



HR/Payroll ERP  
Role Descriptions Document  
Revised  
October 30, 2009



Revised Role Descriptions Document  
9/1/2009

**Benefits Administration**

**Role Conflicts**

Display Benefits

- N/A

**Role Dependencies**

Display Benefits

- N/A

**Display Benefits**

**Description** The Display Benefits role runs and views reports that are related to benefit selection and ongoing administration. This role can view benefit-related information, but does not have the ability to update employees' benefit information. A person getting this role should be someone that communicates benefit enrollment schedules.

**Tasks/Responsibilities**

- Print benefit statements
- View benefit costs
- View benefit enrollment information
- View benefit participation
- View employee dependent information
- View employee's salary information
- View payroll deductions for employee

**Related Processes**

- Benefits Enrollment – NC Flex, SHP, EOI, New Hire/Reinstatement
- HR Initiated Benefit Changes – Termination (LOA and non-LOA), Retirement
- Non-SAP Benefits – Savings Plans and Supplemental Benefits
- Employee Initiated Benefit Changes – Life Change Events

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- N/A

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- BN200 Benefit Display and Reporting



# Revised Role Descriptions Document 9/1/2009

## **Organizational Management**

### Role Conflicts

#### OM Position Approver

- N/A

#### Display Organization Management

- N/A

#### OSP Position Approver

- N/A

#### OM Position Requestor

- N/A

#### Agency Position Funding Approver

- HR Master Data Maintainer
- HR Master Data Approver

#### OSBM Position Funding Approver

- N/A

### Role Dependencies

#### OM Position Approver

- Display Organization Management

#### Display Organization Management

- N/A

#### OSP Position Approver

- Display Organization Management

#### OM Position Requestor

- Display Organization Management

#### Agency Position Funding Approver

- Display Organization Management
- Display Non-Sensitive HR
- Display Salary & Pay Grade

#### OSBM Position Funding Approver

- N/A

**OSBM Position Funding Approver**

**Description** This role will allow the OSBM user to approve the funding/creation of a new position action only. This role will also verify that an agency is not exceeding their FTE total.

**Tasks/Responsibilities**

- Approve actions for funding new positions

**Related Processes**

- Create or Edit Position

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- N/A

**Training**

Required training:

- WF200 SAP Workflow Workshop

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation

**OSP Position Approver**

**Description** The OSP Position Approver role allows an OSP Representative to provide final approval for new or changes in positions for an agency, as required.

**Tasks/Responsibilities**

- Provide final approval for the creation of a new position or changes to an existing position

**Related Processes**

- Create and Maintain Organizational Unit
- Create or Edit Position

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Organization Management

**Training**

Required training:

- WF200 SAP Workflow Workshop

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation

**Agency Position Funding Approver**

**Description** The role allows the user to approve position actions involving changes to position salary (creation of new positions and salary adjustments). This role conducts actions that are similar to the budget approval function currently performed in PMIS by the agency Salary Control Officer.

**Tasks/Responsibilities**

- Maintain position salary amounts and cost distribution data.

**Related Processes**

- Create or Edit Position

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- HR Master Data Maintainer
- HR Master Data Approver

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Organization Management
- Display Salary & Pay Grade
- Display Non-Sensitive HR

**Training**

Required training:

- OM250 Funding Approval

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- OM200 Organization Management Overview

### Display Organization Management

**Description** The Display Organizational Management role has the ability to display the organization structure, positions and jobs within the organization, along with the employees that have been assigned to the positions.

### Tasks/Responsibilities

- View job classification reports
- View organizational management reports, including organizational structure
- View position reports, including employees who have been assigned to positions

### Related Processes

- Create or Edit Position
- Create and Maintain Organizational Unit

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- Agency Org. Charting Roles

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- OM200 Organization Management Overview

**OM Position Approver**

**Description** The Position Approver role allows an HR Professional to approve the creation of a new position or changes to an existing position for an organization.

**Tasks/Responsibilities**

- Approve the creation of a new position or changes to an existing position

**Related Processes**

- Create or Edit Position
- Create and Maintain Organizational Unit

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Organization Management

**Training**

Required training:

- WF200 SAP Workflow Workshop

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- OM200 Organization Management Overview

**OM Position Requestor**

**Description** The Position Requestor role allows an HR Professional to create new positions and make changes to existing positions for an organization.

