

Glossary of SEMA4 Operator Roles

Adjustments/Retro Pay View Inquire Only

Users who review adjustments or retroactive pay transactions, but do not process any of these transactions should be assigned this role.

View access to these components:

Async Messages (paths are Payroll > Labor Distribution > Async Messages, and Payroll > Time Entry > Async Messages).

Department RetroPay Status (path is Payroll > Retroactive Pay > Department RetroPay Status).

Earnings Adjustment Status (path is Payroll > Time Entry > Earnings Adjustment Status).

Employee RetroPay Status (path is Payroll > Retroactive Pay > Employee RetroPay Status).

Expense Transfer Status (path is Payroll > Labor Distribution > Expense Transfer Status).

Mass RetroPay Transactions (path is Payroll > Retroactive Pay > Mass RetroPay Transactions).

Prior Period Earnings Adjs (path is Payroll > Time Entry > Prior Period Earnings Adjs).

Adjustments/Retro Pay Update

Users who process retroactive pay transactions or time entry adjustments should be assigned this role.

Update access to these components:

Approve Mass RetroPay Trans (path is Payroll > Retroactive Pay > Approve Mass RetroPay Trans).

Individual RetroPay Build (path is Payroll > Retroactive Pay > Individual RetroPay Build).

Individual RetroPay Trans (path is Payroll > Retroactive Pay > Individual RetroPay Trans).

Prior Period Earnings Adjs (path is Payroll > Time Entry > Prior Period Earnings Adjs).

Access to view data in these components:

Async Messages (paths are Payroll > Labor Distribution > Async Messages, and Payroll > Time Entry > Async Messages).

Department RetroPay Status (path is Payroll > Retroactive Pay > Department RetroPay Status).

Earnings Adjustment Status (path is Payroll > Time Entry > Earnings Adjustment Status).

Employee RetroPay Status (path is Payroll > Retroactive Pay > Employee RetroPay Status).

Expense Transfer Status (path is Payroll > Labor Distribution > Expense Transfer Status).

Mass RetroPay Transactions (path is Payroll > Retroactive Pay > Mass RetroPay Transactions).

Special Earnings Adjustments (path is Payroll > Time Entry > Special Earnings Adjustments).

Adjustments/Retro Pay View

Users who review adjustments or retroactive pay transactions, but do not process any of these transactions should be assigned this role.

View access to these components:

Approve Mass RetroPay Trans (path is Payroll > Retroactive Pay > Approve Mass RetroPay Trans).

Async Messages (paths are Payroll > Labor Distribution > Async Messages, and Payroll > Time Entry > Async Messages).

Current Period Earnings Adjustments (path is Payroll > Time Entry > Current Period Earnings Adjustments).

Department RetroPay Status (path is Payroll > Retroactive Pay > Department RetroPay Status).

Earnings Adjustment Status (path is Payroll > Time Entry > Earnings Adjustment Status).

Employee RetroPay Status (path is Payroll > Retroactive Pay > Employee RetroPay Status).

Expense Transfer Status (path is Payroll > Labor Distribution > Expense Transfer Status).

Individual RetroPay Trans (path is Payroll > Retroactive Pay > Individual RetroPay Trans).

Mass RetroPay Transactions (path is Payroll > Retroactive Pay > Mass RetroPay Transactions).

Prior Period Earnings Adjs (path is Payroll > Time Entry > Prior Period Earnings Adjs).

Special Earnings Adjustments (path is Payroll > Time Entry > Special Earnings Adjustments).

Administer Training All Correct

For users who set up training courses and sessions, and enroll individuals in training.

Add and Correct access to these components:

Courses (path is Enterprise Learning > Define Course/Cost Details > Courses).

Instructors (path is Set Up HRMS > Product Related > Enterprise Learning > Instructors).

Tuition Expense Type (path is Enterprise Learning > Define Course/Cost Details > Tuition Expense Type).

Add and Update access to these components:

Course Sessions (path is Enterprise Learning > Define Course/Cost Details > Course Sessions).

Equipment and Materials (path is Enterprise Learning > Define Training Resources > Equipment and Materials).

Instructors (path is Enterprise Learning > Define Training Resources > Instructors).

Standard Letter Table (path is Set Up HRMS > Common Definitions > Standard Letter Table). Note: This function is not implemented.

Training Facilities (path is Enterprise Learning > Define Training Resources > Training Facilities).

Vendors (path is Enterprise Learning > Define Training Resources > Vendors).

Update access to these components:

Course Session Auto Enrollment (path is Enterprise Learning > Student Enrollment > Course Session Auto Enrollment).

Course Session Costs (path is Enterprise Learning > Define Course/Cost Details > Course Session Costs).

Create/Update Course Wait List (path is Enterprise Learning > Student Enrollment > Create/Update Course Wait List).

Enroll in Course (path is Enterprise Learning > Student Enrollment > Enroll in Course).

Enroll Individually (path is Enterprise Learning > Student Enrollment > Enroll Individually).

Reschedule Between Sessions (path is Enterprise Learning > Student Enrollment > Reschedule Between Sessions).

Vendor Contacts (path is Enterprise Learning > Define Training Resources > Vendor Contacts).

View access to these components:

Review Session Summary (path is Enterprise Learning > Result Tracking > Review Session Summary).

Review Training Summary (path is Enterprise Learning > Result Tracking > Review Training Summary).

Administer Training Enrollment Update

For users who enroll individuals in training, but do not set up training courses and sessions.

Update access to these components:

Course Session Auto Enrollment (path is Enterprise Learning > Student Enrollment > Course Session Auto Enrollment).

Create/Update Course Wait List (path is Enterprise Learning > Student Enrollment > Create/Update Course Wait List).

Enroll in Course (path is Enterprise Learning > Student Enrollment > Enroll in Course).

Enroll Individually (path is Enterprise Learning > Student Enrollment > Enroll Individually).

Reschedule Between Sessions (path is Enterprise Learning > Student Enrollment > Reschedule Between Sessions).

