State of Washington

HRMS Decentralized Roles Definition Handbook

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SECTION 1: INTRODUCTION

Introduction to State of Washington HRMS Roles

HRMS roles determine what activities an end user performs when using the system, which sections of the system an end user has access to, and what training an end user will need to perform their new roles successfully.

Defining roles is an ongoing process. Business processes and activities may change and result in the addition, deletion or modification of some end user roles. When new roles are created or existing roles are deleted or changed, communications are sent to the HRMS Communications Listserv, Attention: Agency Security Administrators.

HRMS Role Definition Components

The HRMS Decentralized Role Definition Handbook includes decentralized HRMS roles. A decentralized role is defined as a role performed by an individual agency. There are several components that describe each of the HRMS roles. These components include the following:

Role Name – Name created based on the activity (or activities) to which the role is linked.

Description – Key responsibilities associated with the role.

Activities – Key activities associated with the role.

Training Course Recommendations – The training courses that will provide the skills, knowledge and attributes that are required for an individual to perform successfully in this role. Information on these classes can be found on the HR web page – www.hr.wa.gov. Click on the Training tab then HRMS Training under the heading Training Programs and Events.

Transaction Code Access – The Transaction Codes each role has access to in HRMS. Only Transaction Codes associated with at least one of the roles in the group are listed. To see a complete list of HRMS Transaction Codes, go to Appendix A Transaction Crosswalk.

Infotype Access – The Infotypes (screens) each role has access to in HRMS. There are Employee Infotypes and Object Infotypes by Object. For Employee Infotypes, access is indicated with the Read (view), Match Code (read with help) and/or Write (update or change) capabilities for each Infotype. Object Infotypes access include Delete (remove), Read (view), and/or Write (update or change) capabilities for each Infotype

SECTION 2: PERSONNEL ADMINISTRATION ROLES

Personnel Administration Processor

Description: The ***Personnel Administration Processor*** *role* is responsible for creating and maintaining employee new hire and rehire information, appointment changes, extended leave of absence, and separation actions in HRMS.

The technical name for this role in HRMS is SR3P_DE_PERS_ADMIN_PROC.

Activities: The ***Personnel Administration Processor*** role will perform the following key activities in HRMS:

- Create and maintain employee organization assignment (e.g., account distribution, organization, position)
- Create and maintain employee new hire and rehire information
  - Personal data (e.g., name, address, gender, date of birth, SSN)
  - Education
  - Previous employment (optional for agencies to use)
  - Date specifications (e.g., anniversary dates, seniority dates, and unbroken dates)
  - Work schedule
  - Residency status (citizenship)
  - Military status
- Create and maintain employee appointment changes (e.g. demotion, promotion and transfers)
- Create and maintain employee extended leave of absence actions (e.g. maternity leave, return from leave)
- Create and maintain employee separation actions (e.g., separation, termination)
- Display employee information in HRMS
- View basic payroll information

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Employee Hiring and Processing 01-04-H008
- HRMS Maintaining Payroll Master Data 01-04-H010
- HRMS Organizational Management 01-04-H011

Personnel Administration Supervisor

Description: The ***Personnel Administration Supervisor*** role provides oversight for the *Personnel Administration Processor* role (responsible for maintaining new hire and rehire information, appointment changes, extended leave of absence, and separation actions).

The technical name for this role in HRMS is SR3P_DE_PERS_ADMIN_SUPV.

Activities: The ***Personnel Administration Supervisor*** role will perform the following key activities in HRMS:

- View employee organization assignment (e.g., cost center [account distribution], organization, position)
- View employee new hire and rehire information
  - Personal data (e.g., name, address, gender, date of birth, SSN, emergency contact)
  - Education
  - Previous employment (optional for agencies to use)
  - Date specifications (e.g., anniversary dates, seniority dates, and unbroken dates)
  - Work schedule
  - Residency status (citizenship)
  - Military status
- View employee appointment changes (e.g. demotion and promotion)
- View employee extended leave of absence action (e.g. maternity)
- View employee separation action
- View basic payroll information

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Employee Hiring and Processing 01-04-H008

Personnel Administration Inquirer

Description: The ***Personnel Administration Inquirer*** role has the ability to view human resource information once it is entered in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_PERS_ADMIN_INQ.

Activities: The ***Personnel Administration Inquirer*** role will perform the following key activities in HRMS:

- View employee organization assignment (e.g., organization, position)
- View employee new hire and rehire information
  - Personal data (e.g., name, address, gender, date of birth, SSN)
  - Education
  - Previous employment (optional for agencies to use)
  - Date specifications (e.g., anniversary dates, seniority dates, and unbroken dates)
  - Work Schedule
  - Residency status (citizenship)
  - Military status
- View employee appointment change actions (e.g. demotion, promotion, and transfer)
- View employee extended leave of absence action (e.g. maternity)
- View employee separation action
- View basic payroll information

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Employee Hiring and Processing 01-04-H008

Grievance Administrator

Description: The ***Grievance Administrator*** role has the ability to create, maintain, and display human resource Grievance information once it is entered in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_GRIEVANCE_ADMIN.

Activities: The ***Grievance Administrator*** role will perform the following key activities in HRMS:

- Create and maintain employee grievance tracking information
- View employee organization assignment (e.g., cost center [account distribution], organization, position)
- View employee new hire and rehire information
  - Personal data (e.g., name, address, gender, date of birth, SSN)
  - Education
  - Previous employment (optional for agencies to use)
  - Date specifications (e.g., anniversary dates, seniority dates, and unbroken dates)
  - Work schedule
  - Residency status (citizenship)
  - Military status
- View employee appointment change actions (e.g. demotion, promotion, and transfer)
- View employee extended leave of absence action (e.g. maternity)
- View employee separation action
- View basic payroll information

Training course recommendations:

- Contact Labor Relations Office for training on HRMS Grievance tracking
- HRMS Basics 01-04-H019
- HRMS Employee Hiring and Processing 01-04-H008
- HRMS Organizational Management 01-04-H011

Grievance Inquirer

Description: The ***Grievance Inquirer*** role has the ability to display human resource Grievance information once it is entered in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_GRIEVANCE_INQ.

Activities: The ***Grievance Inquirer*** role will perform the following key activities in HRMS:

- View employee organization assignment (e.g., cost center [account distribution], organization, position)
- View employee grievance information
- View employee new hire and rehire information
  - Personal data (e.g., name, address, gender, date of birth, SSN)
  - Education
  - Previous employment (optional for agencies to use)
  - Date specifications (e.g., anniversary dates, seniority dates, and unbroken dates)
  - Work schedule
  - Residency status (citizenship)
  - Military status
- View employee appointment change actions (e.g. demotion, promotion, and transfer)
- View employee extended leave of absence action (e.g. maternity)
- View employee separation action
- View basic payroll information

Training course recommendations:

- Contact Labor Relations Office for training on HRMS Grievance tracking
- HRMS Basics 01-04-H019
- HRMS Employee Hiring and Processing 01-04-H008
- HRMS Organizational Management 01-04-H011

Transaction Codes for Personnel Administration Roles

Transaction	Description	Personnel Administration			Grievance	
		Processor	Supervisor	Inquirer	Admin	Inquirer
HRBEN0003	Participation Monitor	X	X			
HRBEN0006	Benefits Participation Overview	X	X			
PA10	Personnel File	X	X	X		
PA20	Display HR Master Data	X	X	X	X	X
PA30	Maintain HR Master Data	X	X		X	
PA40	Personnel Actions	X				
PA41	Change Entry/Leaving Date	X				
PA42	Fast Entry for Actions	X				
PA51	Display Time Data	X	X	X		
PA61	Maintain Time Data		X			
PA70	Fast Entry	X				
PA71	Fast Entry of Time Data	X	X			
PO03D	Display Job	X	X	X		
PO10D	Display Organizational Unit	X	X	X		
PO13D	Display Position	X	X	X		
PT_DSH20	Daily Work Schedule	X	X	X		
PT03	Display Work Schedule	X	X	X		
PT50	Quota Overview	X	X	X		
PT63	Personal Work Schedule	X	X	X		
PT64	Absence List	X	X			
PT90_ATT	Attendances: Calendar View	X	X			
PT91_ATT	Attendances: For Multiple Employees	X	X			
S_AHR_61015554	Salary Structure List	X				
S_AHR_61015556	Display Pay Scale Groups	X				
S_AHR_61016129	Employee history report	X	X	X		
S_AHR_61016132	HIPAA report		X			
S_AHR_61016148	Workers' compensation report	X	X	X		
S_AHR_61016157	401(k) Non-discrimination Testing	X	X			
S_AHR_61016354	Telephone Directory	X	X			
S_AHR_61016356	Time spent in pay scale group/level	X	X	X		
S_AHR_61016357	Defaults for Pay Scale Reclass.	X	X			
S_AHR_61016358	Reference Personnel Numbers	X	X	X		
S_AHR_61016360	HR Master Data Sheet	X	X			
S_AHR_61016362	Flexible Employee Data	X	X	X		
S_AHR_61016369	Employee List	X	X	X		
S_AHR_61016373	Headcount Development	X	X	X		
S_AHR_61016376	Salary According to Seniority	X	X			
S_AHR_61016378	Assignment to Wage Level	X	X	X		

Transaction	Description	Personnel Administration			Grievance	
		Processor	Supervisor	Inquirer	Admin	Inquirer
S_AHR_61016380	Logged Changes in Infotype Data	X	X	X		
S_AHR_61016491	Existing Organizational Units	X	X	X		
S_AHR_61016502	Existing Positions	X	X	X		
S_AHR_61016503	Staff assignments	X	X	X		
S_AHR_61016509	Vacant/Obsolete Positions	X	X	X		
S_L9C_94000095	Headcount Changes	X	X	X		
S_PH0_48000450	Date Monitoring	X	X	X		
S_PH9_46000216	Service Anniversaries	X	X	X		
S_PH9_46000217	Statistic: Gender by Service Age	X	X	X		
S_PH9_46000218	Statistics: Gender Sorted By Age	X	X	X		
S_PH9_46000221	Birthday List	X	X	X		
S_PH9_46000222	Family Members	X	X	X		
S_PH9_46000223	EEs Who Entered And/Or Left Company	X	X	X		
S_PH9_46000224	Education and Training	X	X	X		
SM35	Batch Input Monitoring	X	X			
SP02	Display Spool Requests	X	X	X	X	X
SU3	Maintain Users Own Data	X	X	X		
SU53	Evaluate Authorization Check	X	X	X	X	X
ZHR_RPTBNN03	Report for GAP N03	X	X	X		
ZHR_RPTBNN28	70-Day Report / 90-Day Default	X	X			
ZHR_RPTBNN28A	Agecny 70-Day Rpt / 90-Day Default	X	X	X		
ZHR_RPTBNN30A	Plan 3 Age Banded Rate Changes	X	X	X		
ZHR_RPTFI0027	IT0027 Employee Cost Distribution	X	X	X		
ZHR_RPTFI1018	IT1018 Position Cost Distribution		X	X		
ZHR_RPTOM137	Classification Dist. By Salary Range		X			
ZHR_RPTOM760	Merit System 5 Clasification Listing	X				
ZHR_RPTOMN02	Display Change Documents Report	X	X	X		
ZHR_RPTOMN03	WMS Activity Reports	X	X	X		
ZHR_RPTOMN35	Affirmative Action By Job Group	X		X		
ZHR_RPTPA067	Employment History Alpha Cross-Ref.	X	X	X		
ZHR_RPTPA200	Personnel Actions Processed	X	X	X		
ZHR_RPTPA231	Employee & Position Status Trans.	X	X	X		
ZHR_RPTPA249	EE Terminated Or On/Return From LWOP	X	X	X		
ZHR_RPTPA457	Actions Report	X	X	X		
ZHR_RPTPA471	Original Hire Prob. Emp	X	X	X		
ZHR_RPTPA719	Employee Probation Report	X	X	X		
ZHR_RPTPA765	Non State Employee Report	X	X	X		
ZHR_RPTPA802	WMS/EMS Reports	X	X	X		
ZHR_RPTPA803	PID and Longevity Protection Report	X	X	X		
ZHR_RPTPA804	PID and Longevity Historical Report	X	X	X		
ZHR_RPTPAIT08	Employee Basic Pay History report	X	X	X		

