



KeyNet Roles (by KeyNet module)

FINANCIALS MODULES						
Module Required	KeyNet Role	Menu	Submenu	Navigation	Description	
KeyNet Financials (KNF)	GLACCOUNTING	Financial Management	Account Inquiry	--	Account Inquiry/Detail	
	BUDGET		Budget Entry	--	Budget Entry	
	CASHRECEIPTS		Cash Receipts	My Receipts/Post Receipts	View/Manage Employee Cash Receipts	
	CRSEARCH			Search Receipts	View All Cash Receipts	
	BIDREQ			Bidding Requisitions	Enter a Vendor Bidding Requisition	
	INVENTORYREQ			Inventory Requisitions	Enter an Inventory Requisition	
	REQUISITION		Enter Request	Purchase Requisitions	Enter a Purchase Requisition	
	TEACHERREQ			Teacher Requisitions	Enter a Teacher Requisition	
	VOUCHERREQ			Voucher Requisitions	Enter a Voucher Requisition	
	FINRPT			Financial Reports	--	View Financial Reports
	PORECEIVE			Receiving	--	Receive Purchase Orders
	REQUISITIONAPPROVAL			Approve Requisitions		Approve Requisitions
	REQUISITIONLISTALL			Search Requisitions		View/Manage All Requisitions
	REQUISITIONLIST			My Requisitions		View/Manage Your Requisitions
	ACTIVITYRPT					Activity Reporting
	VENDREQ			Requisitions		View Vendor Requisitions & Vendor Listing
	VENDOR			Vendor Inquiry	-	View Vendor Information and History for the following: * Profiles * Requisitions * Purchase Orders * Invoices * Payments * Bids
KeyNet Work Orders (KNWO)	WOENTRY	Financial Management	Work Orders	Enter Work Order	Enter Work Order Request	
	WOAPPROVAL			Manage Work Orders	Manage Work Orders	
	WOREQUESTOR			My Work Orders	View/Manage Employee Work Orders	
	WOSEARCH			Search Work Orders	Search Work Orders	
	WOSTATUS			Work Order Status	View Status List	



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KEMS MODULES							
Module Required	KeyNet Role	Menu	Submenu	Navigation	Description		
KeyNet Applicant (KNA)	JOBPOSTINGS	Other Options	Job Postings	Job Postings	View Job Postings (External Only Excluded)		
	APPMGR	Employee Management	Personnel	Manage Applicants	View Applicant Information		
	APPMGRFULL				View/Manage Applicant Information - Full Access		
KeyNet Benefits (KNBES)	BES	My Information	Benefits	Enrollment	Access to Enrollment Portal		
	BESQEVENTS			Qualifying Events	View/Manage Qualifying Events (in development)		
	BENEFITS			Current Benefits	View Current Benefit		
	BENCLAIMS			Benefit Claims	View Benefit Reimbursement Claims		
	BESMGR	Employee Management	Manage Benefits	Manage Benefits	Manager Entry of Employee Benefits		
	BESENR				Employee Benefits Admin Login Access		
KeyNet Employee (KNE)	LEAVEHISTORY	My Information	Payroll	Leave History	View Leave History		
	ATTACH			My Documents	View/Manage User Documents		
	CHECKHISTORY			Check History	View Check History		
	PAYROLL			Current Payroll	View Current Payroll Elements		
	DEDUCTIONS			Deductions	View Active/Inactive Payroll Deductions		
	DIRECTDEP			Direct Deposit	View/Manage Direct Deposit Information		
	JOBASSIGN			Job Assignments	View Job Assignment History		
	PAYSUMMARY			Pay Summary	View Pay Summary		
	PAYCALC			Payroll Calculator	"What If?" Payroll Calculator		
	EMPTAXINFO			Tax Information	View W2, 1095-C, Manage Tax Information		
	CERTIFICATIONS			Certifications	View Certifications and Licenses		
	DEMOGRAPHICS			Demographics	View/Manage Personal Data		
	DEPENDENTS			Dependents	View/Manage Dependents & Beneficiaries		
	EDUCATION			Education	View Education/Training		
	MEDICAL			Medical	View Medical Information		
	EVALUATIONS			Personnel Evaluations	View/Manage Evaluations (in development)		
	YEARS	Service Years	View Service Years Information				
	SUBS	Substitutes	View Substitute Availability & History				
	KEYTIME	Time & Attendance	Enter/Update Time, Enter / Update Leave, My Calendar	Enter/Update Employee Keytime Entries			
	CLOCKIO			Timesheet Clock In / Out			
	KEYTIMELIST	Employee Management	Employee Time	Enter Pay	View/Manage All Remote Pay		
	KEYTIMEAPPROVAL			Approve Timesheets	Approve KeyTime Entries		
	PTTE			Enter PTTE	Enter a Part-Time Temporary Leave Request		
	PTTEAPPROVAL			Approve PTTE	Approve Part-Time Temporary Leave Requests		
	WORKCAL			Work Calendar	View Supervisor Work Calendar		
	JOBREQ			Job Requisitions	Finish Saved Requisitions, Enter Requisition, My Job Requisitions	View Job Requisitions	
	JOBREQALL					Search Job Requisitions	View / Search Job Requisitions
	JOBREQAPPROVAL					Approve Requisitions	Approve Job Requisition Requests
	JOBENTRY					Enter Job Timesheet, Approve Timesheets	Enter/Update Job Timesheets Entries
	JOBMANENTRY			Personnel	View Staff Data	Approve Job Timesheet Entries	
	JOBANNREQ	Position Requests	View/Manage Job Postings				
	MANAGER			View/Manage Employee Data (Limited)			