View access to these components:

Course Session Costs (path is Enterprise Learning > Define Course/Cost Details > Course Session Costs).

Course Sessions (path is Enterprise Learning > Define Course/Cost Details > Course Sessions).

Courses (path is Enterprise Learning > Define Course/Cost Details > Courses).

Equipment and Materials (path is Enterprise Learning > Define Training Resources > Equipment and Materials).

Instructors (path is Enterprise Learning > Define Training Resources > Instructors).

Review Session Summary (path is Enterprise Learning > Result Tracking > Review Session Summary).

Review Training Summary (path is Enterprise Learning > Result Tracking > Review Training Summary).

Standard Letter Table (path is Set Up HRMS > Common Definitions > Standard Letter Table). Note: This function is not implemented.

Training Facilities (path is Enterprise Learning > Define Training Resources > Training Facilities).

Tuition Expense Type (path is Enterprise Learning > Define Course/Cost Details > Tuition Expense Type).

Vendor Contacts (path is Enterprise Learning > Define Training Resources > Vendor Contacts).

Vendors (path is Enterprise Learning > Define Training Resources > Vendors).

Administer Training View

View access to these components:

Course Session Costs (path is Enterprise Learning > Define Course/Cost Details > Course Session Costs).

Course Sessions (path is Enterprise Learning > Define Course/Cost Details > Course Sessions).

Courses (path is Enterprise Learning > Define Course/Cost Details > Courses).

Enroll in Course (path is Enterprise Learning > Student Enrollment > Enroll in Course).

Review Training Summary (path is Enterprise Learning > Result Tracking > Review Training Summary).

Balances/Paycheck

Users who need to view earnings, deductions, and tax information, as well as paychecks, leave balances, and W-2s should be assigned this role.

View access to these components:

Check Year-to-Date (path is Payroll > Balance Reviews > Check Year-to-Date).

Create General Deductions (path is Payroll > Deductions > Create General Deductions).

Deductions (path is Payroll > Balance Reviews > Deductions).

Earnings (path is Payroll > Balance Reviews > Earnings).

Garnishments (path is Payroll > Balance Reviews > Garnishments).

HCSP Waivers (path is Payroll > Deductions > HCSP Waivers).

Leave Plans (paths are Benefits > Leave Plans, and Payroll > Leave > Leave Plans).

One Time Deductions (path is Payroll > Deductions > One Time Deductions).

Paystub (path is Payroll > Pay Distribution > Paystub).

Retirement Plans (paths are Benefits > Retirement Plans, and Payroll > Deductions > Retirement Plans).

Review Archived Paycheck - All (path is Payroll > Pay Distribution > Review Archived Paycheck - All).

Review Archived Paycheck (path is Payroll > Pay Distribution > Review Archived Paycheck).

Review Paycheck – All (path is Payroll > Pay Distribution > Review Paycheck – All).

Review Paycheck (paths are Payroll > Pay Distribution > Review Paycheck, and Payroll > Payroll Processing USA > Produce Payroll > Review Paycheck).

Review Update Year End Data (paths are Payroll > U.S. Annual Processing > Create W-2 Data > Review Update Year End Data, and Payroll > W-2 > Review/Update Year End Data).

Savings Management (paths are Benefits > Savings Management, and Payroll > Deductions > Savings Management).

Savings Plans (paths are Benefits > Savings Plans, and Payroll > Deductions > Savings Plans).

Special Accumulators (path is Payroll > Balance Reviews > Special Accumulators).

Spending Accounts (path is Benefits > Spending Accounts).

Taxes (path is Payroll > Balance Reviews > Taxes).

W-2 Forms (path is Payroll > W-2 > W-2 Forms).

W-2/W-2PR Summary Prior 2001 (paths are Payroll > W-2 > W-2/W-2PR Summary Prior 2001, and Payroll > U.S. Annual Processing > Create W-2 Data > W-2/W-2PR Summary Prior 2001).

Workers' Comp by Business Unit (path is Payroll > Other > Workers' Comp by Business Unit).

Workers' Comp Payment (path is Payroll > Other > Workers' Comp Payment).

Benefits Security Components

View access to these components:

Assign to Benefit Program (path is Benefits > Enroll in Benefits > Assign to Benefit Program).

Benefit Comments (path is Benefits > Benefits Comments > Benefit Comments).

Benefits Personal Data (path is Benefits > Employee/Dependent Information > Benefits Personal Data).

EE Adjustment Summary (paths are Benefits > Benefits Billing > Make Adj/Manage Acct Stat/Bal > EE Adjustment Summary, and Benefits > Benefits Billing > Make Adjustments > EE Adjustment Summary).

EE Charge Smry by Bill Period (path is Benefits > Benefits Billing > Calculate and Review Charges > EE Charge Smry by Bill Period).

EE Charge Smry by Plan Type (path is Benefits > Benefits Billing > Calculate and Review Charges > EE Charge Smry by Plan Type).

EE Payment Smry by Post Date (path is Benefits > Benefits Billing > Apply Payments > EE Payment Smry by Post Date).

EE/ER Balance Review (path is Benefits > Benefits Billing > Calculate and Review Charges > EE/ER Balance Review).

Employee Balance Review (paths are Benefits > Benefits Billing > Calculate and Review Charges > Employee Balance Review, and Benefits > Benefits Billing > Manage Acct Status and Balance > Employer Billing Enrollment).

Employee Billing Enrollment (paths are Benefits > Benefits Billing > Make Adj/Manage Acct Stat/Bal > Employee Billing Enrollment, and Benefits > Benefits Billing > Manage Acct Status and Balance > Employer Billing Enrollment).

Employee Charge Review (path is Benefits > Benefits Billing > Calculate and Review Charges > Employee Charge Review).

Employee Event Detail (path is Benefits > Manage Automated Enrollment > Review Processing Results > Employee Event Detail).

Employee Payment Review (path is Benefits > Benefits Billing > Apply Payments > Employee Payment Review).

