

Human Resources / Payroll (HR)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry and Reporting	Inquiry & Reporting only, all HR/Payroll functions HR/Payroll Inquires : Reports, Employee, Payroll, and Position Control Screens, Benefits, Employee Master, History (Payment, PDDBA, Tax, etc), Job Master Certify Payroll NOTE: Use AB14
20	HR Only	All HR functions, but no Payroll or Time Entry. Human Resource Functions Enter and Maintain Employee Records Using Job Master & Supplemental Data Enrolling Employees in Benefits Plans Position Control Activity Inquiry Position Activity Reporting NOTE: Use AB 15
21	Payroll Only	All Payroll functions (Payroll, Time Entry) and Inquiry & Reporting on HR Functions Control Inquiry and Reporting Only. Time Entry, including One Time Overrides Payroll Functions - Processing Payroll Payroll Adjustment Process/review of Journal Entries Employee Pay Types, Deductions, Benefits and Accruals Reports - Payroll Cycle and Payroll History HR Inquiry & Reporting - Benefits, Job Master, Position Control NOTE: Use AB14 Will need Execution Control to run pre-payroll
22	HR & Payroll	All HR/Payroll functions Human Resource/Payroll Functions Enter and Maintain Employee Records Using Job Master & Supplemental Data Enrolling Employees in Benefits Plans Time Entry, including One Time Overrides Payroll Functions - Processing Payroll Payroll Adjustment Interim Payments Process/review of Journal Entries Employee Pay Types, Deductions, Benefits and Accruals Reports - Payroll Cycle Position Control Activity Maintenance and Activity Reporting NOTE: Use AB15 Will need Execution Control to run pre-payroll

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Code	Name	Business Process Description
23	Timekeeper	Time Entry only, including One Time Overrides Entering Timecards using Speed Time Entry & Labor Distribution Copy Entering Timecards using Filters Importing Time Card spreadsheets NOTE: Use AB10
25	HR & Payroll - State Personnel and Constitutional Agencies	Constitutional Agencies include agencies 3, 5, 7, 8, 9, 10, 11, 12, 13, 14, 32, 37, 47, 48, 50, 51, 77 & 93 All HR/Payroll functions, to include Position Control Inquiry, Reporting and Maintenance Human Resource/Payroll Functions Enter and Maintain Employee Records Using Job Master & Supplemental Data Enrolling Employees in Benefits Plans Time Entry, including One Time Overrides Payroll Functions - Processing Payroll Payroll Adjustment Interim Payments Process/review of Journal Entries Employee Pay Types, Deductions, Benefits and Accruals Maintaining Employee History and Turnover Records Reports - Payroll Cycle and Payroll History NOTE: Use AB15 Will need Execution Control to run pre-payroll
30	Budget Specialist (Agency)	MSS, Position Control Inquiry and Reporting Only Position Control Activity Inquiry Position Activity Reporting NOTE: Use AB10

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Code	Name	Business Process Description
40	Supervisor / Manager	Manager Self Service (MSS) only NOTE: No AB or BU Role is needed unless User has other functional duties
41	Inquiry and Reporting - Supervisor / Manager	Include all of Code 10 and 40 NOTE: Use AB14
42	Administrator / Director	Payroll Inquiry & Reporting Time Entry Manager Self-Service Position Control Inquiry and Reporting Defining Position Control Budgets NOTE: Use AB10
50	Statewide Inquiry - Legislative Fiscal Office State Accounting State Auditors State Budget	Statewide Inquiry/Reporting/Position Control Employee Pay Totals/Manager Self Service (MSS) NOTE: Use AB14, AB50, AB55 (for Agency65 only), or AB52 (for Agency 03, 10, and 65) Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
51	State Accounting	Includes HR50 NOTE: Use AB50 or AB52 Use BU Role N000BU0008 if User needs state wide financial access
52	State Personnel	Statewide - Inquiry/Maintenance/Reporting Classification and Compensation Position Control Inquiry and Reporting Only Benefits Manager Self Service (MSS) NOTE: Use AB14 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
53	State Personnel - Benefits	Include all of Code 52 Run P05410 (ESS Director) & prompt for versions Run and change W0092A (User Profile Revisions) NOTE: Use AB17 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
65	State Accounting	Statewide Updating NOTE: Use AB15 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access