

Security Base Role Descriptions

Security Base Roles	Page Group
Personnel Functions	
<p>1. Hire/Employee Maintenance and Movement</p> <p>Users in this group will have the ability to:</p> <ul style="list-style-type: none"> Review Job Code and Title information, Review Position-related information, Enter personal information about employees when they are hired, Set the employee up in a position and enter job code information and benefit participation, Manage ongoing movement and maintenance, re-hires, leaves, reinstatements, transfers, etc., Enter Mail Drop ID, Enter Retirement information, Enter information regarding contract pay (ie 21P), Enter information related to Workers Compensation, View General Comments as entered by OSC, View Legacy System Payroll History. 	<ul style="list-style-type: none"> Job Code Table Position Data Position Data Summary Position History Position Budget Status Vacant Budgeted Positions Personal Data Job Data Job Summary Benefit Program Participation Add Concurrent Job Employment Data Payroll Data Retirement Plans Contract Pay Incident Data Hire Rehire General Comments Statewide Job Summary Outside Postings Transfer Requests Job Request Status

Payroll Functions	
<p>2. Salary: Users in this group will have the ability to: Use job data panels as needed for salary purposes, Enter additional salary factors, such as Geographic Pay or Location Pay, Establish salary withholding, Enter Increment Code and Service Date, Enter changes to an employee's salary (Promotions, Performance Advances, Longevity), make comments, View General Comments as entered by OSC, View Payroll History.</p>	<p>Job Data Job Summary Additional Pay Job Action Requests Job Request Status Salary Withholding Balances General Comments Outside Postings Statewide Job Summary</p>
<p>3. Paycheck Inquiry: Users in this group will have the ability to: Look up an employee's paycheck data, deductions, earnings, garnishments (amount only), salary withholdings, special accumulators, and tax information, Look up an employee's Mail Drop ID.</p>	<p>Employment Information Paycheck Summary Paycheck Data Check Balances Year-to-Date General Comments Earnings Balances Deduction Balances Salary Withholding Balances Special Accumulator Balances Tax Balances Workers' Compensation Data Actuals Distribution 1042 Tax Balances Archival Paycheck Data Archival Paycheck Distribution Archival Paycheck Summary</p>
<p>4. Miscellaneous Payment Entry: Enter miscellaneous payment information Enter time for exception hourly employees.</p>	<p>Time entry</p>

Budgeting Functions	
<p>5. Position Management/Funding: Users in this group will have the ability to: View Job Code and Title information Set up position pools and account code information, Make any distribution splits for employees, Review Position-related information, Enter Mail Drop ID, View Account Code information, View Earnings Balances.</p>	<p>General Comments Job Code Table Position Data Position Data Summary Position Summary Position History Position Budget Status Vacant Budgeted Positions Employment Information Account Code Table Position Pool Table Department Budget Table Actuals Distribution Earnings Balances</p>

Deductions	
<p>6. Deductions & Tax Maintenance: Users in this group will have the ability to: Set up and modify employee deductions, Place employees in benefit programs, Set up and modify retirement plan information, View deductions that are maintained by outside vendors (such as DCS health insurance and Nationwide deferred compensation deductions), Set up and maintain employee's direct deposit information Set up and maintain employee federal, state, and local taxes, View deduction balances, View tax balances, View 1042 tax balances, Enter Mail Drop ID.</p>	<p>General Comments Benefit Program Participation Employment Information Employee Tax Data Employee Tax Distribution General Deduction Data Retirement Plans TIAA/CREF Suspense Direct Deposit Deduction Balances Special Accumulator Balances Tax Balances 1042 Tax Balances Savings Plans Savings Management</p>

MISCELLANEOUS	
<p>7. Job Requests (this is part of Class 2 Salary) Users in this group will have the ability to: Enter changes to an employee's salary (Promotions, Performance Advances, Longevity), make general comments.</p>	<p>Job Action Requests Job Request Status</p>
<p>8. Workers Compensation/Concurrent Hire (this is Part of Class 1, Hire/Employee Maintenance and Movement) Users in this group will have the ability to: Use job data panels as needed, Enter Mail Drop ID, Enter information related to Workers' Compensation.</p>	<p>Job Data Employment Information General Comments Incident Data Workers' Compensation Data Retro Pay Review Retro Pay Summary</p>
<p>Super User: Users in this group will have the ability to add or update all employee related information. This access is gained in PayServ by requesting all standard agency update roles (SAU1, SAU2, SAU3, SAU4, SAU5, SAU6, SAU7, SAU8).</p>	<p>Super Viewer: Users in this group will have the ability to look up any employee related information, but will have no update ability. This access is gained in PayServ by requesting all standard agency view roles (SAV1, SAV2, SAV3, SAV4, SAV5, SAV6, SAV7, SAV8).</p>