Transaction	Description	Personnel Administration			Grievance	
		Processor	Supervisor	Inquirer	Admin	Inquirer
ZHR_RPTPAN02	Flexible Employee Data Report	X	X	X		
ZHR_RPTPAQ01	Employee by Management Type	X				
ZHR_RPTPY033_ SSN_VER	Verification Failure Report	X	X			
ZHR_RPTPY600	Negative Tax per Federal EIN Report	X				
ZHR_RPTPYN06	Preemptive Basic Data Check	X	X	X		
ZHR_RPTPYU23	Report Earnings by Position, Job	X		X		
ZHR_RPTPYU26	Movement / Turnover Report	X	X	X		
ZHR_RPTPYU38	Display Reference Personnel Numbers	X	X	X		

Employee Infotypes for Personnel Administration Roles

		M = Read with Entry Helps R = Read W = Write				
		Personnel Administration			Grievance	
Infotypes	Description	Processor	Supervisor	Inquirer	Admin	Inquirer
0000	Actions	RMW	RM	R	RM	RM
0001	Organizational Assignment	RMW	RM	RM	RM	RM
0002	Personal Data	RMW	RM	RM	RM	RM
0003	Payroll Status	RMW	RM	R		
0004	Challenge		R	R		
0005	Leave Entitlement	R				
0006	Addresses	RMW	RM	R	R	R
0007	Planned Working Time	RMW	RM	RM	R	R
0008	Basic Pay	RMW	RM	R	R	R
0009	Bank Details	RM	RM	R		
0010	Capital Formation	R				
0011	External Transfers	R				
0014	Recurring Payments/Deductions	RM	RM	R		
0015	Additional Payments	RM	RM	R		
0016	Contract Elements	RMW	RMW	R	R	R
0019	Monitoring of Tasks	RMW	RM	R		
0021	Family Member/Dependents	RMW	RM	R		
0022	Education	RMW	RM	R		
0023	Other/Previous Employers	RMW	RM	R		
0024	Qualifications	R				
0025	Appraisals	R				
0026	Company Insurance	R				
0027	Cost Distribution	RMW	RM	R		
0031	Reference Personnel Numbers	RMW	RM	R		
0032	Internal Data	R				

		M = Read with Entry Helps R = Read W = Write				
		Personnel Administration			Grievance	
Infotypes	Description	Processor	Supervisor	Inquirer	Admin	Inquirer
0040	Objects on Loan	RMW	RM	R		
0041	Date Specifications	RMW	RM	R	R	R
0049	Red. Hrs/Bad Weather	R				
0057	Membership Fees	R	R	R		
0076	Workers' Comp. NA	R				
0077	Additional Personal Data	RMW	RM	R		
0081	Military Service	RMW	RM	R		
0082	Additional Abs. Data	R				
0083	Leave Entitlement Compensation	R				
0094	Residence Status	RMW	RM	R		
0102	Grievances NA	RMW	RM			
0103	Bond Purchases	RM	RM	R		
0104	Bond Denominations	RM	RM	R		
0105	Communication	RMW	RM	R		
0106	Family/Related Person	R				
0121	RefPerNo Priority	RMW	RM	R		
0128	Notifications	RMW	RM	R		
0161	IRS Limits USA	RM	RM	R		
0165	Deduction Limits	RM	RM	R		
0167	Health Plans	RM	RM	R		
0168	Insurance Plans	R	R	R		
0169	Savings Plans	RM	RM	R		
0170	Flexible Spending Accounts	R	R	R		
0171	General Benefits Information	RM	RM	R		
0194	Garnishment Document	R				
0195	Garnishment Order	R				
0207	Residence Tax Area	RMW	RM	R		
0208	Work Tax Area	RM	RM	R		
0209	Unemployment State	RM	RM	R		
0210	Withholding Info W4/W5 US	RM	RM	R		
0216	Garnish. Adjustment	R				
0234	Add. Withh. Info. US	RM	RM	R		
0235	Other Taxes US	RM	RM	R		
0236	Credit Plans	R	R	R		
0278	Basic Data Pension Fund	R				
0302	Additional Actions	RMW	RM	R	R	R
0375	HCE Information	R				
0376	Benefits Medical Information	RM	RM	RM		
0377	Miscellaneous Plans	RM	RM	R		
0379	Stock Purchase Plans	R	R	R		

		M = Read with Entry Helps R = Read W = Write				
		Personnel Administration			Grievance	
Infotypes	Description	Processor	Supervisor	Inquirer	Admin	Inquirer
0402	Payroll Results	R				
0415	Export Status	R				
0416	Time Quota Compensation	RM	RM	R		
0439	Data Transfer Information	RW				
0446	Payroll US Fed Taxes	R				
0447	Payroll US Fed Taxes MTD	R				
0448	Payroll US Fed Taxes QTD	R				
0449	Payroll US Fed Taxes YTD	R				
0450	Payroll US State Taxes	R				
0451	Payroll US State Taxes MTD	R				
0452	Payroll US State Taxes QTD	R				
0453	Payroll US State Taxes YTD	R				
0454	Payroll US Local Taxes	R				
0455	Payroll US Local Taxes MTD	R				
0456	Payroll US Local Taxes QTD	R				
0457	Payroll US Local Taxes YTD	R				
0458	Monthly Cumulations	R				
0459	Quarterly Cumulations	R				
0460	Annual Cumulations	R				
0496	Payroll US Benefits data	R				
0497	Payroll US Benefits data MTD	R				
0498	Payroll US Benefits data QTD	R				
0499	Payroll US Benefits data YTD	R				
0552	Time Specification/Employ. Period	RMW	R	R		
0554	Hourly Rate per Assignment	RM	RM			
0613	Absence Donation Administration US	R	R	R		
0696	Absence Pools	R	RM	R		
2001	Absences	R	R	R		
2003	Substitutions	RM	RM	RM		
2005	Overtime	RW				
2006	Absence Quotas	R	R	R		
2010	Employee Remuneration Info	R	R	R		
2013	Quota Corrections	R	R	R		
2050	Annual Calendar	RMW	RMW			
2051	Monthly Calendar	RMW	RMW			
2052	Weekly Entry w/Activity Allocation	RMW	RMW			
9102	Labor Relations				RMW	RM
9410	Marine Accumulation of Hours			R		

Object Infotypes for Personnel Administration Roles

		D = Delete R = Read W = Write				
		PERSONNEL ADMINISTRATION			GRIEVANCE	
Infotypes	Description	Processor	Supervisor	Inquirer	Admin	Inquirer
01 Assignment Pay						
1001	Relationships			R		
02 Dual Language						
1001	Relationships			R		
03 Job Group						
1000	Object	R		R		
1001	Relationships	R		R		
04 Management Type						
1000	Object	R	R	R		
1001	Relationships	R	R	R		
05 Market Segment						
1000	Object	R	R	R		
1001	Relationships	R	R	R		
06 Workforce Indicator						
1001	Relationships	R	R	R		
07 Primary Inclusion						
1000	Object	R	R	R		
1001	Relationships	R	R	R		
08 Secondary Inclusion						
1000	Object	R	R	R		
1001	Relationships	R	R	R		
09 JVAC						
1000	Object	R	R	R		
1001	Relationships	R	R	R		
C Job						
1000	Object	R	R	R		
1001	Relationships	DRW	R	R		
1005	Planned Compensation	R	R	R		
1610	US Job Attributes	R	R	R		
O Organizational Unit						
1000	Object	R	R	R		
1001	Relationships	DRW	R	R		
1002	Description	R	R	R		
1003	Department/Staff	R		R		
P Person						
1001	Relationships	DRW	R	R		

		D = Delete R = Read W = Write				
		PERSONNEL ADMINISTRATION			GRIEVANCE	
Infotypes	Description	Processor	Supervisor	Inquirer	Admin	Inquirer
S Position						
1000	Object	DRW	R	R		
1001	Relationships	DRW	R	R		
1002	Description	DR	R	R		
1005	Planned Compensation	DRW	R	R		
1007	Vacancy	DRW	R	R		
1008	Acct. Assignment Features	DRW	R	R		
1011	Work Schedule	DRW	R	R		
1013	Employee Group/Subgroup	DRW	R	R		
1017	PD Profiles	R		R		
1018	Cost Distribution	DRW	R	R		
1028	Address	DRW	R	R		
1660	Job Attributes	DRW	R	R		

SECTION 3: PAYROLL ROLES

Payroll Processor

Description: The ***Payroll Processor*** role is responsible for creating and maintaining payroll information for new and existing employees in the HRMS system. New employee payroll information is entered once the human resource information has been entered.

The technical name for this role in HRMS is SR3P_DE_PAY_PROC.

Activities: The ***Payroll Processor*** role will perform the following key activities in HRMS:

- Create and maintain employee payroll information
  - New employee
  - Appointment changes that result in payroll changes
  - Separation
  - Benefits (Medical, Disability, Retirement)
- Create and maintain additional payments and recurring deductions (e.g., single, recurring, non-cash wage type for educational assistance)
- Create and maintain bond purchases/denominations (e.g., savings bond)
- Create and maintain employee leave information (e.g., accruals, shared leave, military leave)
- View basic personnel information

.Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Benefits 01-04-H036
- HRMS Maintaining Payroll Master Data 01-04-H010
- HRMS Payroll and Reports 01-04-H003

Payroll Analyst

Description: The ***Payroll Analyst*** role is responsible for running simulated payrolls, correcting payroll errors, producing and reviewing payroll reports, and executing off-cycle reversals in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_PAY_ANL.