Employer Billing Enrollment (paths are Benefits > Benefits Billing > Make Adj/Manage Acct Stat/Bal > Employer Billing Enrollment, and Benefits > Benefits Billing > Manage Acct Status and Balance > Employer Billing Enrollment).

Employer Billing Inquiry (path is Benefits > Benefits Billing > Calculate and Review Charges > Employer Billing Inquiry).

Employer Billing Review (path is Benefits > Benefits Billing > Calculate and Review Charges > Employer Billing Review).

Employer Charge Review (path is Benefits > Benefits Billing > Calculate and Review Charges > Employer Charge Review).

Employer Payment Entry (path is Benefits > Benefits Billing > Apply Payments > Employer Payment Entry).

Employer Payment Review (path is Benefits > Benefits Billing > Apply Payments > Employer Payment Review).

ER Adjustment Summary (paths are Benefits > Benefits Billing > Make Adj/Manage Acct Stat/Bal > ER Adjustment Summary, and Benefits > Benefits Billing > Make Adjustments > ER Adjustment Summary).

ER Charge Smry by Bill Period (path is Benefits > Benefits Billing > Calculate and Review Charges > ER Charge Smry by Bill Period).

ER Charge Smry by Plan Type (path is Benefits > Benefits Billing > Calculate and Review Charges > ER Charge Smry by Plan Type).

ER Payment Adjustments (path is Benefits > Benefits Billing > Make Adj/Manage Acct Stat/Bal > ER Payment Adjustments).

ER Payment Smry by Post Dt (path is Benefits > Benefits Billing > Apply Payments > ER Payment Smry by Post Dt).

Health Benefits (path is Benefits > Enroll in Benefits > Health Benefits).

Life and AD/D Benefits (path is Benefits > Enroll in Benefits > Life and AD/D Benefits).

Maintain Flags (path is Benefits > Maintain Primary Jobs > Maintain Flags).

Review Dep/Ben Summary (path is Benefits > Employee/Dependent Information > Review Dep/Ben Summary).

Review HR/Job/Payroll Data (path is Benefits > Employee/Dependent Information > Review HR/Job/Payroll Data).

Review Processing Messages (path is Benefits > Benefits Billing > Review Processing Results > Review Processing Messages).

Set Max Arrears/Frequency Ovrd (path is Benefits > Enroll in Benefits > Set Max Arrears/Frequency Ovr).

Spending Accounts (path is Benefits > Enroll in Benefits > Spending Accounts).

Update Dependent/Beneficiary (path is Benefits > Employee/Dependent Information > Update Dependent/Beneficiary).

Business Expense Update

Users who process employee business expenses should be assigned this role.

Update access to this component:

Business Expense (path is Payroll > Business Expense > Business Expense).

Access to view data in these components:

Async Messages (path is Payroll > Business Expense > Async Messages).

Business Expense Mileage Rates (path is Payroll > Business Expense > Business Expense Mileage Rates).

Business Expense Review (path is Payroll > Business Expense > Business Expense Review).

Business Expense Status (path is Payroll > Business Expense > Business Expense Status).

Self Service Business Expenses (path is Payroll > Business Expense > Self Service Business Expenses).

Business Expense View

Users who need to review employee business expenses that have been processed should be assigned this role.

View access to these components:

Async Messages (path is Payroll > Business Expense > Async Messages).

Business Expense (path is Payroll > Business Expense > Business Expense).

Business Expense Mileage Rates (path is Payroll > Business Expense > Business Expense Mileage Rates).

Business Expense Review (path is Payroll > Business Expense > Business Expense Review).

Business Expense Status (path is Payroll > Business Expense > Business Expense Status).

Self Service Business Expenses (path is Payroll > Business Expense > Self Service Business Expenses).

Business Expense View Inquire

Users who need to view the status of employee business expenses should be assigned this role.

View access to these components:

Async Messages (path is Payroll > Business Expense > Async Messages).

Business Expense Mileage Rates (path is Payroll > Business Expense > Business Expense Mileage Rates).

Business Expense Status (path is Payroll > Business Expense > Business Expense Status).

Company Property Table Correct

Add and Correct access to this component:

Company Property setup table (path is Set Up HRMS > Product Related > Workforce Administration > Company Property).

Department Table Payroll Access

Users who have this role may view the setup for a Department ID, including Self Service Time Entry or Self Service Business Expense options and data on Month End Splits in labor distribution.

View access to these components:

Department Payroll Controls (path is Payroll > Payroll Setup > Org Structure > Department Payroll Controls)

Direct Deposit Update/Correct

Users who process direct deposit changes for employees should be assigned this role.

Correct access to this component:

Request Direct Deposit (path is Payroll > Payroll Distribution > Request Direct Deposit).

Direct Deposit View

Users who need to view direct deposit information in order to assist employees should be assigned this role.

View access to this component:

Request Direct Deposit (path is Payroll > Payroll Distribution > Request Direct Deposit).

Emergency Contact Update

Update access to this component:

Emergency Contact (path is Workforce Administration > Personal Information > Personal Relationships > Emergency Contact).

Emergency Contact View

View access to this component:

Emergency Contact (path is Workforce Administration > Personal Information > Personal Relationships > Emergency Contact).

Employment Data Update

Note: Employment Data Update is available only to users who also have Job Data Update or Job Data Correct.

Add and Update access to this component:

Add Employment Instance (path is Workforce Administration > Job Information > Add Employment Instance).

Update access to these components:

Badge (path is Workforce Administration > Personal Information > Badge).

FLSA Schedule (path is Workforce Administration > Job Information > FLSA Schedule).

Job Data (path is Workforce Administration > Job Information > Job Data).

Note: Users receiving Personal Data Update and Job Data Update roles also receive role **Employment Data Update** and additional roles which give the following access.

Add and Update access to these components:

Add a Person (path is Workforce Administration > Personal Information > Add a Person).

Add Concurrent Job (path is Workforce Administration > Job Information > Add Concurrent Job).

