

Payroll (HR)

October 28, 2013

Code	Name	Business Process Description
11	Inquiry and Reporting	Inquiry & Reporting on Payroll functions Payroll Inquires : Reports, Employee, Payroll, and Position Control Screens, Benefits, Employee Master, History (Payment, PDDBA, Tax, etc), Job Master Certify Payroll NOTE: Use AB14
24	Payroll Only	All Payroll functions (Payroll, Time Entry) 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 <i>BPO - State Accounting</i> NOTE: Use AB14 Will need Execution Control to run pre-payroll
26	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 <i>BPO - State Accounting</i> NOTE: Use AB10
43	Inquiry and Reporting - Supervisor / Manager Administrator/ Director	Include all of Code 11 and 44 Payroll Inquiry & Reporting Time Entry Manager Self-Service Position Control Inquiry and Reporting Defining Position Control Budgets <i>BPO - State Personnel</i> NOTE: Use AB14
44	Supervisor / Manager	Manager Self Service (MSS) only NOTE: No AB or BU Role is needed unless User has other functional duties or address book look up is needed

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Code	Name	Business Process Description
50	Statewide Inquiry - State Auditors	Statewide Inquiry/Reporting Employee Pay Totals/Manager Self Service (MSS) Allows History Tracking on data prior to EWC (Workday) <i>BPO - State Accounting</i> NOTE: Use AB52 (Agency 10) Use BU Role N000BU0008 if User needs state wide financial access.
51	State Accounting	Includes HR54. Maintain Accounting JE Rules for Accruals / Clearing <i>BPO - State Accounting</i> NOTE: Use AB50 or AB52 Use BU Role N000BU0008 if User needs state wide financial access
54	Statewide Inquiry - Legislative - Fiscal Office State Auditors State Accounting State Budget Employee Relations Retirement	Statewide Inquiry/Reporting/Position Control Employee Pay Totals/Manager Self Service (MSS) <i>BPO - State Accounting</i> NOTE: Use AB14, AB50, (Agency65 only) AB51, AB55 (Agency65 only), or AB52 (Agency 03, 10, and 65) Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access. Agency 85 User N000BU0007 or N000BU0010
55	State Personnel Benefits	Statewide - Inquiry/Maintenance/Reporting Classification and Compensation Position Control Inquiry and Reporting Only Benefits Manager Self Service (MSS) <i>BPO - State Personnel</i> NOTE: Use AB14 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
65	State Accounting	Statewide Updating <i>BPO - State Accounting</i> NOTE: Use AB50 and AB51 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access