Activities: The ***Payroll Analyst*** role will perform the following key activities in HRMS:

- Simulate regular and off-cycle payroll
- Identify and correct payroll errors
- Produce payroll reports
- Review payroll reports
- Execute off-cycle reversals
  - Warrant cancellations
  - EFT reversals
  - Non-authorized manual checks
- View basic personnel information

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Maintaining Payroll Master Data 01-04-H010
- HRMS Payroll and Reports 01-04-H003

Payroll Supervisor

Description: The ***Payroll Supervisor*** role provides oversight for the following payroll-related roles:

Payroll Processor (responsible for maintaining payroll information);

Payroll Analyst (responsible for running simulated payrolls, correcting payroll errors, producing and reviewing payroll reports, and executing off-cycle reversals);

Garnishment Administrator (responsible for creating and maintaining employee garnishment information) and

Benefits Processor (responsible for maintaining and updating benefit plan participation information).

The technical name for this role in HRMS is SR3P_DE_PAY_SUPV.

Activities: The ***Payroll Supervisor*** role will perform the following key activities in HRMS:

- View payroll information
  - New employee
  - Appointment change
  - Separation
  - Benefits (Medical, Disability, Retirement)
- View wage types information (e.g., single, recurring, non-cash wage type for educational assistance)
- View bond purchases/denominations
- View employee leave information (e.g., accruals, shared leave, military leave)
- View simulated and released regular and off-cycle payroll
- View payroll errors
- View payroll reports
- View off-cycle reversals
  - Warrant cancellations
  - EFT reversals
  - Non-authorized manual checks
- View garnishment information
- View garnishment documents
- View garnishment orders
- View basic personnel information

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Benefits 01-04-H036
- HRMS Maintaining Payroll Master Data 01-04-H010
- HRMS Payroll and Reports 01-04-H003
- HRMS Garnishments 01-04-H009
- HRMS Personnel Time Recording 01-04-H013

Payroll Inquirer

Description: The ***Payroll Inquirer*** role has the ability to view payroll information once it is entered in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_PAY_INQ.

Activities: The ***Payroll Inquirer*** role will perform the following key activities in HRMS:

- View payroll information
- View wage types information
- View savings bond purchases/denominations
- View employee leave quotas (accruals)
- View simulated payroll
- View payroll reports

Training course recommendations:

HRMS Basics	01-04-H019
HRMS Maintaining Payroll Master Data	01-04-H010
HRMS Payroll and Reports	01-04-H003
HRMS Garnishments	01-04-H009
HRMS Personnel Time Recording	01-04-H013
HRMS Quotas	01-04-H037

Tax Reporter

Description: The ***Tax Reporter*** role allows you to verify your federal deposits and liabilities are in balance after each payroll, create production runs and generation dates at the end of each quarter for your IRS Federal Form 941/Schedule B Quarterly Reports, and make manual year-to-date and deposit adjustments. It also allows you to review and rerun the Form W-2 Wage and Tax Statement for employees.

The technical name for this role in HRMS is SR3P_DE_TAX_REPORTER

Activities: The ***Tax Reporter*** role will perform the following key activities in HRMS

- Enter IRS Federal Form 941/Schedule B Quarterly Reports
- Enter IRS Federal Form 941 X Correction Forms
- Enter Generation Filing date for 941 Quarterly processes
- Enter Manual Year-To-Date Adjustments and Deposit Adjustments
- View W-2 Annual Reporting (W-2's, 6559 report, and W-3 report, and Audit report if elected to run the report)
- Enter W-2C's for Employees with changes after main Year-End Processing
- Reprint Employee W-2's for current and past years
- View 1099R Reporting (Board of Volunteer Firefighters only)

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Maintaining Payroll Master Data 01-04-H010
- HRMS Payroll and Reports 01-04-H003
- HRMS Financial Reporting 01-04-H020
- Tax Reporter Class tbd

Benefits Processor

Description: The ***Benefits Processor*** role is responsible for creating, and maintaining benefit plan participation information for all eligible State employees. In addition, the Benefits Processor provides general benefits advice, guidance, and support to managers and supervisors.

The technical name for this role in HRMS is SR3P_DE_BENE_PROC.

Activities: The ***Benefits Processor*** role will perform the following key activities in HRMS:

- Maintain and update employee benefit information
  - Medical
  - Retirement
  - Miscellaneous benefits: Life, LTD, Deferred Comp
- View basic personnel information

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Benefits 01-04-H036
- HRMS Employee Hiring and Processing 01-04-H008
- HRMS Organizational Management 01-04-H011

Garnishment Administrator

Description: The ***Garnishment Administrator*** role is responsible for creating and maintaining employee garnishment information for new and existing employees in the HRMS system.

The technical name for this role in HRMS is SR3P_DE_GARNISH_ADMIN.

Activities: The ***Garnishment Administrator*** role will perform the following key activities in HRMS:

- Create and maintain garnishment information (recurring payments and deduction wage types)
- Create and maintain garnishment documents
- Issue garnishment orders
- View basic personnel information

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Garnishments 01-04-H009
- HRMS Payroll and Reports 01-04-H003

Leave Corrections Processor

Description: The ***Leave Corrections Processor*** role is responsible for maintaining employee leave and shared leave information for new and existing employees in the HRMS system. New (or transferred) employee leave information is entered once the human resource information has been entered.

The technical name for this role in HRMS is SR3P_DE_LEAVE_CORR_PROC.

Note: *The Leave Corrections Processor role is a limited access version of the Payroll Processor role. Agencies do not need to map an employee to both roles.*

Activities: The ***Leave Corrections Processor*** role will perform the following key activities in HRMS:

- Correct leave quota information
  - Sick leave
  - Annual leave
  - Personal holiday
  - Shared leave
  - Military leave
  - Exchange time
  - Comp time

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Quotas 01-04-H037
- HRMS Personnel Time Recording 01-04-H013

Transaction Codes for Payroll Roles

Transaction	Description	PAYROLL				Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
		Processor	Analyst	Supervisor	Inquirer				
CAT3	Time Sheet: Display Times								X
CAT6	Transfer External -> Time Management	X							
CATA	Transfer to Target Components	X							
HRBEN0001	Enrollment						X		
HRBEN0003	Participation Monitor				X		X		
HRBEN0006	Benefits Participation Overview				X		X		
HRBEN0014	Termination of Participation						X		
HRBEN0072	Participation			X	X		X		
HRBEN0073	Health Plan Costs						X		
HRBEN0075	Savings Plan Contributions						X		
HRBEN0085	Costs/Contributions for Misc. Plans						X		
HRBEN00ADJRSN	Create adjustment reasons						X		
PA10	Personnel File			X	X				
PA20	Display HR Master Data	X	X	X	X	X	X	X	X
PA30	Maintain HR Master Data	X	X	X			X	X	X
PA40	Personnel Actions	X					X		
PA41	Change Entry/Leaving Date	X					X		
PA51	Display Time Data	X	X	X	X				X
PA61	Maintain Time Data	X							X
PA70	Fast Entry	X							
PA71	Fast Entry of Time Data	X							X
PC_PAYRESULT	Display Payroll Results	X	X	X	X				
PC00_M10_CALC_SIMU	Simulation payroll accounting 10	X	X	X					
PC00_M10_CEDT	Payroll Remuneration Statement 10	X	X	X	X				
PC00_M10_OTLJ	Payroll Journal - Outsourcing	X	X	X	X				
PC00_M10_REC	Payroll reconciliation report	X	X			X			
PC00_M99_CPRC	Payroll calendar - International	X	X	X	X				
PC00_M99_CWTR	Wage type reporter	X	X	X	X	X			
PC00_M99_DKON	Assign WTS- Display G/L Accounts				X				
PC00_M99_URMR	3PR Remittance reconciliation	X				X			
PO03D	Display Job	X	X	X	X		X	X	X
PO10D	Display Organizational Unit	X	X	X	X		X	X	X

Transaction	Description	PAYROLL				Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
		Processor	Analyst	Supervisor	Inquirer				
PO13D	Display Position	X	X	X	X		X		X
PT_BAL00	Cumulated Time Evaluation Results	X							
PT_CLSTB2	Time Evaluation Results (Cluster B2)	X							
PT_ERL00	Time Evaluation Messages: Analysis	X							X
PT_QTA10	Absence Quota Information								X
PU19	Tax Reporter					X			
PUOC_10	Off-Cycle Workbench USA	X	X	X					
PUOCLG	OC-Batch: Batch Table List	X	X	X					
PUOCLL	OC: List of Replacements/Reversals	X	X	X					
S_AHR_61015554	Salary Structure List	X	X	X	X		X	X	
S_AHR_61015556	Display Pay Scale Groups	X	X	X	X		X	X	
S_AHR_61015611	Wage Type Statement	X	X	X	X				
S_AHR_61016146	Garnishment Details Report	X	X	X	X			X	
S_AHR_61016148	Workers' compensation report	X		X					
S_AHR_61016362	Flexible Employee Data		X	X			X		X
S_AHR_61016380	Logged Changes in Infotype Data					X			
S_AHR_61018798	Compare Actual Base Salaries	X	X	X	X				
S_ALR_87014259	Payroll Journal	X	X	X	X				
S_PH9_46000172	Wage Type Reporter	X	X	X	X		X	X	
S_PH9_46000360	Exemption Expiration Report	X	X			X			
S_PH9_46000361	W-4 Withholding Allowance Report	X	X			X			
SM35	Batch Input Monitoring	X							X
SP01	Output Controller								X
SP02	Display Spool Requests	X	X	X	X		X	X	X
SU3	Maintain Users Own Data	X	X	X	X	X	X	X	X
SU53	Evaluate Authorization Check	X	X	X	X		X	X	X
ZCAT6	Transfer Time Data to HR Time Manage	X							
ZCATA	Time Sheet Xfer to Target Components	X							
ZHR_RPTBNN03	Report for GAP N03			X	X		X		
ZHR_RPTBNN28	70-Day Report / 90-Day Default			X	X		X		
ZHR_RPTBNN28A	Agency 70-Day Rpt / 90-Day Default	X	X	X	X		X		
ZHR_RPTBNN29	EEs with No Retirement Contribution	X	X	X	X		X		
ZHR_RPTBNN30A	Plan 3 Age Banded Rate Changes		X	X	X		X		
ZHR_RPTBNN36	Health Care Reconciliation Report				X				