Update access to these components:

Department ID Change (path is Workforce Administration > Job Information > Department ID Change).

Disabilities (path is Workforce Administration > Personal Information > Disability > Disabilities).

Estate Data (paths are Workforce Administration > Personal Information > Personal Relationship > Estate Data, and Payroll > Pay Distribution > Estate Data).

Expense Transfers Update

Users who process expense transfers of payroll expenditures should be assigned this role.

Update access to these components:

1-to-Many Expense Transfer (path is Payroll > Labor Distribution > 1-to-Many Expense Transfer).

Mass Expense Transfer (path is Payroll > Labor Distribution > Mass Expense Transfer).

Access to view data in these components:

Async Messages (paths are Payroll > Labor Distribution > Async Messages, and Payroll > Time Entry > Async Messages).

Expense Transfer Status (path is Payroll > Labor Distribution > Expense Transfer Status).

Expense Transfers View

Users who need to view processed expense transfers should be assigned this role.

View access to these components:

1-to-Many Expense Transfer (path is Payroll > Labor Distribution > 1-to-Many Expense Transfer).

Async Messages (paths are Payroll > Labor Distribution > Async Messages, and Payroll > Time Entry > Async Messages).

Expense Transfer Status (path is Payroll > Labor Distribution > Expense Transfer Status).

Mass Expense Transfer (path is Payroll > Labor Distribution > Mass Expense Transfer).

Expense Transfers View Inquire Only

Users who need to view the status of expense transfers being processed should be assigned this role.

View access to these components:

Async Messages (paths are Payroll > Labor Distribution > Async Messages, and Payroll > Time Entry > Async Messages).

Expense Transfer Status (path is Payroll > Labor Distribution > Expense Transfer Status).

Garnishment

Garnishments are processed by central staff. Users who need to view the garnishment information in order to assist employees should be assigned this role.

View access to these components:

Create Garnishments (path is Payroll > Garnishments > Create Garnishments).

Create Garnishments-Active (path is Payroll > Garnishments > Create Garnishments-Active).

Garnishment History-Employee (path is Payroll > Garnishments > Garnishment History-Employee).

Garnishments (path is Payroll > Balance Reviews > Garnishments).

General Data Correct

Access to run this on-demand report:

Seniority Roster (path is On-Demand Reports > Human Resources > Seniority Roster).

Correct access to this component:

Employee Review (path is Workforce Administration > Job Information > Employee Review).

Update access to these components:

Assign Work/Holiday Schedules (path is Workforce Administration > Absence and Vacation > Track Absence History > Assign Work/Holiday Schedules).

Capture Vacation Absence (path is Workforce Administration > Absence and Vacation > Create Vacation Schedule > Capture Vacation Absence).

Company Property (path is Workforce Administration > Job Information > Company Property).

Create/Update Absence (path is Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence).

Driver's License Data (path is Workforce Administration > Personal Information > Biographical > Driver's License Data).

General Comments (path is Workforce Administration > Personal Information > Biographical > General Comments).

Request/Approve Vacation (path is Workforce Administration > Absence and Vacation > Create Vacation Schedule > Request/Approve Vacation).

Seniority Roster Data component (path is Workforce Administration > Job Information > Seniority Roster Data).

General Data Update

Access to run this on-demand report:

Seniority Roster (path is On-Demand Reports > Human Resources > Seniority Roster).

Update access to these components:

Assign Work/Holiday Schedules (path is Workforce Administration > Absence and Vacation > Track Absence History > Assign Work/Holiday Schedules).

Capture Vacation Absence (path is Workforce Administration > Absence and Vacation > Create Vacation Schedule > Capture Vacation Absence).

Company Property (path is Workforce Administration > Job Information > Company Property).

Create/Update Absence (path is Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence).

Driver's License Data (path is Workforce Administration > Personal Information > Biographical > Driver's License Data).

Employee Review (path is Workforce Administration > Job Information > Employee Review).

General Comments (path is Workforce Administration > Personal Information > Biographical > General Comments).

Request/Approve Vacation (path is Workforce Administration > Absence and Vacation > Create Vacation Schedule > Request/Approve Vacation).

Seniority Roster Data component (path is Workforce Administration > Job Information > Seniority Roster Data).

General Data View

Access to run this on-demand report:

Seniority Roster (path is On-Demand Reports > Human Resources > Seniority Roster).

View access to these components:

Assign Work/Holiday Schedules (path is Workforce Administration > Absence and Vacation > Track Absence History > Assign Work/Holiday Schedules).

Capture Vacation Absence (path is Workforce Administration > Absence and Vacation > Create Vacation Schedule > Capture Vacation Absence).

Company Property (path is Workforce Administration > Job Information > Company Property).

Create/Update Absence (path is Workforce Administration > Absence and Vacations > Track Absence History > Create/Update Absence).

Driver's License Data (path is Workforce Administration > Personal Information > Biographical > Driver's License Data).

Employee Review (path is Workforce Administration > Job Information > Employee Review).

General Comments (path is Workforce Administration > Personal Information > Biographical > General Comments).

Request/Approve Vacation (path is Workforce Administration > Absence and Vacation > Create Vacation Schedule > Request/Approve Vacation).

Seniority Roster (path is Workforce Administration > Job Information > Seniority Roster Data).

Health & Safety Update

Access to run these on-demand reports:

OSHA 300 Report By Agency / Establishment (path is On-Demand Reports > Human Resources > OSHA 300 Log by Establishment).

OSHA 300 Report by Agency / Location (path is On-Demand Reports > Human Resources > OSHA 300 Log by Location).

OSHA 301 Incident Report (path is On-Demand Reports > Human Resources > OSHA 301 Incident Report).

View access to these components:

Identify Corr/Prevent Actions (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Identify Corr/Prevent Actions).

Incident Details (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details).

Injury Detail Search (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Detail Search).

Injury Details (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details).

