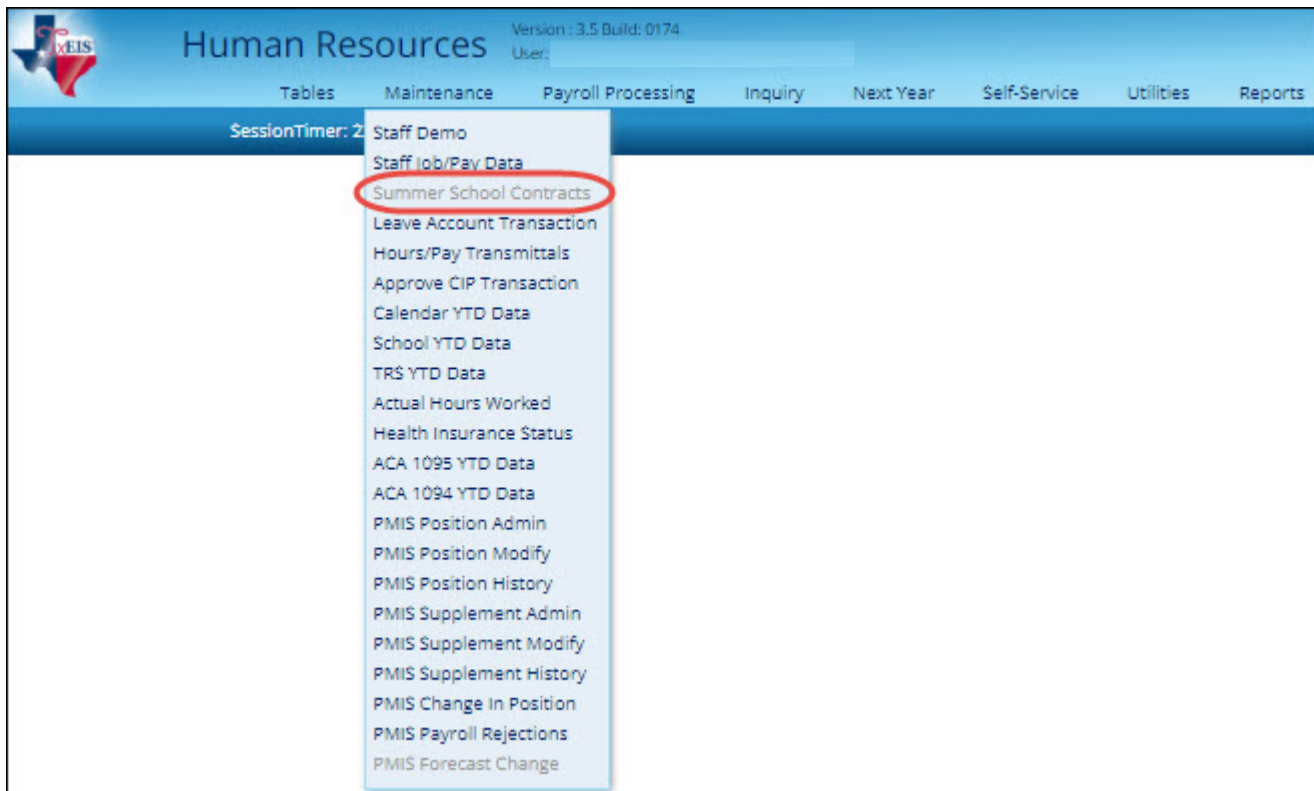


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Before you begin this process, be sure that the Human Resources > Maintenance > Summer School Contracts page is enabled for your role/user profile in Security Administration. If you do not have permission to view the Summer School Contracts page, it is disabled in the Maintenance menu as shown below:



If you have access to manage security permissions, navigate to the Security Administration application.

#### [Security Administration > Create/Edit Roles](#)

From the Manage Roles page, type your assigned role name in the **Search Roles** field. As you type a role name, the existing roles that match what you have typed are displayed under **Select a Role**. Select the role that you want to edit and click **Edit Role**.

You will see that the Summer School Contracts page is not selected, which is the reason that it is disabled in Human Resources.

Manage Roles > Edit Role SessionTim

Role Name:

**Manage Permissions:**

- Human Resources
  - Inquiry
    - Maintenance (read-only )
      - ACA 1094 YTD Data (read-only )
      - ACA 1095 YTD Data (read-only )
      - Actual Hours Worked (read-only )
      - Approve CIP Transaction (read-only )
      - Calendar YTD Data (read-only )
      - Health Insurance Status (read-only )
      - Hours/Pay Transmittals (read-only )
      - Leave Account Transaction (read-only )
      - PMIS Change In Position (read-only )
      - PMIS Forecast Change (read-only )
      - PMIS Payroll Rejections (read-only )
      - PMIS Position Admin (read-only )
      - PMIS Position History (read-only )
      - PMIS Position Modify (read-only )
      - PMIS Supplement Admin (read-only )
      - PMIS Supplement History (read-only )
      - PMIS Supplement Modify (read-only )
      - School YTD Data (read-only )
      - Staff Demo (read-only )
      - Staff Job/Pay Data (read-only )
      - Summer School Contracts (read-only )
      - TRS YTD Data

Select the check box for the Summer School Contracts page.

Manage Roles > Edit Role SessionTimer

Role Name:

Manage Permissions:

- Human Resources
  - Inquiry
    - Maintenance (read-only)
      - ACA 1094 YTD Data (read-only)
      - ACA 1095 YTD Data (read-only)
      - Actual Hours Worked (read-only)
      - Approve CIP Transaction (read-only)
      - Calendar YTD Data (read-only)
      - Health Insurance Status (read-only)
      - Hours/Pay Transmittals (read-only)
      - Leave Account Transaction (read-only)
      - PMIS Change In Position (read-only)
      - PMIS Forecast Change (read-only)
      - PMIS Payroll Rejections (read-only)
      - PMIS Position Admin (read-only)
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      - PMIS Supplement Admin (read-only)
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      - School YTD Data (read-only)
      - Staff Demo (read-only)
      - Staff Job/Pay Data (read-only)
      - Summer School Contracts (read-only)**
      - TRS YTD Data

Click **Save**. Log out of Security Administration and log back into TxEIS Human Resources, and the Summer School Contracts page should be enabled.

Human Resources Version : 3.5 Build: 0174  
User: |

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- Staff Demo
- Staff Job/Pay Data
- Summer School Contracts**
- Leave Account Transaction
- Hours/Pay Transmittals
- Approve CIP Transaction
- Calendar YTD Data
- School YTD Data
- TRS YTD Data
- Actual Hours Worked
- Health Insurance Status
- ACA 1095 YTD Data