**Tasks/Responsibilities**

- Identify a work area or business function within an agency
- Identify positions related to a business function within an agency
- Request creation of a new position or changes to an existing position within an agency

**Related Processes**

- Create / Edit Job
- Create and Maintain Organizational Unit

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Organization Management

**Training**

Required training:

- OM210 Organizational Management for Agencies

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- OM200 Organization Management Overview



# Revised Role Descriptions Document 9/1/2009

## **Payroll Administration**

## Role Conflicts

### Payroll Administration

- HR Master Data Maintainer

### Display Payroll

- N/A

## Role Dependencies

### Payroll Administration

- Display Benefits
- Display Payroll
- Display Non-Sensitive HR
- Display Time

### Display Payroll

- N/A

### Display Payroll

**Description** The Display Payroll role has the ability to display payroll results, W-4 withholding, payroll journal and payday calendar.

### Tasks/Responsibilities

- Display pay dates
- Display payroll results
- Print pay advices as required
- View general tax information
- View non-sensitive HR data
- View payroll journals
- View payroll statistics
- View time data
- View W-4 information

### Related Processes

- N/A

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- N/A

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PY200 Payroll Overview
- PY300 Payroll for Agencies

**Payroll Administration**

**Description** The Payroll Administration role maintains payroll master data for employee records including deductions and earnings wage types. This role also acts as a liaison between agency employees and BEST Shared Services.

**Tasks/Responsibilities**

- Adjusts payroll for use of State vehicles
- Collect overpayments from non-active employees
- Communicate with employees regarding payroll issues
- Enter cell phone supplement data for cell phone reimbursement
- Enter pay amounts for National Guard (CCPS Only)
- Forward off-cycle check replacement documentation to BEST Shared Services
- Process agency-specific deductions
- Review payroll-related reports
- Review time data reports
- Submit off-cycle adjustment documentation to BEST Shared Services
- Uses WindStar (where applicable)

**Related Processes**

- Paying the National Guard
- Payroll Processing
- Off Cycle Processes
- Agency-Specific Deductions & Supplements
- Relocation Pay
- Deductions Processing
- Review and Resolve Time Related Issues
- Process Dual Employment

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- HR Master Data Maintainer

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Payroll
- Display Benefits
- Display Time
- Display Non-Sensitive HR

## Training

### Required training:

- N/A

### Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PY200 Payroll Overview
- PY310 Payroll Maintainer



Revised Role Descriptions Document  
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**Personnel Administration**

## Role Conflicts

### HR Master Data Maintainer

- HR Master Data Approver
- Payroll Administration
- Agency Position Funding Approver

### Warnings Maintainer

- N/A

### Grievance Maintainer

- N/A

### Cross Agency Verification

- N/A

### Display Non-Sensitive HR

- N/A

### Short-Term Disability Specialist

- N/A

### Performance Rating Maintainer

- N/A

### HR Master Data Approver

- HR Master Data Maintainer
- Agency Position Funding Approver

### Position Vacancy Posting Maintainer

- N/A

### Display HR Director

- N/A

### Display Performance Ratings

- N/A

### Display Salary & Pay Grade

- N/A

### Display EEO

- N/A

### Display Grievances

- N/A

### Display Warnings

- N/A

## Role Dependencies

### HR Master Data Maintainer

- Display Benefits
- Display Organization Management
- Display Non-Sensitive HR
- Display Salary & Pay Grade
- Display Time

### Warnings Maintainer

- Display Non-Sensitive HR
- Display Warnings

### Grievance Maintainer

- Display Non-Sensitive HR
- Display Grievances

### Cross Agency Verification

- N/A

### Display Non-Sensitive HR

- N/A

### Short-Term Disability Specialist

- Display Benefits
- Display Payroll
- Display Time
- FMLA Event Maintainer
- Leave Administration
- Time Administration

### Performance Rating Maintainer

- Display Non-Sensitive HR
- Display Performance Ratings

### HR Master Data Approver

- Display Benefits
- Display Organization Management
- Display Non-Sensitive HR
- Display Salary & Pay Grade
- Display Time

### Position Vacancy Posting Maintainer

- Display Organization Management
- Display Non-Sensitive HR

### Display HR Director

- Display Benefits
- Display Organization Management
- Display Non-Sensitive HR
- Display EEO
- Display Time

### Display Performance Ratings

- N/A

Display Salary & Pay Grade

- N/A

Display EEO

- N/A

Display Grievances

- N/A

Display Warnings

- N/A

**Cross Agency Verification**

**Description** The Cross Agency Verification role has the ability to display and report on another agency. Access includes display of HR action dates (e.g. hire date, separation date, any other relevant dates included in an HR action), organizational assignment, current salary, education, etc. This role is similar to those that currently have access to the “verify” role in PMIS.

