Attention: *DEFINE office managers/delegates: On November 2, 2009 users will no longer manage appointments through *DEFINE.*

Users will use HRMS to process appointment-related actions. In order to prevent disruption to business processes **HRMS users need to have *DEFINE command authorizations and routing setup to use the system and receive training. If users do not have command authorizations setup in *DEQUAL for the position types with whom they work they CAN NOT receive training. If they do not have them setup in *DEFINE they will NOT be able to use the Production system beginning November 2, 2009.**

### Setting Up Command Authorizations & Routing

1. Check that users have the unit code that owns the position setup in one of their administrative views.

2. Check that users have command authorizations setup. Review new commands and their purposes and determine who needs to create HRMS documents, which desks/views may need to be updated or created, and the routing requirements for new document types. Update command authorizations (Section 5. Command Authorizations) and routing (Section 6. Electronic DOCUMENT Routing) in *DEFINE command US1.

3. Command authorizations can be set up at the area-menu level (JMM), the area submenu level (JAM, JCM, etc.), or the command/document-type level (JA1, JC1, etc.) with either a “V” (view), “U” (update), or “S” (super) status.

4. If a desk/view has update status for the JMM area, that desk/view has update status for ALL commands under it. If routing is setup for J.., it includes ALL document types.

### Command Authorizations for Various Position Types

**New modules and document types are indicated in bold.**

**A&P and librarian Positions**

JAM module; document types: JA1, JA2, JA3, JAA JAD, JAH.

**Classified Positions**

JCM module; document types: JC1, JC2, JC3, JCA, JCD, JCE, JCF, JCH.

**Extension Instructors**

JEM module; document types: JE1, JEA, JED, JEH.

**Faculty Positions**

JFM module; document types: JF1, JFA, JFD, JFH, JFS.

**Elementary Teacher Positions**

JHM module; document types: JH1, JH2, JHA, JHD, JHH.

**Security Commands**

JXJ module; document type: JX1.

**Special menu (Recruiting Summary)**

JZM module; document type: JZ8.

**Report Submission**

JBM module; document types include: JBZ.

### Command Authorizations for Student Positions

**Academic, Non-teaching Positions**

JRM module; document types: JR1, JRA, JRD, JRE, JRF, JRH.

**Academic, Non-teaching, pooled Work-Study Positions**

JIM module; document types: JD, JIE, JIF.

**Non-academic Positions**

JSM module; document types: JS1, JSA, JSD, JSE, JSF, JSM.

**Non-academic, pooled Work-Study Positions**

JQMM module; document types: JQD, JQE, JQF.

**Teaching Assistant and Assistant Instructor Positions**

JTM module; document types: JT1, JTA, JTD, JTE, JTF, JTH.

**NOTE:** If your department has staff who only work with student positions (for instance, student workers) and their supervisors do not want them to have access to information on other positions in HRMS, they should only be on desks/views with only student commands. If a person has a desk with ANY OTHER HRMS command, they will be able to see any and all positions associated with that command(s) for that particular unit(s).

### Command Authorizations for Affiliated Worker Positions

**Visiting Scholars/Researchers**

JPM module; document types: JP1, JPA, JPD, JPE, JPF.

**Adjuncts/Clinicals**

JLM module; document types: JL1, JLA, JLD, JLE, JLF.

**Visiting Student Workers**

JWMM module; document types: JW1, JWAA, JWD, JWE, JWF.

**Casual Employee**

JKM module; document types: JK1, JKA, JKD, JKE, JKF.

**Employees of Governmental Agencies**

JGM module; document types: JG1, JGA, JGD, JGE, JGF.

**Additional Departmental Affiliation**

JD module; document types: JD1, JDA, JDD, JDE, JDF.

**Independent Contractor**

JNMM module; document types: JN1, JNA, JND, JNE, JNF.

**Employees of UT-affiliated organizations**

JUM module; document types: JU1, JUA, JUD, JUE, JUF.

**Employees of Contractors**

JYM module; document types: JY1, JYA, JYD, JYE, JYF.

**Volunteers**

JVM module; document types: JV1, JVA, JVD, JVE, JVF.

**Other**

JOM module; document types: JO1, JOA, JOD, JOE, JOF.

### Performance Review Authorization

To view performance review information, a user must have the EP1 desk/view authorization for the owning unit code with a status of “V,” “U,” or “S.” To update performance review information, a user must have the EP1 desk/view authorization with a status of “U” or “S.” 

**NOTE:** EP1 falls outside of the JMM menu of most other HRMS command authorizations.