Transaction	Description	PAYROLL				Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
		Processor	Analyst	Supervisor	Inquirer				
ZHR_RPTBNN46	DRS Report Analysis	X	X	X	X		X		
ZHR_RPTFI0027	IT0027 Employee Cost Distribution	X	X	X	X				
ZHR_RPTFI1018	IT1018 Position Cost Distribution			X	X		X		
ZHR_RPTOM137	Classification Dist. By Salary Range			X					
ZHR_RPTOM760	Merit System 5 Clasification Listing			X					
ZHR_RPTPA471	Original Hire Prob. Emp			X					
ZHR_RPTPA719	Employee Probation Report			X					
ZHR_RPTPAN02	Flexible Employee Data Report	X	X	X	X	X	X		X
ZHR_RPTPY007	Sick Leave Over 480 Hours - Non Elig	X	X	X	X				
ZHR_RPTPY010	Accrued Payroll Deductions reports	X	X	X	X				
ZHR_RPTPY024	Report for GAP 24	X	X	X	X				
ZHR_RPTPY033_ SSN_VER	EVS Verification Failure Report	X	X	X		X			
ZHR_RPTPY061	Report 61 Federal EIN numbers	X	X	X	X	X			
ZHR_RPTPY123	Report 123 Warrant Cancellations	X	X	X	X				
ZHR_RPTPY126	Payroll Posting Report	X	X	X	X	X			
ZHR_RPTPY139	Classification Distribution Report	X	X	X	X				
ZHR_RPTPY151	Corrections and Return for Action	X	X	X	X				
ZHR_RPTPY376	Payroll Journal Voucher Report	X	X	X	X	X			
ZHR_RPTPY394	Medical Aid Report for Quarter	X	X	X	X				
ZHR_RPTPY455	Negative Summary Records Report	X	X	X	X				
ZHR_RPTPY574	Report 574 Savings Bond Cancel	X	X	X	X				
ZHR_RPTPY600	Negative Tax per Federal EIN Report	X	X	X	X	X			
ZHR_RPTPY622	Union Dues Deduction	X	X	X	X				
ZHR_RPTPY632	Wages not subject to Social Security	X	X	X	X	X			
ZHR_RPTPY635	Warrant Register & Fund Summary Dtl.	X	X	X	X				
ZHR_RPTPY646	Employee YTD Payroll Register	X	X	X	X	X			
ZHR_RPTPY661	Tax Exempt Status Report	X	X	X	X	X			
ZHR_RPTPY675	Employees with EIC at Yearend	X	X	X	X	X			
ZHR_RPTPY681	GAP 681 - Buyout Statements	X	X	X	X				
ZHR_RPTPY711	Earnings and Deductions Statement	X	X	X	X				
ZHR_RPTPY713	Report 713 EFT Letters	X	X	X	X				
ZHR_RPTPY807	SSN Change - Agency Notification	X	X	X	X				
ZHR_RPTPYN06	Preemptive Basic Data Check	X	X	X	X				
ZHR_RPTPYN07	Preemptive Time Data Check	X	X	X	X				
ZHR_RPTPYN08	Preemptive Compensation Data Check	X	X	X	X				

Transaction	Description	PAYROLL				Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
		Processor	Analyst	Supervisor	Inquirer				
ZHR_RPTPYN09	Payroll Threshold Report	X	X	X	X				
ZHR_RPTPYN10	Payroll Balancing Report	X	X	X	X				
ZHR_RPTPYN33	Payroll Journal	X	X	X	X	X			
ZHR_RPTPYN36	Retro Wall Exception Report	X	X	X					
ZHR_RPTPYS10	Display of Savings Bonds Purchases	X	X	X	X				
ZHR_RPTPYU05	BSI Medical Aid Rates	X	X	X	X				
ZHR_RPTPYU23	Report Earnings by Position, Job	X			X				
ZHR_RPTPYU26	Movement / Turnover Report	X	X	X	X	X	X		
ZHR_RPTTM084	Attendance System Change Report	X		X					X
ZHR_RPTTM398	Leave Activity Summary Report								X
ZPT_BPC10	Leave Accrual and Quota Deduction								X
ZT60	SOW - Time Evaluation	X							

Employee Infotypes for Payroll Roles

M = Read with Entry Helps R = Read W = Write									
Infotypes	Description	PAYROLL				Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
		Processor	Analyst	Supervisor	Inquirer				
* All	All Infotypes					RM			
0000	Actions	RMW	RM	RM	R		RMW	RW	RMW
0001	Organizational Assignment	RM	RM	RM	RM		RM	RMW	RMW
0002	Personal Data	RM	RM	RM	RM		RM	RM	RM
0003	Payroll Status	RMW	RM	RM	R		R	RW	RMW
0004	Challenge							R	R
0005	Leave Entitlement	R							
0006	Addresses	RM	RM	R	R		RM	R	R
0007	Planned Working Time	RMW	RM	RM	RM		RM	R	RW
0008	Basic Pay	RMW	RM	RM	RM		RM	RM	R
0009	Bank Details	RMW	RMW	RMW	RM		R	R	R
0010	Capital Formation	R							
0011	External Transfers	R							
0014	Recurring Payments/Deductions	RMW	RMW	RMW	RM		RMW	R	RMW

		M = Read with Entry Helps R = Read W = Write							
		PAYROLL							
Infotypes	Description	Processor	Analyst	Supervisor	Inquirer	Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
0015	Additional Payments	RMW	RMW	RMW	RM		RMW		
0016	Contract Elements	RM	RM	RM	RM		RM	RM	R
0017	Travel Privileges							R	
0019	Monitoring of Tasks	R							
0021	Family Member/Dependents	RMW		RM				R	R
0022	Education	R		R	R				
0027	Cost Distribution	RMW	RMW	RM	RM				
0031	Reference Personnel Numbers	RM	RM	RM	RM		RM	RM	
0032	Internal Data							R	
0040	Objects on Loan	R	R	RM	R				
0041	Date Specifications	RM	RM	RM	RM		RM		RM
0049	Red. Hrs/Bad Weather	R							
0050	Time Recording Info	R						R	R
0052	Wage Maintenance	R							
0057	Membership Fees	R	R	R	R				
0077	Additional Personal Data	R	R	RM	R				
0079	SI Additional Ins. D							R	
0081	Military Service			RM					
0083	Leave Entitlement Compensation	R		R					
0094	Residence Status	RM	RM	RM	RM				
0103	Bond Purchases	RM	RM	RM	RM				
0104	Bond Denominations	RM	RM	RM	RM				
0105	Communication	RMW	RM	RM					
0106	Family/Related Person	R		R					R
0121	RefPerNo Priority	RM	RM	RM	RM		RM	RM	
0128	Notifications	RMW	RMW	RM					
0161	IRS Limits USA	RMW	RMW	RM	RM				
0165	Deduction Limits	RMW	RMW	RMW	RM				
0167	Health Plans	RM	RM	RM	RM		RMW		
0168	Insurance Plans	R	R	R	R		R		
0169	Savings Plans	RMW	RMW	RM	RM		RMW		
0170	Flexible Spending Accounts			R			R		
0171	General Benefits Information	RMW	RMW	RM	RM		RMW		
0194	Garnishment Document	R	R	RM	R		R	RMW	
0195	Garnishment Order	R	R	RM			R	RMW	
0207	Residence Tax Area	RMW	RMW	RM	RM				

		M = Read with Entry Helps R = Read W = Write							
		PAYROLL							
Infotypes	Description	Processor	Analyst	Supervisor	Inquirer	Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
0208	Work Tax Area	RMW	RMW	RM	RM				
0209	Unemployment State	RMW	RMW	RM	RM				
0210	Withholding Info W4/W5 US	RMW	RMW	RM	RM				
0216	Garnish. Adjustment	RM		RM				RMW	
0221	Payroll Results Adjustment	RM	RMW	RM	RM				
0230	Supplement to P0008 PSG	R							
0234	Add. Withh. Info. US	RMW	RMW	RM	RM				
0235	Other Taxes US	RMW	RMW	RM	RM				
0236	Credit Plans			R	R		R		
0267	Additional Off-Cycle Payments		R	R	R		R		
0302	Additional Actions	RM	RM	RM	R				R
0316	authorization for data entry profiles								R
0375	HCE Information	R	R	R	R				
0376	Benefits Medical Information	RM	RM	RM	RM	RM	RMW		
0377	Miscellaneous Plans	RM	RM	RM	RM		RMW		
0379	Stock Purchase Plans			R	R		R		
0415	Export Status	R							
0416	Time Quota Compensation	RMW	RMW	R	R			R	RMW
0439	Data Transfer Information	R							
0552	Time Specification/Employ. Period			RM					
0554	Hourly Rate per Assignment	RMW	RMW	RM	RM				
0613	Absence Donation Admin US	RMW	RM	RM	RM				RMW
0696	Absence Pools	RMW	RM		RM				RMW
0709	Person ID	R	R	R	R				
2001	Absences	RMW	RM	RM	RM				RM
2002	Attendances								R
2003	Substitutions	RMW	RM	RMW	RM				R
2006	Absence Quotas	RMW	RMW	RM	RM				RMW
2007	Attendance Quotas								RM
2010	Employee Remuneration Info	RMW	RM	RM	RM				RMW
2012	Time Transfer Specifications	RMW							RM
2013	Quota Corrections	RMW	RM	RMW	RM				RMW
2050	Annual Calendar	RMW							RMW
2051	Monthly Calendar	RMW							RMW
2052	Weekly Entry w/Activity Allocation	RMW							RMW
9402	Payroll Results 2	RM		R	R				RM

M = Read with Entry Helps R = Read W = Write									
		PAYROLL							
Infotypes	Description	Processor	Analyst	Supervisor	Inquirer	Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
9410	Marine Accumulation of Hours	RM	RM	RM	RM				RM

Object Infotypes for Payroll Roles

D = Delete R = Read W = Write									
		PAYROLL							
Infotypes	Description	Processor	Analyst	Supervisor	Inquirer	Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
A Work Center									
1005	Planned Compensation			R					
1011	Work Schedule			R					
1013	Employee Group/Subgroup			R					
1018	Cost Distribution	R	R	R					
1028	Address			R					
C Job									
1000	Object	R		R	R	R			
1001	Relationships	R	R	R	R	R	R		R
1005	Planned Compensation	R		R	R				
1610	US Job Attributes			R			R		
1641	WC Attributes for JOB						R		
O Organizational Unit									
1000	Object			R	R	R	R		
1001	Relationships	R	R	R	R	R	R		R
1002	Description			R					
1003	Department/Staff						R		
P Person									
1001	Relationships	R		R	R	R			R
Q Qualification									
1000	Object				R	R			
1001	Relationships	DRW			R	R			R

D = Delete R = Read W = Write									
		PAYROLL				Tax Reporter	Benefits Processor	Garnishment Administrator	Leave Corrections Processor
Infotypes	Description	Processor	Analyst	Supervisor	Inquirer				
S Position									
1000	Object	R		R	R	R			
1001	Relationships	RW			R	R	R		R
1005	Planned Compensation	R		R	R				
1007	Vacancy			R					
1008	Acct. Assignment Features			R			R		
1011	Work Schedule			R					
1013	Employee Group/Subgroup			R					
1017	PD Profiles			R					
1018	Cost Distribution	R	R	R			R		R
1028	Address			R					
1660	Job Attributes						R		

SECTION 4: TIME MANAGEMENT ROLES

Time and Attendance Processor

Description: The ***Time and Attendance Processor*** role is responsible for recording absence and attendance information for new and existing employees in the Cross Application Time Sheet (CATS) component of the HRMS system.

