Requesting Access to Workforce Administration Detail in HR-BAIRS Job Aid:

This job aid will guide a user through the steps of requesting access to the “Workforce Administration Details” role in HR-BAIRS using the Systems Access Request Application (SARA). This level of access will also give users’ access to Position Management Reports.

Procedure At-a-Glance

**Category:** Position Management Reports  
**Audience:** Campus HCM Users, Human Resources Representatives, Finance Representatives  
**Navigation:** Request access for yourself/or request Access for your employee > Request or Change Access > HCM (including HR BAIRS Reports) > Request HCM Departmental Access (including HR-BAIRS/Cal Answers)

Process Description

This process will help the user request the HR-BAIRS access role of “Workforce Administration Detail” using SARA, a system that allows users to request access for a variety of campus systems including HR-BAIRS. This BAIRS role allows viewing of job and distribution detail for your department. This level of system access will also enable users to run Position Management reports including the Position Roster Report and the Position Funding Report. If you are an HR Administrator your BAIRS org tree node access will be the same as your HCM access.

Your Manager and Control Unit or Division must approve the access request online. The approved request is routed to an HR Security Administrator who will process your request and e-mail you when your logon ID is activated.

Business Need

Human Resources and Finance representatives need to have access to their units’ comprehensive Position Data in a way that facilitates easy analysis. Access to HR-BAIRS will grant users access to Position Management reports that will deliver sets of Position Data as determined by criteria. These reports can be used to identify positions that can be grouped together to create multiple headcount positions or to identify inconsistencies between a unit’s Position Data and Incumbent Job Data, including funding.

With access to the Workforce Administration Detail security role, users will also gain access to the following HR Reports:

- Earnings Distribution Detail Report
- Employee Classification – Earnings Distribution Detail Report
- Job Detail Report
- Employee Classification – Job Detail Report
- Non-Employee Job Detail Report
- Salary History Report
- Transaction History Report
- Employee Classification – Transaction History Report
- Termination Rehire Detail Report

Roles Eligible to Request Access

HCM Users should already have access to HR-BAIRS. Other roles eligible to submit requests for HR-BAIRS access are PRT Users, Control Unit Administrators (CUAs), CalPlanning Local Implementation Managers (LIMs), and other HR and Finance staff.
To Request Access
Users can request the HR-BAIRS Access Role “Workforce Administration Detail” by following these basic steps. Additional details below:

- Log in to SARA: [https://sara.berkeley.edu/users/logon/logon.cfm](https://sara.berkeley.edu/users/logon/logon.cfm).
- Choose to “Request Logon ID or Access” for the following system: HCM (including HR BAIRS Reports)
- Select the choice “Request HCM Departmental Access (including HR-BAIRS/Cal Answers)
- Select the HCM Role “HR BAIRS Workforce Detail/Cal Answers”
  - Complete the required fields:
    - Org Tree Level
    - Department ID
    - Action
- Click the “Make Request” button.
- Provide email address of main Supervisor/Manager to route the access request.
- Upon approval, a final approval is required based on requested Org IDs.

Procedure Steps:

1. Navigate to the System Access Request Application (SARA):
   [https://sara.berkeley.edu/users/logon/logon.cfm](https://sara.berkeley.edu/users/logon/logon.cfm)

2. Upon Authentication, request access to the HCM system by selecting “HCM (Including HR BAIRS Reports)
3. Enter your choice of access level.
Users should request access to data of departments which they oversee.

Enter your choice:
- Request HCM Departmental Access (including HR-BAIRS Cal Answers)
- Request HCM Global Access (central campus only/Cal Answers)
- Delete All Access Roles in HCM and/or HR-BAIRS

4. After selecting HCM Departmental Access, users will be asked to select an HCM Role.
a. Select “HR BAIRS Workforce Detail/Cal Answers”
b. Complete the following required fields:
   i. Org Tree Level: Selection should be based on your current role in the organization; whether you have access to the entire control unit or to an individual Department.
      1. Control Unit (Level 2)
      2. Division (Level 3)
      3. Department (Level 4)
      4. Discipline/Group (Level 5)
   ii. Department ID
      1. Enter the 5-Character ID of the Org Level that the user oversees and would like to access in HR-BAIRS.
   iii. Action
      1. Select “Add” to add access to your account.

5. Once all fields are complete, click the “Make Request” button to submit your request.

Approval Process:

After entering an email address to your Supervisor/Manager, they will be informed of your access request and will be asked to either Approve or Deny the access request. Upon approval, depending on the Org Level requesting access to, the request will be forwarded to a final approver. Once final approval is given, you will have access to HR-BAIRS Workforce Detail Reports.