Non-Employee (path is Workforce Monitoring > Health and Safety > Verify Persnnl Invlvd/Witnessd > Non-Employee).

Physical Exam (path is Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam).

Review Employee Injury Summary (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Review Employee Injury Summary).

Health & Safety View

View access to these components:

Identify Corr/Prevent Actions (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Identify Corr/Prevent Actions).

Incident Details (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Incident Details).

Injury Detail Search (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Detail Search).

Injury Details (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Injury Details).

Non-Employee (path is Workforce Monitoring > Health and Safety > Verify Personl Invlvd/Witnessd > Non-Employee).

Physical Exam (path is Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam).

Review Employee Injury Summary (path is Workforce Monitoring > Health and Safety > Obtain Incident Information > Review Employee Injury Summary).

HR View Statewide (Job Data Statewide)

View access to these components:

Job Data Statewide (path is Workforce Administration > Job Information > Job Data Statewide).

Training Statewide (path is Workforce Development > Profile Management > Profiles > Training Statewide).

Human Resources Reports

Note: Human Resources Reports is assigned to users who have any of the HR roles.

Access to run these on-demand reports:

Hay Evaluations Alphabetically by Job Title (path is On-Demand Reports > Human Resources > Hay Report Alphabetized).

Hay Evaluations by Total Hay Points (path is On-Demand Reports > Human Resources > Hay Report Total Hay Points).

Layoff Expiration Report (path is On-Demand Reports > Human Resources > Layoff Expiration).

MnSCU Job Audit (path is On-Demand Reports > Human Resources > MnSCU Job Audit).

Rehire-Company Seniority Date (path is On-Demand Reports > Human Resources > Rehire-Company Seniority Date).

Seasonal Layoff/Recall Report (path is On-Demand Reports > Human Resources > Seasonal Layoff/Recall).

Visa Permit Data (path is On-Demand Reports > Human Resources > Visa Permit Data).

View access to this component:

DocumentDirect (path is On-Demand Reports > Standard Report Viewer > DocumentDirect).

Job Data Correct

Add and Update access to this component:

Manage Hires (path is Workforce Administration > Personal Information > Manage Hires).

Correct access to these components:

ACA Employee Eligibility (path is Workforce Administration > Job Information > Job Data; from the Benefit Program Participation page, click the ACA Eligibility Details link).

Badge (path is Workforce Administration > Personal Information > Badge).

Job Data (path is Workforce Administration > Job Information > Job Data).

Pay Rate Change (path is Workforce Administration > Job Information > Pay Rate Change).

Update access to this component:

FLSA Schedule (path is Workforce Administration > Job Information > FLSA Schedule).

View access to these components:

Person Organizational Summary (path is Workforce Administration > Personal Information > Person Organizational Summary).

Workforce Summary (path is Workforce Administration > Job Information > Review Job Information > Workforce Job Summary).

Note: Users receiving Personal Data Correct and Job Data Correct roles also receive role **Employment Data Update**, and additional roles which give the following access.

Add and Update access to these components:

Add a Person (path is Workforce Administration > Personal Information > Add a Person).

Add Concurrent Job (path is Workforce Administration > Job Information > Add Concurrent Job).

Correct access to this component:

Disabilities (path is Workforce Administration > Personal Information > Disability > Disabilities).

Update access to these components:

Department ID Change (path is Workforce Administration > Job Information > Department ID Change).

Estate Data (paths are Workforce Administration > Personal Information > Personal Relationship > Estate Data, and Payroll > Pay Distribution > Estate Data).

Job Data Update

Add and Update access to these components:

Add Employment Instance (path is Workforce Administration > Job Information > Add Employment Instance).

Manage Hires (path is Workforce Administration > Personal Information > Manage Hires).

Update access to these components:

ACA Employee Eligibility (path is Workforce Administration > Job Information > Job Data; from the Benefit Program Participation page, click the ACA Eligibility Details link).

Badge (path is Workforce Administration > Personal Information > Badge).

FLSA Schedule (path is Workforce Administration > Job Information > FLSA Schedule).

Job Data (path is Workforce Administration > Job Information > Job Data).

Pay Rate Change (path is Workforce Administration > Job Information > Pay Rate Change).

View access to these components:

Person Organizational Summary (path is Workforce Administration > Personal Information > Person Organizational Summary).

Workforce Job Summary (path is Workforce Administration > Job Information > Review Job Information > Workforce Job Summary).

Note: Users receiving Personal Data Update and Job Data Update roles also receive role. **Employment Data Update**, and additional roles which give the following access.

Add and Update access to these components:

Add a Person (path is Workforce Administration > Personal Information > Add a Person).

Add Concurrent Job (path is Workforce Administration > Job Information > Add Concurrent Job).

Update access to these components:

Department ID Change (path is Workforce Administration > Job Information > Department ID Change).

Disabilities (path is Workforce Administration > Personal Information > Disability > Disabilities).

Estate Data (paths are Workforce Administration > Personal Information > Personal Relationship > Estate Data, and Payroll > Pay Distribution > Estate Data).

Job Data View

View access to these components:

ACA Employee Eligibility (path is Workforce Administration > Job Information > Job Data; from the Benefit Program Participation page, click the ACA Eligibility Details link).

Badge (path is Workforce Administration > Personal Information > Badge).

FLSA Schedule (path is Workforce Administration > Job Information > FLSA Schedule).

Job Data (path is Workforce Administration > Job Information > Job Data).

Multiple Jobs Summary (path is Workforce Administration > Job Information > Review Job Information > Multiple Jobs Summary).

Pay Rate Change (path is Workforce Administration > Job Information > Pay Rate Change).

Person Organizational Summary (path is Workforce Administration > Personal Information > Person Organizational Summary).

Workforce Job Summary (path is Workforce Administration > Job Information > Review Job Information > Workforce Job Summary).

Note: Users receiving Personal Data View and Job Data View roles also receive an additional role which gives view access to this component:

Estate Data (paths are Workforce Administration > Personal Information > Personal Relationships > Estate Data, and Payroll > Pay Distribution > Estate Data).