**Tasks/Responsibilities**

- Display and generate reports on agency assignment of employee
- Display and generate reports on agency personnel administration action dates, such as hire date, separation date, and any other dates included with personnel administration actions
- Display and generate reports on employee current salary
- Review and generate reports on number of agency personnel
- View and generate reports on employee education status

**Related Processes**

- Personnel Administration Actions
- Process Dual Employment

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- N/A

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data

**Display Non-Sensitive HR**

**Description** Display Non-Sensitive HR role has the ability to display and report on non-sensitive employee data, including organization assignment, work address/phone, and anniversary date.

**Tasks/Responsibilities**

- View and generate compliance reports
- View and generate reports on agency employee list
- View and generate reports on default pay scales
- View and generate reports on employee length of service and service anniversary date
- View and generate reports on employee organizational assignment
- View and generate reports on organizational statistics
- View employee certifications and licenses
- View employee telephone numbers and email

**Related Processes**

- Personnel Administration Actions

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- N/A

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data

**Display HR Director**

**Description** The Display HR Director role has the ability to display and generate reports on HR data associated with personnel administration actions. The Display HR Director role also allows for viewing and report generation of sensitive employee data, including age, gender, ethnicity, years of service, salary, pay grade, disability, performance ratings, and employee competency levels. This role is designed for agency HR Directors (and associated pertinent staff) only.

**Tasks/Responsibilities**

- View and generate reports on HR data associated with personnel administration actions
- View and generate reports on sensitive employee data, including age, gender and ethnicity
- View and generate reports on such employment data as employee years of service, salary, pay grade, disability, performance ratings and competency levels

**Related Processes**

- Personnel Administration Actions

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display EEO
- Display Time
- Display Benefits
- Display Organization Management
- Display Non-Sensitive HR

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data

### Display Performance Ratings

**Description** The Display Performance Ratings role is responsible for displaying and generating reports on employee performance ratings in SAP.

### Tasks/Responsibilities

- View and generate reports on employee performance rating information

### Related Processes

- Personnel Administration Actions

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- N/A

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data

### Display Salary & Pay Grade

**Description** The Display Salary & Pay Grade role has the ability to display and generate reports on employee salary and pay grade information.

### Tasks/Responsibilities

- View and generate reports on employee salary and pay grade information

### Related Processes

- Personnel Administration Actions

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- N/A

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data

**Display EEO**

**Description** The Display EEO (Equal Employment Opportunity) role has the ability to display and generate reports on disability information, as well as on age, gender, ethnicity and years of service. This role is designed for agency EEO officers.

**Tasks/Responsibilities**

- View and generate reports on EEO information

**Related Processes**

- Personnel Administration Actions

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- N/A

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data

### Grievance Maintainer

**Description** The Grievance Maintainer role has the ability to maintain grievances on employee master records.

### Tasks/Responsibilities

- Create a record if a grievance
- Maintain grievances on master records
- Monitor grievance timeframes and process
- View and generate reports on grievance information

### Related Processes

- Personnel Administration Actions

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- Display Non-Sensitive HR
- Display Grievances

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data
- PA320 Maintain Warnings and Grievances

### Display Grievances

**Description** The Display Grievances role is responsible for displaying and generating reports on employee grievance information in SAP.

### Tasks/Responsibilities

- View and generate reports on employee grievance information

### Related Processes

- Personnel Administration Actions

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- N/A

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data

**HR Master Data Approver**

**Description** The HR Master Data Approver role has the ability to approve HR Master Data Maintainer actions pertaining to employees including hiring, separating, promoting, demoting, or reassignment information for employees. This role also approves reallocation, transfer, work against, longevity pay, leave of absence and return from leave of absence information. Note: Holders of this role cannot maintain his or her own information using the transactions associated with this role; ESS must be used.