The technical name for this role in HRMS is SR3P_DE_T&A_PROC.

Activities: The ***Time and Attendance Processor*** role will perform the following key activities in HRMS:

- Record absence information (other than extended leave of absence)
  - Sick leave
  - Annual leave
  - Personal holiday
  - Exchange time used
  - Comp time used
- Record overtime information
- Assign time to cost centers or activities when there are exceptions to the assigned cost distribution
- Enter time for hourly employees
- Correct absence, attendance and cost center information
- Update employee work schedules

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Personnel Time Recording 01-04-H013
- HRMS Quotas 01-04-H037

Time and Attendance Supervisor

Description: The ***Time and Attendance Supervisor*** role provides oversight for the following roles:

Time and Attendance Processor (responsible for entering absence and attendance information for new and existing employees) and

Leave Corrections Processor (responsible for maintaining and updating employee leave and shared leave information).

The technical name for this role in HRMS is SR3P_DE_T&A_SUPV.

Activities: The ***Time and Attendance Supervisor*** role will perform the following key activities in HRMS:

- View time entry information (other than extended leave of absence)
  - Leave quotas
  - Payroll time entries
- View overtime information
- Verify time assigned to cost centers or activities when there are exceptions to the assigned cost distribution
- View time for hourly employees
- View corrections to absences and attendance information
- View quota balances

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Personnel Time Recording 01-04-H013
- HRMS Quotas 01-04-H037

Time and Attendance Inquirer

Description: The ***Time and Attendance Inquirer*** role has the ability to view leave quotas (accrual) and payroll time entries.

The technical name for this role in HRMS is SR3P_DE_T&A_INQ.

Activities: The ***Time and Attendance Inquirer*** role will perform the following key activities in HRMS:

- View time entry information (other than extended leave of absence)
  - Leave quotas
  - Payroll time entries

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Personnel Time Recording 01-04-H013
- HRMS Quotas 01-04-H037

Transaction Codes for Time Management Roles

		TIME & ATTENDANCE		
Transaction	Description	Processor	Supervisor	Inquirer
CAT2	Time Sheet: Maintain Times	X	X	X
CAT3	Time Sheet: Display Times	X	X	X
CAT6	Transfer External -> Time Management	X	X	
CAT8	Time Sheet: Document Display	X	X	
CATA	Transfer to Target Components	X	X	
CATC	Time Sheet: Time Leveling	X	X	X
CATS_DA	Display Working Times	X	X	X
PA10	Personnel File		X	X
PA20	Display HR Master Data	X	X	X
PA30	Maintain HR Master Data	X	X	
PA42	Fast Entry for Actions	X		
PA51	Display Time Data	X	X	X
PA61	Maintain Time Data	X	X	
PA70	Fast Entry	X		
PA71	Fast Entry of Time Data	X	X	
PO03D	Display Job	X		
PO13D	Display Position	X	X	
PR05	Travel Expense Manager		X	X
PT_BAL00	Cumulated Time Evaluation Results	X	X	X
PT_CLSTB2	Time Evaluation Results (Cluster B2)		X	X
PT_QTA10	Absence Quota Information	X	X	X
PT03	Display Work Schedule	X	X	X
PT50	Quota Overview	X	X	X
PT62	Attendance List	X	X	X
PT63	Personal Work Schedule	X	X	X
PT64	Absence List	X	X	X
PT65	Graphical Attendance/Abs. Overview	X	X	X
PT90	Absences: Calendar View	X	X	X
PT90_ATT	Attendances: Calendar View	X	X	X
PT91	Absences: For Multiple Employees	X	X	X
PT91_ATT	Attendances: For Multiple Employees	X	X	X
S_AHR_61016362	Flexible Employee Data		X	X
SM35	Batch Input Monitoring	X		
SP01	Output Controller		X	
SP02	Display Spool Requests	X	X	X
SU3	Maintain Users Own Data	X	X	X
SU53	Evaluate Authorization Check	X	X	X
ZCAT6	Transfer Time Data to HR Time Manage	X	X	
ZCATA	Time Sheet Xfer to Target Components	X	X	

		TIME & ATTENDANCE		
Transaction	Description	Processor	Supervisor	Inquirer
ZHR_RPTOM090	Authorized Positions Transaction		X	
ZHR_RPTOM137	Classification Dist. By Salary Range		X	
ZHR_RPTOM760	Merit System 5 Clasification Listing		X	
ZHR_RPTOMN01	Organizational Management Transaction		X	
ZHR_RPTPAN02	Flexible Employee Data Report	X	X	X
ZHR_RPTPY007	Sick Leave Over 480 Hours - Non Elig	X	X	X
ZHR_RPTTM084	Attendance System Change Report	X	X	X
ZHR_RPTTM398	Leave Activity Summary Report	X	X	X
ZPT_BPC10	Leave Accrual and Quota Deduction	X		
ZT60	SOW - Time Evaluation	X		

Employee Infotypes for Time Management Roles

M = Read with Entry Helps R = Read W = Write				
		TIME & ATTENDANCE		
Infotypes	Description	Processor	Supervisor	Inquirer
0000	Actions	RM	RM	R
0001	Organizational Assignment	RM	RM	RM
0002	Personal Data	RM	RM	RM
0003	Payroll Status	RMW	R	R
0004	Challenge	R	R	
0005	Leave Entitlement	R	R	
0006	Addresses	R	R	R
0007	Planned Working Time	RMW	RM	R
0008	Basic Pay	R	R	R
0009	Bank Details		R	R
0014	Recurring Payments/Deductions	RW	R	R
0015	Additional Payments	R	R	R
0016	Contract Elements	R	R	
0019	Monitoring of Tasks	R	R	
0021	Family Member/Dependents	R		
0027	Cost Distribution	R	R	
0041	Date Specifications	RM	RM	R
0049	Red. Hrs/Bad Weather	R	R	
0050	Time Recording Info	R		
0083	Leave Entitlement Compensation	R	R	
0105	Communication		RM	
0106	Family/Related Person	R		
0194	Garnishment Document	R	R	R

		M = Read with Entry Helps	R = Read	W = Write
		TIME & ATTENDANCE		
Infotypes	Description	Processor	Supervisor	Inquirer
0267	Additional Off-Cycle Payments	R	R	R
0415	Export Status	R	R	
0416	Time Quota Compensation	RMW	RM	
0439	Data Transfer Information	R	R	
0554	Hourly Rate per Assignment	RMW	RM	
0613	Absence Donation Administration US	RMW	R	
0696	Absence Pools	RMW	RM	R
2001	Absences	RMW	RMW	RM
2002	Attendances	RM		R
2003	Substitutions	RMW	RM	R
2006	Absence Quotas	RM	RM	RM
2007	Attendance Quotas	RM		
2010	Employee Remuneration Info	RMW	RMW	R
2012	Time Transfer Specifications		R	
2013	Quota Corrections	RMW	R	R
2050	Annual Calendar	RMW	RMW	
2051	Monthly Calendar	RMW	RMW	
2052	Weekly Entry w/Activity Allocation	RMW	RMW	
9402	Payroll Results 2	RM	RM	R
9410	Marine Accumulation of Hours	RM	RM	RM

Object Infotypes for Time Management Roles

		D = Delete	R = Read	W = Write
		TIME & ATTENDANCE		
Infotypes	Description	Processor	Supervisor	Inquirer
C Job				
1001	Relationships	R		R
O Organizational Unit				
1001	Relationships	R	R	R
P Person				
1001	Relationships		R	R
Q Qualification				
1001	Relationships			R
S Position				
1000	Object		R	
1001	Relationships			R
1018	Cost Distribution	R	R	

SECTION 5: ESS ON-LINE LEAVE ROLES

ESS Leave Request Administrator (pre-requisite role needed)

Description: The ***ESS LEAVE REQUEST ADMINISTRATOR*** role is provided to the professional users in each agency who are responsible for troubleshooting and resolving ESS Leave Request errors and issues. This access is only allowed for agencies that have been configured to use the ESS Leave Request Tool.

This is a **supplemental role** to SR3P_DE_T&A_PROC (Decentralized Time and Attendance Processor role).

The technical name for this role in HRMS is SR3P_DE_ESS_LR_ADMINISTRATOR.

Activities: The ***ESS LEAVE REQUEST ADMINISTRATOR*** role will perform the following key activities in HRMS:

- Run the following ESS Leave Request reports in HRMS for troubleshooting and resolving ESS Leave Request errors and issues
  - ZRPTARQERR (Leave Requests: Process Posting Errors)
  - ZRPTARQDBVIEW (Display Leave Requests (Database of Requests))
  - ZRPTARQLIST (Leave Requests: Check)

Transaction Codes for ESS Leave Request Administrator Role

*****SR3P_DE_T&A_Processor role required*****

Transaction	Description	ESS Leave Request Administrator
ZRPTARQDBVIEW	ESS LR: Display Leave Requests DB	X
ZRPTARQERR	ESS LR: Process Posting Errors	X
ZRPTARQLIST	ESS LR: Check Leave Requests	X

Employee Infotype for ESS Leave Request Administrator Role

M = Read with Entry Helps R = Read W = Write		
Infotypes	Description	ESS Leave Request Administrator
2001	Absences	RM

ESS Leave Requestor

Description: The ***ESS LEAVE REQUESTOR*** role provides employees with the appropriate access to submit/change/delete their leave requests using the ESS Leave Request Tool. This access is only allowed for agencies that have been configured to use the ESS Leave Request Tool.

Assign at the agency organizational unit level to authorize the leave requestor functionality for the employees belonging to the organizational unit.

The technical name for this role in HRMS is SR3P_SOW_ESS_LEAVE_REQUESTOR.

Activities: The ***ESS LEAVE REQUESTOR*** role will perform the following key activities in the ESS Leave Request Tool

- Submit Leave Request
- Change a Leave Request
- Delete a Leave Request
- View status of leave requests submitted
- View Leave Quota balances (show time accounts)

MSS Leave Approver

Description: The ***MSS LEAVE APPROVER*** role provides supervisory staff with access to manage their employees leave requests. This access is only allowed for agencies that have been configured to use the ESS Leave Request Tool.

Assign to the supervisor/chief's position for each organizational unit to authorize the approver functionality.

The technical name for this role in HRMS is SR3P_SOW_MSS_LEAVE_APPROVER.

Activities: The ***MSS LEAVE APPROVER*** role will perform the following key activities in the ESS Leave Request Tool:

- Approve Leave requests submitted by their employees
- Reject Leave requests submitted by their employees
- View their team's calendar
- View their employees Leave Quota balances
- Submit Leave Requests on behalf of their employees

SECTION 6: ORGANIZATIONAL MANAGEMENT ROLES

Organizational Management Processor

Description: The ***Organizational Management Processor*** role is responsible for creating and maintaining the agency organizational structure and positions as it relates to the HRMS system.

