

## HR/Payroll Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
10	<b>Inquiry and Reporting</b>	Inquiry & Reporting only, all HR/Payroll functions HR/Payroll Inquires : Reports, Employee, Payroll, and Position Control Screens, Benefits, Employee Master, History (Payment, PDBA, Tax, etc), Job Master <b>NOTE:</b> Use AB14
20	<b>HR Only</b>	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 <b>NOTE:</b> Use AB 15
21	<b>Payroll Only</b>	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 <b>NOTE:</b> Use AB14 Will need Execution Control to run pre-payroll
22	<b>HR &amp; Payroll</b>	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 <b>NOTE:</b> Use AB15 Will need Execution Control to run pre-payroll

## HR/Payroll Functional Matrix Coding

August 10, 2006

Code	Name	Business Process Description
23	<b>Timekeeper</b>	Time Entry only, including One Time Overrides Entering Timecards using Speed Time Entry & Labor Distribution Copy Entering Timecards using Filters Importing Time Card spreadsheets <b>NOTE:</b> Use AB10
24	<b>Specialist-Inquiry and Reporting</b>	Inquiry & Reporting on all except Employee Maintenance, Payroll, Time Entry Benefits Position Control Supplemental Data Searches for Employees, Jobs <b>NOTE:</b> Use AB14
25	<b>HR &amp; Payroll - State Personnel and Constitutional Agencies</b>	<b>Constitutional Agencies include agencies 3, 5, 7, 8, 9, 10, 11, 12, 13, 14, 32, 37, 47, 48, 50, 51, 77 &amp; 93</b> 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 <b>NOTE:</b> Use AB15 Will need Execution Control to run pre-payroll
30	<b>Budget Specialist (Agency)</b>	MSS, Position Control Inquiry and Reporting Only Position Control Activity Inquiry Position Activity Reporting <b>NOTE:</b> Use AB10
34	<b>Specialist-Pos, Pay, TE, Class (Agency)</b>	Position Control, Payroll, Time Entry, Classification & Compensation Creating/Reviewing/Defining Position Control Budgets Payroll - Time Entry, Processing, Pay Adjustment, One Time Overrides Classification & Compensation <b>NOTE:</b> Use AB10

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Code	Name	Business Process Description
40	<b>Supervisor / Manager</b>	Manager Self Service (MSS) only <b>NOTE:</b> Use AB00 unless User has other functional duties
41	<b>Inquiry and Reporting - Supervisor / Manager</b>	Include all of Code 10 and 40  <b>NOTE:</b> Use AB14
42	<b>Administrator / Director</b>	Payroll Inquiry & Reporting Time Entry Manager Self-Service Position Control Inquiry and Reporting Defining Position Control Budgets <b>NOTE:</b> Use AB10
50	<b>Statewide Inquiry - Legislative Fiscal Office State Accounting State Auditors State Budget</b>	Statewide Inquiry/Reporting/Position Control Manager Self Service (MSS) <b>NOTE:</b> Use AB14, AB50 (for Agency65 only), or AB52 (for Agency 03, 10, 65, and 85) Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
52	<b>State Personnel</b>	Statewide - Inquiry/Maintenance/Reporting Classification and Compensation Position Control Inquiry and Reporting Only Benefits Manager Self Service (MSS) <b>NOTE:</b> Use AB15 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
53	<b>State Personnel - Benefits</b>	Include all of Code 52 Run P05410 (ESS Director) & prompt for versions Run and change W0092A (User Profile Revisions) <b>NOTE:</b> Use AB15 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
65	<b>State Accounting</b>	Statewide Updating <b>NOTE:</b> Use AB15 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access