**Tasks/Responsibilities**

- Approve an employee's appointment change within an agency
- Approve career progressions
- Approve data associated with personnel administration actions
- Approve demotion action
- Approve employee separation action (including retirement)
- Approve investigatory leave w/ pay
- Approve leave of absence action (including workers compensation)
- Approve new hire action
- Approve promotion action
- Approve reinstatement action
- Approve salary adjustments
- Approve suspension action
- Approve transfer action

**Related Processes**

- Personnel Administration Actions
- Process Dual Employment

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- HR Master Data Maintainer
- Agency Position Funding Approver

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Non-Sensitive HR
- Display Benefits
- Display Time
- Display Salary & Pay Grade
- Display Organization Management

## Training

### Required training:

- WF220 SAP Workflow Workshop

### Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data

**HR Master Data Maintainer**

**Description** The HR Master Data Maintainer role has the ability to maintain employee master data and perform employee actions including hiring, separating, promoting, demoting, or reassignment information for employees. This role also maintains reallocation, transfer, work against, longevity pay, leave of absence and return from leave of absence information within SAP. Work performed with the HR Master Data Maintainer role is similar to PD105 work performed in PMIS.

**Tasks/Responsibilities**

- Change an employee's appointment within an agency
- Maintain data associated with personnel administration actions
- Maintain dates for service calculations
- Perform demotion action
- Perform employee separation action (including retirement)
- Perform leave of absence action (including workers compensation)
- Perform new hire action
- Perform promotion action
- Perform reinstatement action
- Perform salary adjustments
- Perform suspension action
- Perform transfer action
- Record career progression
- Record investigatory leave with pay

**Related Processes**

- Personnel Administration Actions
- Process Dual Employment

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- HR Master Data Approver
- Agency Position Funding Approver
- Payroll Administration

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Non-Sensitive HR
- Display Benefits
- Display Time
- Display Salary & Pay Grade
- Display Organization Management

## Training

### Required training:

- PA300 Introduction to Create and Maintain Employee Data
- PA310 Create and Maintain Employee Data
- VC101 Virtual Class Overview

### Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data
- PA420 Leave of Absence
- WF220 SAP Workflow Workshop

### Performance Rating Maintainer

**Description** The Performance Rating Maintainer role has the ability to enter ratings on employee master records.

### Tasks/Responsibilities

- Enter employee ratings and maintain changes
- View and generate reports on employee ratings

### Related Processes

- Personnel Administration Actions

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- Display Non-Sensitive HR
- Display Performance Ratings

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data
- PA340 Maintain Performance Rating

**Position Vacancy Posting Maintainer**

**Description** The Position Vacancy Posting Maintainer role allows the agency Recruitment Professional to enter required position vacancy posting information into the SAP system. Work performed with the Position Vacancy Posting Maintainer role is similar to tasks performed today in PM jobs.

**Tasks/Responsibilities**

- Create and post position information (e.g. description of work, posting and closing dates, knowledge/skills/abilities, and training & experience requirements)
- Maintain position vacancy information (e.g. extend vacancy and repost vacancy announcement)
- Run reports on open vacancies
- View position vacancy information

**Related Processes**

- N/A

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Non-Sensitive HR
- Display Organization Management

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA210 PA Terms, Concepts and Display Data
- PA350 Position Vacancy Posting

### Short-Term Disability Specialist

**Description** The Short-Term Disability Specialist role receives the appropriate documentation from employees requesting short-term disability. This role also allows users to process an employee's short-term disability request and determine the appropriate leave action.

### Tasks/Responsibilities

- Determine eligibility for employee
- Determine leave options
- Enter time for employees on short-term disability
- Place employee on short-term disability status
- Review employee benefit plans
- Review employee documentation
- Review employee payroll deductions and salary

### Related Processes

- Personnel Administration Actions

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- FMLA Event Maintainer
- Leave Administrator
- Time Administrator
- Display Benefits
- Display Payroll
- Display Time

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data
- PA370 Short Term Disability

**Warnings Maintainer**

**Description** Ability to maintain warnings on the employee record in SAP.

**Tasks/Responsibilities**

- Create a record of a warning
- Maintain warnings on master records
- View and generate reports on employee warnings information

**Related Processes**

- Personnel Administration Actions

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Non-Sensitive HR
- Display Warnings

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data
- PA320 Maintain Warnings and Grievances

### Display Warnings

**Description** The Display Warnings role is responsible for displaying and generating reports on employee warnings in SAP.

### Tasks/Responsibilities

- View and generate reports on employee warnings information

### Related Processes

- Personnel Administration Actions

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

### Role Dependencies

Those assigned this role will also be assigned the following roles:

- N/A

### Training

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- PA200 Personnel Administration Overview
- PA210 PA Terms, Concepts and Display Data



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## **Time Administration**

### Role Conflicts

Time Administrator

- N/A

Leave Administration

- N/A

Display Time

- N/A

Charge Object Maintainer

- N/A

FMLA Event Maintainer

- N/A

Time Approver

- N/A

### Role Dependencies

Time Administrator

- Display Time

Leave Administration

- Display Time

Display Time

- N/A

Charge Object Maintainer

- N/A

FMLA Event Maintainer

- N/A

Time Approver

- Display Time

**Charge Object Maintainer**

**Description** The Charge Object Maintainer role creates and manages the agency-specific charge objects that are available for employees to charge their time to within their agencies.