The technical name for this role in HRMS is SR3P_DE_ORG_MANG_PROC.

Activities: The ***Organizational Management Processor*** role will perform the following key activities in HRMS:

- Create organizational structures (once the organization is established)
- Create organizational relationships
- Run organizational relationship reports
- Run position change report due to reallocations
- Create and maintain positions which includes:
  - Assign a job to a position
  - Assign compensation
  - Account assignment
  - Cost center assignment
  - Employee group and subgroup assignment
  - Assign position to an organizational unit

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Organizational Management 01-04-H011
- HRMS Employee Hiring & Processing 01-04-H008

Organizational Management Inquirer

Description: The ***Organizational Management Inquirer*** role is responsible for displaying the agency organizational structure and positions as it relates to the HRMS system.

The technical name for this role in HRMS is SR3P_DE_ORG_MGT_INQ.

Activities: The ***Organizational Management Inquirer*** role will perform the following key activities in HRMS:

- Run organizational relationship reports
- Run position change report due to reallocations
- Run reports of existing positions, jobs, and organizational unit

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Organizational Management 01-04-H011
- HRMS Employee Hiring & Processing 01-04-H008

Transaction Codes for Organizational Management Roles

		Organizational Management	
Transaction	Description	Processor	Inquirer
PA20	Display HR Master Data	X	X
PA51	Display Time Data	X	X
PA71	Fast Entry of Time Data	X	
PO03	Maintain Job	X	
PO03D	Display Job	X	X
PO10	Maintain Organizational Unit	X	
PO10D	Display Organizational Unit	X	X
PO13	Maintain Position	X	
PO13D	Display Position	X	X
PP01	Maintain Plan Data (Menu-Guided)	X	
PP01_DISP	Display Plan Data (Menu Guided)	X	X
PP03	Maintain Plan Data (Action-Based)	X	
PPOSE	Display organization and Staffing	X	X
PPSS	Display Structure	X	X
PT_CLSTB2	Time Evaluation Results (Cluster B2)	X	X
PT50	Quota Overview	X	X
S_AHR_61016358	Reference Personnel Numbers	X	X
S_AHR_61016493	Organizational Structure	X	X
S_AHR_61016494	Org. Structure with Positions	X	X
S_AHR_61016495	Org. Structure with Persons	X	X
S_AHR_61016497	Existing Jobs	X	X
S_AHR_61016502	Existing Positions	X	X
S_AHR_61016503	Staff Assignments	X	X
S_AHR_61016504	Position Description	X	X
S_AHR_61016511	Complete Position Description	X	X
S_AHR_61016512	Report Structure Without Persons	X	X
S_AHR_61016513	Report Structure with Persons	X	X
S_AHR_61016528	Structure Display/Maintenance	X	X
S_AHR_61018797	Planned Compensation for Jobs	X	X
SP02	Display Spool Requests	X	X
SU3	Maintain Users Own Data	X	X
SU53	Evaluate Authorization Check	X	X
ZHR_RPTFI1018	IT1018 Position Cost Distribution	X	X
ZHR_RPTOM090	Authorized Positions Transaction	X	X
ZHR_RPTOM137	Classification Dist. By Salary Range	X	X
ZHR_RPTOM760	Merit System 5 Clasification Listing	X	X
ZHR_RPTOMN01	Organizational Management Transaction	X	X
ZHR_RPTOMN02	Display Change Documents Report	X	X
ZHR_RPTOMN03	WMS Activity Reports	X	X

		Organizational Management	
Transaction	Description	Processor	Inquirer
ZHR_RPTOMN35	Affirmative Action By Job Group	X	X
ZHR_RPTPA231	Employee & Position Status Trans.	X	X
ZHR_RPTPAN02	Flexible Employee Data Report	X	X

Employee Infotypes for Organizational Management Roles

M = Read with Entry Helps R = Read W = Write			
		Organizational Management	
Infotypes	Description	Processor	Inquirer
0000	Actions	RMW	RM
0001	Organizational Assignment	RMW	RM
0002	Personal Data	RM	RM
0003	Payroll Status	RMW	RM
0004	Challenge	R	RM
0007	Planned Working Time	RMW	RM
0008	Basic Pay	R	RM
0027	Cost Distribution	R	RM
0031	Reference Personnel Numbers	RM	RM
0041	Date Specifications	R	RM
0077	Additional Personal Data	R	RM
9402	Payroll Results 2	RM	RM
9410	Marine Accumulation of Hours	RM	RM

Object Infotypes for Organizational Management Roles

D = Delete R = Read W = Write			
		Organizational Management	
Infotypes	Description	Processor	Inquirer
01 Assignment Pay			
1000	Object	DRW	R
1001	Relationships	DRW	R
1002	Description		R
02 Dual Language			
1000	Object	DRW	R
1001	Relationships	DRW	R
1002	Description		R
03 Job Group			
1000	Object	DRW	R
1001	Relationships	DRW	R
04 Management Type			
1000	Object	R	R
1001	Relationships	DRW	R
05 Market Segment			
1000	Object	R	R
1001	Relationships	DRW	R
06 Workforce Indicator			
1001	Relationships	R	R
07 Inclusion Criteria			
1000	Object	R	R
1001	Relationships	DRW	R
08 Secondary Inclusion			
1000	Object	R	R
1001	Relationships	DRW	R
09 JVAC			
1000	Object	R	R
1001	Relationships	DRW	R
C Job			
1000	Object	R	R
1001	Relationships	DRW	R
1005	Planned Compensation	R	R
1055	Qualification Management	R	R
1261	IC Web Client Profile	R	R
1610	US Job Attributes	DRW	R

D = Delete R = Read W = Write			
		Organizational Management	
Infotypes	Description	Processor	Inquirer
1641	WC Attributes for JOB	R	R
1653	Retirement Age	R	R
1983	Spec. Job Chars	R	R
K Cost Center			
1001		DRW	R
O Organizational Unit			
* Infotypes	All Infotypes	DRW	R
P Person			
1001	Relationships	DRW	R
S Position			
1000	Object	DRW	R
1001	Relationships	DRW	R
1002	Description	DRW	R
1005	Planned Compensation	DRW	R
1007	Vacancy	DRW	R
1008	Acct. Assignment Features	DRW	R
1011	Work Schedule	DRW	R
1013	Employee Group/Subgroup	DRW	R
1017	PD Profiles	R	R
1018	Cost Distribution	DRW	R
1028	Address	DRW	R
1055	Qualification Management	DRW	R
1261	IC Web Client Profile	DRW	R
1509	Budgeting Rule (PBC)	DRW	R
1512	Job Index Attributes	DRW	R
1513	Job Index	DRW	R
1653	Retirement Age	DRW	R
1660	Job Attributes	DRW	R
1958	Spec. Position Chars	DRW	R
1959	Command & Control Support	DRW	R
1985	Operation/Exercise Relatn	DRW	R
1990	NATO Information	DRW	R

SECTION 7: FINANCIAL ROLES

Financial Reporting Processor

Description: The ***Financial Reporting Processor*** role has the ability to produce financial reports in HRMS.

Activities: The ***Financial Reporting Processor*** role will perform the following key activities in HRMS:

- Execute and Access designated financial reports in HRMS
- Set and retrieve variants, layouts, export report data, use the Automated List Viewer, (ALV) and print results.

Training course recommendations:

- HRMS Basics 01-04-H019
- HRMS Financial Reporting 01-04-H020
- HRMS Payroll & Reports 01-04-H003
- HRMS Organizational Management 01-04-H011
- HRMS Maintaining Payroll Master Data 01-04-H010

Transaction Codes for Financial Roles

Transaction	Description	Financial Reporting Processor
FK03	Display Vendor (Accounting)	X
FM5S	FIFM: Display Fund	X
FMSC	Display Funds Center in FM Area	X
KKC3	Display Cost Object	X
KS03	Display Cost Center	X
PA20	Display HR Master Data	X
PA51	Display Time Data	X
PC_PAYRESULT	Display Payroll Results	X
PC00_M10_REC	Payroll reconciliation report	X
PC00_M99_CWTR	Wage type reporter	X
PC00_M99_DKON	Assign WTS- Display G/L Accounts	X
PC00_M99_URMR	3PR Remittance reconciliation	X
PO13D	Display Position	X
PT_CLSTB2	Time Evaluation Results (Cluster B2)	X
PT50	Quota Overview	X
S_ALR_87012325	Chart of Accounts	X
S_ALR_87012326	Chart of Accounts	X
S_ALR_87012327	G/L Account List	X
S_ALR_87012328	G/L Account List	X
S_ALR_87012333	G/L accounts list	X
S_ALR_87014259	Payroll Journal	X
S_KI4_38000034	Index of Commitment Items	X
S_KI4_38000038	Index of Funds Centers	X
S_KI4_38000039	Index of Funds	X
S_PH9_46000172	Wage Type Reporter	X
S_PH9_46000360	Exemption Expiration Report	X
S_PH9_46000361	W-4 Withholding Allowance Report	X
SP02	Display Spool Requests	X
SU3	Maintain Users Own Data	X
SU53	Evaluate Authorization Check	X
ZHR_RPTFI0001_URMR	Reconcilliation of Remittance Postng	X
ZHR_RPTFI0027	IT0027 Employee Cost Distribution	X
ZHR_RPTFI1018	IT1018 Position Cost Distribution	X
ZHR_RPTPY007	Sick Leave Over 480 Hours - Non Elig	X
ZHR_RPTPY010	Accrued Payroll Deductions reports	X
ZHR_RPTPY061	Report 61 Federal EIN numbers	X
ZHR_RPTPY126	Payroll Posting Report	X
ZHR_RPTPY164	Wage Types Not in Use Report	X

Transaction	Description	Financial Reporting Processor
ZHR_RPTPY376	Payroll Journal Voucher Report	X
ZHR_RPTPY394	Medical Aid Report for Quarter	X
ZHR_RPTPY455	Negative Summary Records Report	X
ZHR_RPTPY493	EFT EMPLOYEE PERCENTAGE	X
ZHR_RPTPY574	Report 574 Savings Bond Cancel	X
ZHR_RPTPY600	Negative Tax per Federal EIN Report	X
ZHR_RPTPY635	Warrant Register & Fund Summary Dtl.	X
ZHR_RPTPYN33	Payroll Journal	X
ZHR_RPTPYS10	Display of Savings Bonds Purchases	X
ZHR_RPTPYU26	Movement / Turnover Report	X