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	MANAGERFULL			View Staff Data	<i>View/Manage Employee Data (Full)</i>
	MANAGERLESS				<i>View/Manage Employee Data (Less Limited)</i>
	MANAGERMORE				<i>View/Manage Employee Data (More Limited)</i>
	ORGDIRECTORY	Other Options	Personnel Directory	Personnel Directory	<i>View Employee Directory</i>
	BRANDINGSTYLING	ROOT MENU	-	-	<i>KeyNet Dashboard Branding and Personalization</i>
	AESOP		-	-	



KeyNet Roles (by KeyNet module)

KEMS MODULES (cont'd)					
Module Required	KeyNet Role	Menu	Submenu	Navigation	Description
KeyNet Leave Requests (KNL)	REQUESTLEAVE	My Information	Time & Attendance	Leave History	Request Leave
	LEAVEREQAPPROVAL	Employee Management	Attendance	Approve Leave	Approve Leave Requests
	LEAVEREQENTRY			Enter Employee Leave	Manager Entry of Employee Leave Requests
	LEAVECAL			Leave Calendar	View Calendar of Leave Requests (with Status filter)
	LEAVELIST			Lookup Employee Leave	View List of Leave Requests
	WORKCAL			Work Calendar	View Calendar of Employees Working
KeyNet Tuition Reimb (KNTR)	EDUCATION			My Information	Personal Data
	TRAPPROVAL	Employee Management	Course Approval	Course Approval	Approve Tuition Reimbursement Requests
Other	ADMIN				Provides KeyNet Administrative Access
GENERAL MODULES (FIS, KEMS & KNBP)					
Module Required	KeyNet Role	Menu	Submenu	Navigation	Description
KeyNet Dashboards (KND)	DASHBOARD	My Charts	-	Charts	View/Manage Dashboard Charts
	DASHBOARDMGR	My Charts	-	Manage User Dashboards	Setup User's Dashboards
KeyNet Meta Queries (KNMQ) ** included with any KeyNet module **	METAQUERY	My Charts	-	Meta Queries	View Meta Queries
	MYQUERIES	My Charts	-	My Queries	View Your Meta Queries
	METAQUERIES	My Charts	-	Meta Queries	View All Meta Queries
KeyNet Building Permits (KNBP)	PERMINSPECTIONS	Root Menu	-	-	Provides users access to the Permits / Inspections Portal
	PERMREVIEWS	Root Menu	-	-	Provides users access to the Permits Reviews section of the Community Development portal

NOTE: HR, MYPROFILE, NONE, and WOEMPLOYEE are not used.