Labor Distribution Update

Users who are responsible for processing payroll cost allocation changes to position funding or labor distribution should be assigned this role.

Update access to these components:

Labor Distribution (path is Payroll > Labor Distribution > Labor Distribution).

Position Funding (paths are Payroll > Labor Defaults > Position Funding, and Organizational Development > Position Management > Maintain Positions/Budgets > Position Funding).

Access to view data in this component:

Mass Time/Labor Status (paths are Payroll > Labor Distribution > Mass Time/Labor Status, and Payroll > Time Entry > Mass Time/Labor Status).

Labor Distribution View

Users who need to view the cost allocation information for employees should be assigned this role.

View access to these components:

Labor Distribution (path is Payroll > Labor Distribution > Labor Distribution).

Mass Time/Labor Status (paths are Payroll > Labor Distribution > Mass Time/Labor Status, and Payroll > Time Entry > Mass Time/Labor Status).

Position Funding (path is Payroll > Labor Defaults > Position Funding).

Labor Relations Update

Add and Update access to this component:

Record Grievances (path is Workforce Administration > Labor Administration > Record Grievances).

Update access to this component:

Record Disciplinary Actions (path is Workforce Administration > Labor Administration > Record Disciplinary Actions).

Labor Relations View

View access to these components:

Record Disciplinary Actions (path is Workforce Administration > Labor Administration > Record Disciplinary Actions).

Record Grievances (path is Workforce Administration > Labor Administration > Record Grievances).

Leave Update

Users who need to process leave related transactions should be assigned this role.

Update access to these components:

Deferred Comp Conv/Match Option (path is Payroll > Leave > Deferred Comp Conv/Match Option).

Leave Donations (path is Payroll > Leave > Leave Donations).

Leave Setup/Update (path is Payroll > Leave > Leave Setup/Update).

Access to view data in these components:

Leave Activity (path is Payroll > Leave > Leave Activity).

Severance Data (path is Payroll > Leave > Severance Data).

Leave View

Users who need to view employee leave information, including leave conversions and deferred compensation matches, should be assigned this role.

View access to these components:

Deferred Comp Conv/Match Option (path is Payroll > Leave > Deferred Comp Conv/Match Option).

Leave Activity (path is Payroll > Leave > Leave Activity).

Leave Donations (path is Payroll > Leave > Leave Donations).

Leave Setup/Update (path is Payroll > Leave > Leave Setup/Update).

Severance Data (path is Payroll > Leave > Severance Data).

Manage Competencies Update/Correct

Add and Correct access to this component:

Person Profiles (paths are Workforce Development > Profile Management > Profiles > Person Profiles, and Enterprise Learning > Result Tracking > Manage Person Profiles > Person Profiles). The Person Profile page contains links to Competencies, Honors and Awards, Language Skills, Licenses & Certifications, Memberships, School Education, Degrees, Areas of Study, and Special Projects.

Update access to this component:

Training (path is Workforce Development > Profile Management > Profiles > Training).

View access to this component:

Professional Training (path is Enterprise Learning > Result Tracking > Manage Person Profiles > Professional Training). The page is unlabeled.

Manage Competencies View

View access to these components:

Person Profiles (paths are Workforce Development > Profile Management > Profiles > Person Profiles, and Enterprise Learning > Result Tracking > Manage Person Profiles > Person Profiles). The Person Profile page contains links to Competencies, Honors and Awards, Language Skills, Licenses & Certifications, Memberships, School Education, Degrees, Areas of Study, and Special Projects.

Professional Training (path is Enterprise Learning > Result Tracking > Manage Person Profiles > Professional Training). The page is unlabeled.

Training (path is Workforce Development > Profile Management > Profiles > Training).

Mass Time Update/Correct

Users who process time entry should be assigned this role.

Update and Correct access to this component:

Mass Time Entry (path is Payroll > Time Entry > Mass Time Entry).

Access to view data in these components:

Mass Time/Labor Status (paths are Payroll > Labor Distribution > Mass Time/Labor Status, and Payroll > Time Entry > Mass Time/Labor Status).

Position Funding (paths are Payroll > Labor Defaults > Position Funding, and Organizational Development > Position Management > Manage Positions/Budgets > Position Funding).

Self Service Time and Labor (path is Payroll > Time Entry > Self Service Time and Labor).

Mass Time View

Users who need to view time entry transactions should be assigned this role.

View access to these components:

Mass Time Entry (path is Payroll > Time Entry > Mass Time Entry).

Mass Time/Labor Status (paths are Payroll > Labor Distribution > Mass Time/Labor Status, and Payroll > Time Entry > Mass Time/Labor Status).

Position Funding (paths are Organizational Development > Position Management > Manage Positions/Budgets > Position Funding, and Payroll > Labor Defaults > Position Funding).

Self Service Time and Labor (path is Payroll > Time Entry > Self Service Time and Labor).

Payroll Data Update/Correct

Update and Correct access to these components:

Estate Data (paths are Payroll > Pay Distribution > Estate Data, and Workforce Administration > Personal Information > Personal Relationships > Estate Data).

Update Employee Tax Data (path is Payroll > Tax Data > Update Employee Tax Data).

Access to view data in these components:

Paystub (path is Payroll > Pay Distribution > Paystub).

Review/Update Year End Data (paths are Payroll > W-2 > Review/Update Year End Data, and Payroll > U.S. Annual Processing > Create W-2 Data > Review/Update Year End Data).

Payroll Data View

View access to these components:

Estate Data (paths are Payroll > Pay Distribution > Estate Data, and Workforce Administration > Personal Information > Personal Relationships > Estate Data).

Review/Update Year End Data (paths are Payroll > W-2 > Review/Update Year End Data, and Payroll > U.S. Annual Processing > Create W-2 Data > Review/Update Year End Data).

Update Employee Tax Data (path is Payroll > Tax Data > Update Employee Tax Data).