**Tasks/Responsibilities**

- Assign charge codes
- Create charge codes

**Related Processes**

- N/A

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- N/A

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- TM200 Time Management Overview
- TM330 Charge Object Maintainer

**Display Time**

**Description** The Display Time role has the ability to display time entered, leave, vacation, work schedules for employees.

**Tasks/Responsibilities**

- View absence and attendance quotas
- View absence and attendance reports
- View employee organizational assignments
- View FMLA events
- View payroll status
- View planned working time
- View quota compensation information
- View schedule information
- View substitutions
- View time accounts
- View time approvals
- View time reports
- View time statement
- View timesheets

**Related Processes**

- Management Processes

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- N/A

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation

**FMLA Event Maintainer**

**Description** The FMLA Event Maintainer role establishes and maintains Family Medical Leave Act (FMLA) reasons. Also generates FMLA records that are used by the Leave Administrator to assign FMLA and Family Illness Leave (FIL) reasons.

**Tasks/Responsibilities**

- Create FMLA events
- Generate FMLA event records

**Related Processes**

- N/A

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- N/A

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- TM310 Leave Administration

**Leave Administration**

**Description** The Leave Administration role manages employee leave and leave balances. This role has the ability to make adjustments to absence quotas for “Advanced Sick Leave” and “Advanced Vacation Time,” and manages Family Medical Leave Act (FMLA), Family Illness Leave (FIL), and shared leave programs. This role can also create manual adjustments to leave balances as required.

**Tasks/Responsibilities**

- Administer leave donations
- Assign absences to FMLA/FIL reason
- Associate an employee’s absences with FMLA or FIL
- Create “Advanced Sick Leave” or “Advance Vacation Leave” quotas for employee’s use
- Determine eligibility for employees requesting leave (FMLA, FIL, VSL)
- Review leave balances and make manual adjustments if discrepancy exists

**Related Processes**

- Process FMLA or FIL Request or FIL Absences
- Process Participation in Shared Leave (Donor/Recipient)
- Management Processes
- Leave Processes and Balances
- Review and Resolve Time Related Issues

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Time

**Training**

Required training:

- N/A

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- TM200 Time Management Overview
- TM210 Preliminary Information Leave Administration
- TM310 Leave Administration
- TM340 Voluntary Shared Leave

**Time Administrator**

**Description** The Time Administrator role is responsible for entering time for employees without Employee Self Service (ESS), time evaluation, review of time evaluation results, requesting configuration changes in regards to SAP, and supporting the management of substitutions and on-calls. This role also has the ability to make corrections on timesheets that have already been approved.

**Tasks/Responsibilities**

- Edit/correct time and distribution information
- Enter time and distribution for those without ESS
- Generate a schedule change request
- Identifies time processing errors
- Provide time statements and reports to employees without ESS access
- Request changes to cross application timesheets

**Related Processes**

- Time entry

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Time

**Training**

Required training:

- TM300 Time Administration

Recommended training:

- BC100 BEACON Overview
- BC110 SAP Basic Navigation
- TM200 Time Management Overview
- TM220 Preliminary Information for Time Administration

**Time Approver**

**Description** The Time Approver role is responsible for approving time for “unapproved” Employee Self-Service (ESS) time entry in the absence of an agency supervisor/manager approving time in Manager Self-Service (MSS) in order to meet payroll deadline. The Time Approver role serves as a back-up for ESS time approved by designated agency managers/supervisors in MSS. The Time Approver role will approve time in SAP for ESS users only. Although not a dependency, ONLY agency employees assigned the HR Master Data Approver and/or the Payroll Administration roles may be assigned the Time Approver role.

Note: Non-ESS using agencies will not need to assign the Time Approver role. Furthermore, DOT will not need to assign the Time Approver role.

**Tasks/Responsibilities**

- Generate time reports
- Review and approve time for employees entering time in ESS

**Related Processes**

- Time entry

**Role Conflicts**

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- N/A

**Role Dependencies**

Those assigned this role will also be assigned the following roles:

- Display Time

**Training**

Required training:

- N/A

Recommended training:

- N/A