Employee Infotypes for Financial Roles

M = Read with Entry Helps R = Read W = Write		
Infotypes	Description	Financial Reporting Processor
0000	Actions	R
0001	Organizational Assignment	R
0002	Personal Data	R
0003	Payroll Status	R
0004	Challenge	R
0005	Leave Entitlement	R
0007	Planned Working Time	RM
0008	Basic Pay	RM
0009	Bank Details	RM
0014	Recurring Payments/Deductions	RM
0015	Additional Payments	RM
0016	Contract Elements	R
0019	Monitoring of Tasks	R
0027	Cost Distribution	RM
0041	Date Specifications	R
0049	Red. Hrs/Bad Weather	R
0083	Leave Entitlement Compensation	R
0103	Bond Purchases	RM
0104	Bond Denominations	RM
0106	Family/Related Person	R
0161	IRS Limits USA	RM
0169	Savings Plans	RM
0170	Flexible Spending Accounts	R

M = Read with Entry Helps R = Read W = Write		
Infotypes	Description	Financial Reporting Processor
0210	Withholding Info W4/W5 US	RM
0216	Garnish. Adjustment	RM
0221	Payroll Results Adjustment	RM
0234	Add. Withh. Info. US	RM
0235	Other Taxes US	RM
0415	Export Status	R
0439	Data Transfer Information	R
0554	Hourly Rate per Assignment	R
0613	Absence Donation Administration US	R
0696	Absence Pools	R
2001	Absences	RM
2002	Attendances	R
2006	Absence Quotas	RM
2010	Employee Remuneration Info	R
2012	Time Transfer Specifications	R
2013	Quota Corrections	R
9410	Marine Accumulation of Hours	RM

Object Infotypes for Financial Roles

D = Delete R = Read W = Write		
Infotypes	Description	Financial Reporting Processor
C Job		
1005	Planned Compensation	R
S Position		
1005	Planned Compensation	R
1008	Acct. Assignment Features	R
1013	Employee Group/Subgroup	R
1018	Cost Distribution	R

SECTION 8: SECURITY ROLES

Security Reporting

Description: The ***Security Reporting*** role has the ability to view and run reports about security related information in the HRMS system, in order to perform routine agency security audits to monitor your agency's professional user access.

The technical name for this role in HRMS is SR3P_ XXXX _SECURITY_REPORTING. The XXXX is a place holder that represents the Agency's Personnel Area.

Note: This role is replacing the current Security Audit role as a result of Centralizing Security.

Activities: The ***Security Reporting*** role will perform the following key activities in HRMS:

- View HRMS role and organizational structure assignments to determine an agency's compliance with State audit regulations
- View professional user access in HRMS

Training course recommendations:

- HRMS Basics 01-04-H019
- Security Reporting training during agency conversion to Central Security or on request

Transaction Codes for Security Roles

Transaction	Description	Security Reporting
OOSB	User (Structural Authorization)	
PA20	Display HR Master Data	X
PO13D	Display Position	X
PPOSW	Display Org. and Staffing (WF)	X
RSUSR200	List of Users per Login Date and Password Change	X
S_AHR_61016369	Employee List	X
S_BCE_68001400	Users by Complex Selection Criteria	X
S_BCE_68001426	Transactions Executable for User	X
SP02	Display Spool Requests	X
SU01D	User Display	X
ZHR_RPTPYU26	Movement/Turnover Report	X

Employee Infotypes for Security Roles

M = Read with Entry Helps R = Read W = Write		
Infotypes	Description	Security Reporting
0000	Actions	RM
0001	Organizational Assignment	RM
0002	Personal Data	RM
0003	Payroll Status	RM
0105	Communication	RM

Object Infotypes for Security Roles

D = Delete R = Read W = Write		
Infotypes	Description	Security Reporting
AG Role		
1000	Object	R
1001	Relationships	R
C Job		
1000	Object	R
1001	Relationships	R
O Organizational Unit		
1000	Object	R
1001	Relationships	R
P Person		
1000	Object	R
1001	Relationships	R
S Position		
1000	Object	R
1001	Relationships	R
1017	PD Profiles	R
US User		
1000	Object	R
1001	Relationships	R

SECTION 9: Business Intelligence (BI)

Introduction:
The Business Intelligence (SAP BI) application retains a historical record of HRMS data and is used to generate a variety of agency-specific and statewide reports. BI is a reporting tool where a user can query and analyze data, extract transactional and master data from HRMS, and it is a repository of aggregated, historical data across days, weeks, months and years.

BI Custom Reports are available via the HRMS Portal. These reports are designed to provide users with flexible reporting options. This allows both End Users and Power Users the ability to apply "user defined settings".

Agency BI End User

Description: BI End Users are the agency BI reporting users, and can only access custom BI reports through the HRMS Portal. If you don't know who your agency's End Users are, contact your agency Security Reporting users. If you don't know who your Security Reporting users are, please contact the DES Service Center.

The technical name for this role in BI is ZS_BI_XXXX_END_USER where XXXX is an agency personnel area.

Activities: The ***BI End User*** role will perform the following key activities in BI Portal:

- Run reports in the HRMS Portal
  - Canned reports;
  - Custom agency specific reports created by your agency Power Users, using a bookmark;

Training course recommendations:

BI Self Paced Materials can be found at:
http://www.hr.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx#Self-P Materials

BI End User Workshops (Check the schedule online):
http://www.hr.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx

Agency BI Power User

Description: BI Power Users are the designated agency "go to" person for BI reporting questions. BI Power users can access BEx Query Designer and HRMS Portal. If you don't know who your agency's Power Users are, contact your agency Security Reporting users. If you don't know who your Security Reporting users are, please contact the DES Service Center.

The technical name for this role in BI is ZS_BI_XXXX_POWER_USER where XXXX is an agency personnel area.

Activities: The ***BI Power User*** role will perform the following key activities in BI:

- Access BEx Query Designer to develop ad-hoc queries for their agency;
- Create, maintain and delete custom agency specific and personal ad-hoc BI queries;
- Run reports in the HRMS Portal (canned reports and custom agency specific reports);

Note: Reports run from the HRMS Portal have a different appearance when run from SAP GUI using BEx tools.

Training course recommendations:

BI Self Paced Materials can be found at:
http://www.hr.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx#PU Materials

BI Power User Workshops (Check the schedule online):
http://www.hr.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx

In addition to the End User or Power User roles, BI users must have one or more infoprovider roles. The Infoprovider roles give BI users access to various data, such as HR, Finance or Grievance. When requesting user access for BI, please indicate which infoprovider role the user needs.

HR Infoprovider

Description: Access to HR/Payroll/Time data for general reporting purposes.

The technical name for this role in BI is ZS_BI-HR_ANALYSIS.

Activities: The ***HR Infoprovider*** role gives the following access to BI End and Power Users:

- Employee Specific Payroll Data (ZPY_M01)
- Employee Specific Payroll Data w/PA (ZPY_M02)
- Headcount and Education (ZPA_M50)
- Headcount and Personnel Actions (ZPA_C01)
- Headcount PA MILSVC (ZPA_M60)
- Quota Data (ZPT_M02)
- Staffing Assignments (ZPAOS_C01)
- Time and Labor (ZPT_M01)

Finance Infoprovider

Description: Access to Financial data (AFRS Payroll Data) for general reporting purposes.

The technical name for this role in BI is ZS_BI-FI_ANALYSIS.

Activities: The ***FI Infoprovider*** role gives the following access to BI End and Power Users:

- AFRS Payroll Data (ZPY_C51)

Grievance Infoprovider

Description: Access to Grievance data for general reporting purposes.

The technical name for this role in BI is ZS_BI-GR_ANALYSIS.

Activities: The ***GR Infoprovider*** role gives the following access to BI End and Power Users:

- Grievance (ZGR_C01)
- Grievance Data (ZGR_M01)

APPENDIX A: Transaction Crosswalk

The Transaction Crosswalk table shows all transaction codes available in Decentralized roles.

- Find the transaction code you want in the first column.
- Read across the row to find the Role group that has at least one role with that transaction.
- Go to the section in this handbook that shows the individual roles in the role group.
- Find the role or roles that have the transaction code you want.
- If there are multiple roles with the transaction code, you will want to choose the one that most closely fits your needs.

		Sect 2	Sect 3	Sect 4	Sect 6	Sect 7	Sect 8
Transaction	Descriptions	PersAdm	Pay	TM	OM	FI	Sec
CAT2	Time Sheet: Maintain Times			X			
CAT3	Time Sheet: Display Times		X	X			
CAT6	Transfer External -> Time Management		X	X			
CAT8	Time Sheet: Document Display			X			
CATA	Transfer to Target Components		X	X			
CATC	Time Sheet: Time Leveling			X			
CATS_DA	Display Working Times			X			
FK03	Display Vendor (Accounting)					X	
FM5S	FIFM: Display Fund					X	
FMSC	Display Funds Center in FM Area					X	
HRBEN0001	Enrollment		X				
HRBEN0003	Participation Monitor	X	X				
HRBEN0006	Benefits Participation Overview	X	X				
HRBEN0014	Termination of Participation		X				
HRBEN0072	Participation		X				
HRBEN0073	Health Plan Costs		X				
HRBEN0075	Savings Plan Contributions		X				
HRBEN0085	Costs/Contributions for Misc. Plans		X				
HRBEN00ADJRSN	Create adjustment reasons		X				
KKC3	Display Cost Object					X	
KS03	Display Cost Center					X	
PA10	Personnel File	X	X	X			
PA20	Display HR Master Data	X	X	X	X	X	X
PA30	Maintain HR Master Data	X	X	X			
PA40	Personnel Actions	X	X				

		Sect 2	Sect 3	Sect 4	Sect 6	Sect 7	Sect 8
Transaction	Descriptions	PersAdm	Pay	TM	OM	FI	Sec
PA41	Change Entry/Leaving Date	X	X				
PA42	Fast Entry for Actions	X		X			
PA51	Display Time Data	X	X	X	X	X	
PA61	Maintain Time Data	X	X	X			
PA70	Fast Entry	X	X	X			
PA71	Fast Entry of Time Data	X	X	X	X		
PC_PAYRESULT	Display Payroll Results		X			X	
PC00_M10_CALC_SIMU	Simulation payroll accounting 10		X				
PC00_M10_CEDT	Payroll Remuneration Statement - 10		X				
PC00_M10_OTLJ	Payroll Journal - Outsourcing		X				
PC00_M10_REC	Payroll reconciliation report		X			X	
PC00_M99_CPRC	Payroll calendar - International		X				
PC00_M99_CWTR	Wage type reporter		X			X	
PC00_M99_DKON	Assign WTS- Display G/L Accounts		X			X	
PC00_M99_URMR	3PR Remittance reconciliation		X			X	
PO03	Maintain Job				X		
PO03D	Display Job	X	X	X	X		
PO10	Maintain Organizational Unit				X		
PO10D	Display Organizational Unit	X	X		X		
PO13	Maintain Position				X		
PO13D	Display Position	X	X	X	X	X	X
PP01	Maintain Plan Data (Menu-Guided)				X		
PP01_DISP	Display Plan Data (Menu Guided)				X		
PP03	Maintain Plan Data (Action-Based)				X		
PPOSE	Display organization and Staffing				X		
PPOSW	Display Org. and Staffing (WF)						X
PPSS	Display Structure				X		
PR05	Travel Expense Manager			X			
PT_BAL00	Cumulated Time Evaluation Results		X	X			
PT_CLSTB2	Time Evaluation Results (Cluster B2)		X	X	X	X	
PT_DSH20	Daily Work Schedule	X					
PT_ERL00	Time Evaluation Messages: Analysis		X				
PT_QTA10	Absence Quota Information		X	X			
PT03	Display Work Schedule	X		X			
PT50	Quota Overview	X		X	X	X	
PT62	Attendance List			X			
PT63	Personal Work Schedule	X		X			
PT64	Absence List	X		X			
PT65	Graphical Attendance/Abs. Overview			X			
PT90	Absences: Calendar View			X			