Payroll Reports

Note: Payroll Reports is assigned to users who have any of the Payroll roles. Access to run these on-demand reports (path is On-Demand Reports > Payroll).

- FIHU0400 BE Outstanding Adv**
- FIHU0401 BE Earnings Data**
- FIHU0407 BE Labor Dist**
- FIHU0409 SelfSrvc Bus Expenses**
- FIHU0411 BE By DeptID**
- FIHU0604 Daily Time Tracking**
- FIHU0608 SelfSrvcTimeComments**
- FIHU0609 SelfSrvcTime EE ONLY**
- FIHU0610 SelfSrvcTimeDEPTONLY**
- FIHU0612 SelfSrvcLabor EE ONLY**
- FIHU0615 SelfSrvc Mgr DEPTID**
- FIHU0618 SelfSrvDept-Download**
- FIHU0804 MNSCU Qtrly Reversal**
- FIHU1401 Checks>10K**
- FIHU1428 MNSCU Off Cycle**
- FIHU1647 HlthCareSvPlan-E26**
- FIHU1650 MNSCU DC Match Supp**
- FIHU2442 EEs Filed MWR**
- FIHU2443 EEs Exempt Fed Tax**
- FIHU2444 EEs Exempt State Tax**
- FIHU2807 EEs Receiving Checks**
- FIHU2813 EEs W/O Dir Dep Rcd**
- FIHU4409 Law Enforc Donation**
- FIHU4449 SelfSrvcEntryLeavDon**
- FIHU4450 SelfSrvcConversions**
- FIHU4610 MNSCU monitor LbrDist**
- FIHU4611 MNSCU monitor BusExp**
- FIHU5801 Emp Cnt Agy PPU Dept**
- FIHU5802 Empl Count Agy PPU**
- FIHU5803 Wage Information**

View access to this component:

DocumentDirect (path is On-Demand Reports > Standard Report Viewer > DocumentDirect).

Personal Data Correct

Access to run these on-demand reports:

Address Change Report (path is On-Demand Reports > Human Resources > Self Service Address Chg Rpt).

I-9 Receipt/Expiration Report (path is Workforce Administration > Personal Information > I-9 Forms > I-9 Receipt/Expiration Report).

Pandemic Availability (path is On-Demand Reports > Human Resources > Pandemic Availability).

PDHR6004 Driver's License Data (path is On-Demand Reports > Human Resources > PDHR6004 Driver's License Data).

PDHR6005 Driver's License Check (path is On-Demand Reports > Human Resources > PDHR6005 Driver's License Check).

Print I-9 Forms (path is Workforce Administration > Personal Information > I-9 Forms > Print I-9 Forms).

Correct access to these components:

Additional Names (path is Workforce Administration > Personal Information > Biographical > Additional Names).

Badge (path is Workforce Administration > Personal Information > Badge).

Complete/Reverify EE I-9 Form (path is Workforce Administration > Personal Information > I-9 Forms > Complete/Reverify EE I-9 Form)

Employee Address Changes (path is Workforce Administration > Self Service Transactions > Employee Address Changes).

Identification Data (path is Workforce Administration > Personal Information > Citizenship > Identification Data).

Modify a Person (paths are Workforce Administration > Personal Information > Modify a Person, and Workforce Administration > Personal Information > Biographical > Modify a Person).

Note: Users receiving Personal Data Correct and Job Data Correct roles also receive role **Employment Data Update**, and additional roles which give the following access.

Add and Update access to these components:

Add a Person (path is Workforce Administration > Personal Information > Add a Person).

Add Concurrent Job (path is Workforce Administration > Job Information > Add Concurrent Job).

Correct access to this component:

Disabilities (path is Workforce Administration > Personal Information > Disability > Disabilities).

Update access to these components:

Department ID Change (path is Workforce Administration > Job Information > Department ID Change).

Estate Data (paths are Workforce Administration > Personal Information > Personal Relationship > Estate Data, and Payroll > Pay Distribution > Estate Data).

Personal Data Update

Access to run these on-demand reports:

Address Change Report (path is On-Demand Reports > Human Resources > Self Service Address Chg Rpt).

I-9 Receipt/Expiration Report (path is Workforce Administration > Personal Information > I-9 Forms > I-9 Receipt/Expiration Report).

PDHR6004 Driver's License Data (path is On-Demand Reports > Human Resources > PDHR6004 Driver's License Data).

PDHR6005 Driver's License Check (path is On-Demand Reports > Human Resources > PDHR6005 Driver's License Check).

Pandemic Availability (path is On-Demand Reports > Human Resources > Pandemic Availability).

Print I-9 Forms (path is Workforce Administration > Personal Information > I-9 Forms > Print I-9 Forms).

Correct access to these components:

Complete/Reverify EE I-9 Form (path is Workforce Administration > Personal Information > I-9 Forms > Complete/Reverify EE I-9 Form)

Employee Address Changes (path is Workforce Administration > Self Service Transactions > Employee Address Changes).

Update access to these components:

Additional Names (path is Workforce Administration > Personal Information > Biographical > Additional Names).

Badge (path is Workforce Administration > Personal Information > Badge).

Identification Data (path is Workforce Administration > Personal Information > Citizenship > Identification Data).

Modify a Person (paths are Workforce Administration > Personal Information > Modify a Person, and Workforce Administration > Personal Information > Biographical > Modify a Person).

Note: Users receiving Personal Data Update and Job Data Update roles also receive role **Employment Data Update**, and additional roles which give the following access.

Add and Update access to these components:

Add a Person (path is Workforce Administration > Personal Information > Add a Person).

Add Concurrent Job (path is Workforce Administration > Job Information > Add Concurrent Job).

Update access to these components:

Department ID Change (path is Workforce Administration > Job Information > Department ID Change).

Disabilities (path is Workforce Administration > Personal Information > Disability > Disabilities).

Estate Data (paths are Workforce Administration > Personal Information > Personal Relationship > Estate Data, and Payroll > Pay Distribution > Estate Data).

