

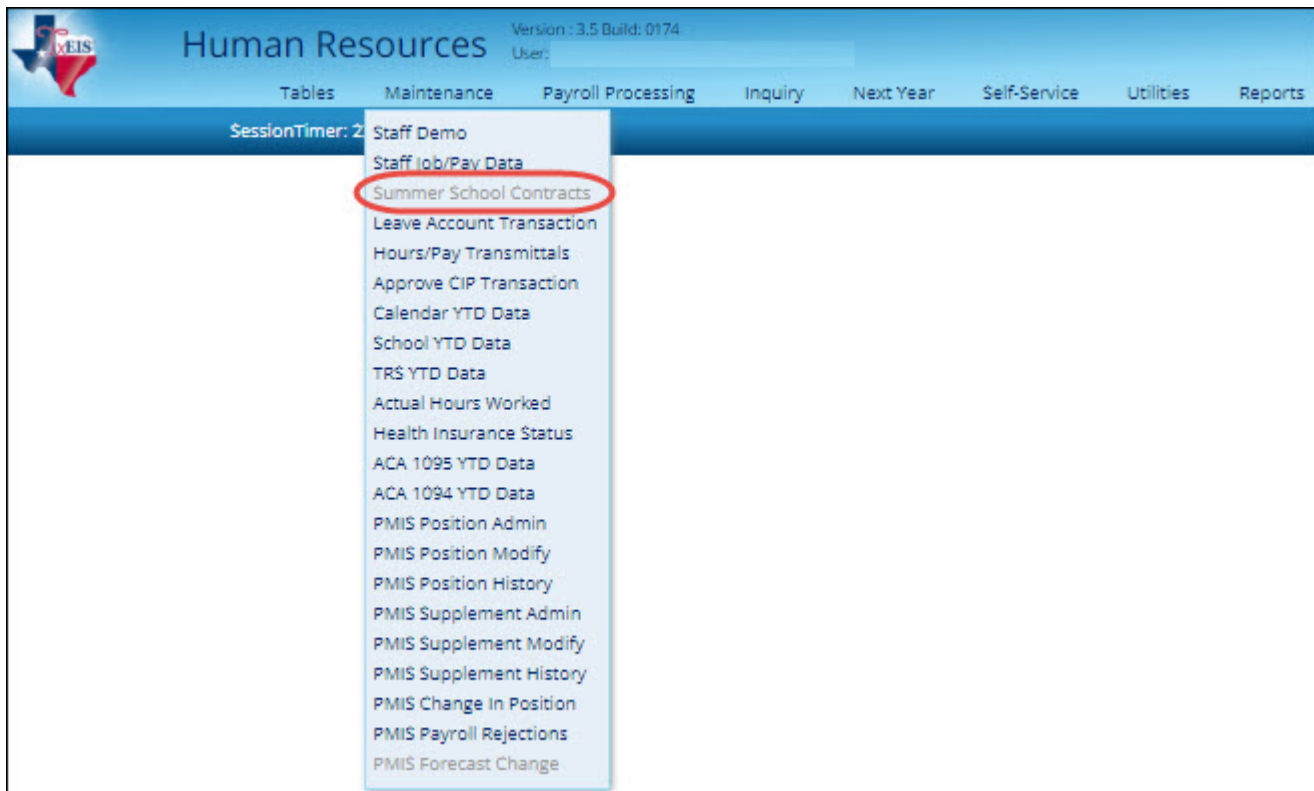


prerequisites

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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)
 - ☒ 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

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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SessionTimer: 2

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