		Sect 2	Sect 3	Sect 4	Sect 6	Sect 7	Sect 8
Transaction	Descriptions	PersAdm	Pay	TM	OM	FI	Sec
PT90_ATT	Attendances: Calendar View	X		X			
PT91	Absences: For Multiple Employees			X			
PT91_ATT	Attendances: For Multiple Employees	X		X			
PU19	Tax Reporter		X				
PUOC_10	Off-Cycle Workbench USA		X				
PUOCLG	OC-Batch: Batch Table List		X				
PUOCLL	OC: List of Replacements/Reversals		X				
RSUSR200	List of Users per Login Date						X
S_AHR_61015554	Salary Structure List	X	X				
S_AHR_61015556	Display Pay Scale Groups	X	X				
S_AHR_61015611	Wage Type Statement		X				
S_AHR_61016129	Employee history report	X					
S_AHR_61016132	HIPAA report	X					
S_AHR_61016146	Garnishment Details Report		X				
S_AHR_61016148	Workers' compensation report	X	X				
S_AHR_61016157	401(k) Non-discrimination Testing	X					
S_AHR_61016354	Telephone Directory	X					
S_AHR_61016356	Time spent in pay scale group/level	X					
S_AHR_61016357	Defaults for Pay Scale Reclass.	X					
S_AHR_61016358	Reference Personnel Numbers	X			X		
S_AHR_61016360	HR Master Data Sheet	X					
S_AHR_61016362	Flexible Employee Data	X	X	X			
S_AHR_61016369	Employee List	X					X
S_AHR_61016373	Headcount Development	X					
S_AHR_61016376	Salary According to Seniority	X					
S_AHR_61016378	Assignment to Wage Level	X					
S_AHR_61016380	Logged Changes in Infotype Data	X	X				
S_AHR_61016491	Existing Organizational Units	X					
S_AHR_61016493	Organizational Structure				X		
S_AHR_61016494	Org. Structure with Positions				X		
S_AHR_61016495	Org. Structure with Persons				X		
S_AHR_61016497	Existing Jobs				X		
S_AHR_61016502	Existing Positions	X			X		
S_AHR_61016503	Staff assignments	X			X		
S_AHR_61016504	Position Description				X		
S_AHR_61016509	Vacant/Obsolete Positions	X					
S_AHR_61016511	Complete Position Description				X		
S_AHR_61016512	Report Structure Without Persons				X		
S_AHR_61016513	Report Structure with Persons				X		
S_AHR_61016528	Structure Display/Maintenance				X		

		Sect 2	Sect 3	Sect 4	Sect 6	Sect 7	Sect 8
Transaction	Descriptions	PersAdm	Pay	TM	OM	FI	Sec
S_AHR_61018797	Planned Compensation for Jobs				X		
S_AHR_61018798	Compare Actual Base Salaries		X				
S_ALR_87012325	Chart of Accounts					X	
S_ALR_87012326	Chart of Accounts					X	
S_ALR_87012327	G/L Account List					X	
S_ALR_87012328	G/L Account List					X	
S_ALR_87012333	G/L accounts list					X	
S_ALR_87014259	Payroll Journal		X			X	
S_BCE_68001400	Users by Complex Selection Criteria						X
S_BCE_68001426	Transactions Executable for User						X
S_KI4_38000034	Index of Commitment Items					X	
S_KI4_38000038	Index of Funds Centers					X	
S_KI4_38000039	Index of Funds					X	
S_L9C_94000095	Headcount Changes	X					
S_PH0_48000450	Date Monitoring	X					
S_PH9_46000172	Wage Type Reporter		X			X	
S_PH9_46000216	Service Anniversaries	X					
S_PH9_46000217	Statistic: Gender by Service Age	X					
S_PH9_46000218	Statistics: Gender Sorted By Age	X					
S_PH9_46000221	Birthday List	X					
S_PH9_46000222	Family Members	X					
S_PH9_46000223	EEs Who Entered And/Or Left Company	X					
S_PH9_46000224	Education and Training	X					
S_PH9_46000360	Exemption Expiration Report		X			X	
S_PH9_46000361	W-4 Withholding Allowance Report		X			X	
SM35	Batch Input Monitoring	X	X	X			
SP01	Output Controller	X	X	X	X	X	X
SP02	Display Spool Requests	X	X	X	X	X	X
SU01D	User Display						X
SU3	Maintain Users Own Data	X	X	X	X	X	
SU53	Evaluate Authorization Check	X	X	X	X	X	X
ZCAT6	Transfer Time Data to HR Time Manage		X	X			
ZCATA	Time Sheet Xfer to Target Components		X	X			
ZHR_RPTBNN03	Report for GAP N03	X	X				
ZHR_RPTBNN28	70-Day Report / 90-Day Default	X	X				
ZHR_RPTBNN28A	Agecny 70-Day Rpt / 90-Day Default	X	X				
ZHR_RPTBNN29	EEs with No Retirement Contribution		X				
ZHR_RPTBNN30A	Plan 3 Age Banded Rate Changes	X	X				
ZHR_RPTBNN36	Health Care Reconciliation Report		X				
ZHR_RPTBNN46	DRS Report Analysis		X				

		Sect 2	Sect 3	Sect 4	Sect 6	Sect 7	Sect 8
Transaction	Descriptions	PersAdm	Pay	TM	OM	FI	Sec
ZHR_RPTFI0027	IT0027 Employee Cost Distribution	X	X			X	
ZHR_RPTFI1018	IT1018 Position Cost Distribution	X	X		X	X	
ZHR_RPTOM090	Authorized Positions Transaction			X	X		
ZHR_RPTOM137	Classification Dist. By Salary Range	X	X	X	X		
ZHR_RPTOM760	Merit System 5 Clasification Listing	X	X	X	X		
ZHR_RPTOMN01	Organizational Management Transaction			X	X		
ZHR_RPTOMN02	Display Change Documents Report	X			X		
ZHR_RPTOMN03	WMS Activity Reports	X			X		
ZHR_RPTOMN35	Affirmative Action By Job Group	X			X		
ZHR_RPTPA067	Employment History Alpha Cross-Ref.	X					
ZHR_RPTPA200	Personnel Actions Processed	X					
ZHR_RPTPA231	Employee & Position Status Trans.	X			X		
ZHR_RPTPA249	EE Terminated Or On/Return From LWOP	X					
ZHR_RPTPA457	Actions Report	X					
ZHR_RPTPA471	Original Hire Prob. Emp	X	X				
ZHR_RPTPA719	Employee Probation Report	X	X				
ZHR_RPTPA765	Non State Employee Report	X					
ZHR_RPTPA802	WMS Reports	X					
ZHR_RPTPA803	PID and Longevity Protection Report	X					
ZHR_RPTPA804	PID and Longevity Historical Report	X					
ZHR_RPTPAIT08	Employee Basic Pay History report	X					
ZHR_RPTPAN02	Flexible Employee Data Report	X	X	X	X		
ZHR_RPTPAQ01	Employee by Management Type	X					
ZHR_RPTPY007	Sick Leave Over 480 Hours - Non Elig		X	X		X	
ZHR_RPTPY010	Accrued Payroll Deductions reports		X			X	
ZHR_RPTPY024	Report for GAP 24		X				
ZHR_RPTPY033_SSN_VER	EVS Verification Failure Report	X	X				
ZHR_RPTPY061	Report 61 Federal EIN numbers		X			X	
ZHR_RPTPY123	Report 123 Warrant Cancellations		X				
ZHR_RPTPY126	Payroll Posting Report		X			X	
ZHR_RPTPY139	Classification Distribution Report		X				
ZHR_RPTPY151	Corrections and Return for Action		X				
ZHR_RPTPY164	Wage Types Not in Use Report					X	
ZHR_RPTPY376	Payroll Journal Voucher Report		X			X	
ZHR_RPTPY394	Medical Aid Report for Quarter		X			X	
ZHR_RPTPY455	Negative Summary Records Report		X			X	
ZHR_RPTPY493	EFT EMPLOYEE PERCENTAGE					X	
ZHR_RPTPY574	Report 574 Savings Bond Cancel		X			X	
ZHR_RPTPY600	Negative Tax per Federal EIN Report	X	X			X	
ZHR_RPTPY622	Union Dues Deduction		X				

		Sect 2	Sect 3	Sect 4	Sect 6	Sect 7	Sect 8
Transaction	Descriptions	PersAdm	Pay	TM	OM	FI	Sec
ZHR_RPTPY632	Wages not subject to Social Security		X				
ZHR_RPTPY635	Warrant Register & Fund Summary Dtl.		X			X	
ZHR_RPTPY646	Employee YTD Payroll Register		X				
ZHR_RPTPY661	Tax Exempt Status Report		X				
ZHR_RPTPY675	Employees with EIC at Yearend		X				
ZHR_RPTPY681	GAP 681 - Buyout Statements		X				
ZHR_RPTPY711	Earnings and Deductions Statement		X				
ZHR_RPTPY713	Report 713 EFT Letters		X				
ZHR_RPTPY807	SSN Change - Agency Notification		X				
ZHR_RPTPYN06	Preemptive Basic Data Check	X	X				
ZHR_RPTPYN07	Preemptive Time Data Check		X				
ZHR_RPTPYN08	Preemptive Compensation Data Check		X				
ZHR_RPTPYN09	Payroll Threshold Report		X				
ZHR_RPTPYN10	Payroll Balancing Report		X				
ZHR_RPTPYN33	Payroll Journal		X			X	
ZHR_RPTPYN36	Retro Wall Exception Report		X				
ZHR_RPTPYS10	Display of Savings Bonds Purchases		X			X	
ZHR_RPTPYU05	BSI Medical Aid Rates		X				
ZHR_RPTPYU23	Report Earnings by Position, Job	X	X				
ZHR_RPTPYU26	Movement / Turnover Report	X	X			X	X
ZHR_RPTPYU38	Display Reference Personnel Numbers	X					
ZHR_RPTTM084	Attendance System Change Report		X	X			
ZHR_RPTTM398	Leave Activity Summary Report		X	X			
ZPT_BPC10	Leave Accrual and Quota Deduction		X	X			
ZT60	SOW - Time Evaluation		X	X			