Personal Data View

Access to run these on-demand reports:

PDHR6004 Driver's License Data (path is On-Demand Reports > Human Resources > PDHR6004 Driver's License Data).

PDHR6005 Driver's License Check (path is On-Demand Reports > Human Resources > PDHR6005 Driver's License Check).

Pandemic Availability (path is On-Demand Reports > Human Resources > Pandemic Availability).

View access to these components:

Additional Names (path is Workforce Administration > Personal Information > Biographical > Additional Names).

Badge (path is Workforce Administration > Personal Information > Badge).

Identification Data (path is Workforce Administration > Personal Information > Citizenship > Identification Data).

Modify a Person (paths are Workforce Administration > Personal Information > Modify a Person, and Workforce Administration > Personal Information > Biographical > Modify a Person).

Note: Users receiving Personal Data View and Job Data View roles also receive an additional role which gives view access to this component:

Estate Data (paths are Workforce Administration > Personal Information > Personal Relationships > Estate Data, and Payroll > Pay Distribution > Estate Data).

Physical Exams Update

Update access to this component:

Physical Exam (path is Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam).

Physical Exams View

View access to this component:

Physical Exam (path is Workforce Monitoring > Health and Safety > Record Medical Exam Results > Physical Exam).

Position Data Correct

Add and Correct access to this component:

Add/Update Position Info (path is Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info).

Correct access to this component:

Position Funding (paths are Organizational Development > Position Management > Maintain Positions/Budgets > Position Funding, and Payroll > Labor Defaults > Position Funding).

View access to these components:

Position History (path is Organizational Development > Position Management > Review Position/Budget Info > Position History).

Position Summary (path is Organizational Development > Position Management > Review Position/Budget Info > Position Summary).

Position Data Update

Add and Update access to this component:

Add/Update Position Info (path is Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info).

Correct access to this component:

Position Funding on the Payroll menu (path is Payroll > Labor Defaults > Position Funding).

Update access to this component:

Position Funding on the Organizational Development menu (path is Organizational Development > Position Management > Maintain Positions/Budgets > Position Funding).

View access to these components:

Position History (path is Organizational Development > Position Management > Review Position/Budget Info > Position History).

Position Summary (path is Organizational Development > Position Management > Review Position/Budget Info > Position Summary).

Position Data View

View access to these components:

Add/Update Position Info (path is Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info).

Position Funding (paths are Organizational Development > Position Management > Maintain Positions/Budgets > Position Funding, and Payroll > Labor Defaults > Position Funding).

Position History (path is Organizational Development > Position Management > Review Position/Budget Info > Position History).

Position Summary (path is Organizational Development > Position Management > Review Position/Budget Info > Position Summary).

Position Funding Correct

Users who need to update or correct the default position funding, or cost allocation of payroll expenditures, should be assigned this role.

Correct access to this component:

Position Funding (paths are Organizational Development > Position Management > Maintain Positions/Budgets > Position Funding, and Payroll > Labor Defaults > Position Funding).

View access to these components:

Position History (path is Organizational Development > Position Management > Review Position/Budget Info > Position History).

Position Summary (path is Organizational Development > Position Management > Review Position/Budget Info > Position Summary).

Position Funding Update

Users who need to update the default position funding, or cost allocation of payroll expenditures, should be assigned this role.

Update access to this component:

Position Funding (paths are Organizational Development > Position Management > Maintain Positions/Budgets > Position Funding, and Payroll > Labor Defaults > Position Funding).

View access to these components:

Position History (path is Organizational Development > Position Management > Review Position/Budget Info > Position History).

Position Summary (path is Organizational Development > Position Management > Review Position/Budget Info > Position Summary).

Position Funding View

Users who need to view the default position funding, or cost allocation of payroll expenditures, should be assigned this role.

View access to these components:

Position Funding (paths are Organizational Development > Position Management > Maintain Positions/Budgets > Position Funding, and Payroll > Labor Defaults > Position Funding).

Position History (path is Organizational Development > Position Management > Review Position/Budget Info > Position History).

Position Summary (path is Organizational Development > Position Management > Review Position/Budget Info > Position Summary).

Schedules Update

Users who add or maintain the work schedule for time entry should be assigned this role.

Update access to these components:

Mass Schedule Update (path is Payroll > Schedules > Mass Schedule Update).

Schedules (path is Payroll > Schedules > Schedules).

Schedules View

Users who need to view the default work schedule for time entry should be assigned this role.

View access to these components:

Mass Schedule Update (path is Payroll > Schedules > Mass Schedule Update).

Schedules (path is Payroll > Schedules > Schedules).

Self-Service Time Entry View

Users who need to view Self Service entry transactions should be assigned this role.

View access to these components:

Mass Time/Labor Status (path is Payroll > Labor Distribution > Mass Time/Labor Status, and Payroll > Time Entry > Mass Time/Labor Status).

Self Service Time and Labor (path is Payroll > Time Entry > Self Service Time & Labor).

This role is also assigned access to the following reports:

FIHU0608 SelfSrcvTimeComments

FIHU0609 SelfSrcvTimeEEOnly

FIHU0610 SelfSrcvTimeDeptOnly

FIHU0612 SelfSrcvTime LaborEE Only

FIHU0615 SelfSrcvTimeMgrDept ID

FIHU0618 SelfSrcvDept-Download

Self-Service Security Add/Update

The self-service security page is used to add/update security for agency approvers by department ID and business function. For each department ID, you specify the supervisors, managers and payroll administrators who will have authority to approve Employee Self Service transactions.

Both primary and backup approvers are designated.

Add and update access to this component:

Self-Service Security (path is Payroll > Other > Self-Service Security).

Standard Non-Page Permissions

Note: All users receive this role, which grants generic 'behind the scenes' non-page access to PeopleTools functionality such as Web Service Operations, Portal Registries, Application Messaging, Component Interfaces, Business Interlinks, XML links, and electronic data interchange (EDI).