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# HR/Payroll Role Mapping Meeting

## February 11 and February 17, 2010

### Midlands Technical College Airport Campus Auditorium

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# Welcome

## Tammy Mainwaring, EC&C Lead

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- 🌀 Introduction
  - 🌀 Role Mapping Overview
  - 🌀 Organizational Management (OM)
  - 🌀 Personnel Administration (PA)
  - 🌀 Benefits
  - 🌀 Lunch
  - 🌀 Time and Portal
  - 🌀 Payroll (PY)
  - 🌀 Travel (TM)
  - 🌀 Imaging
  - 🌀 Closing

- ④ A SCEIS HR/PY team member will briefly review the role descriptions for each functional area (OM, PA, etc)
- ④ Throughout each section, a slide will be presented for each role description that includes:
  - Brief description of role
  - Primary tasks and responsibilities
  - As appropriate, key notes about that role
- ④ Q&A will take place at the end of each functional area overview
- ④ Follow agenda timing as much as possible

# BOCB Role Description Document

SC BUDGET AND CONTROL BOARD

 <span style="float: right;">  </span>	
South Carolina Enterprise Information System: <b>Organizational Management</b>	
<b>Agency EEO Officer (ECC)</b>	
<b>Description</b>	The Agency EEO Officer (ECC) role allows direct system update for SHAC related fields on a position. This role also has the authority to update employee related data in Personnel Administration such as ethnic origin, disability, and Veteran's Status. This role is intended for an individual at an agency who may perform a variety of position maintenance activities associated with the administration of the agency's affirmative action plan compliance or must have the access to make position and/or employee changes to ensure compliance.
	It should be noted that this role is approved to enter data and make changes directly into the system and not through a workflow process that provides the opportunity for approvals and oversight. Therefore, the agency may need to consider other review measures (such as reports) to ensure accuracy and regulatory compliance requirements of the information entered.
	Role Type: - ECC (Enterprise Core Component, Back End)
<b>Tasks/Responsibilities:</b>	
	<ul style="list-style-type: none"> <li>● Administer the agency's affirmative action plan compliance</li> <li>● Update ethnic origin, disability, Veteran's Status information on an employee record</li> <li>● Update SHAC fields on position</li> <li>● View and generate reports on SHAC information</li> </ul>
<b>Role Conflicts</b>	
	Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:
	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>Role Dependencies</b>	
	Those assigned this role may also be assigned the following roles:
	<ul style="list-style-type: none"> <li>● Display Non-Sensitive HR</li> <li>● Display Organization Management</li> </ul>
<b>Expected Training Courses</b>	
	Total Training Hours: 19
	Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation (1hr)
	Course Title: OM100 SCEIS Organizational Management (OM) Overview (1hr)
	Course Title: OM200 SCEIS Organizational Management (OM) Create/ Maintain Org Units, Jobs, and Positions (1.5hrs)
	Course Title: HR100 SCEIS HR/Payroll Enterprise Structure (1hr)
	Course Title: WF100 SCEIS Workflow for Organizational Management (OM) (1hr)
<b>Key Transactions:</b>	<b>Key Infotypes:</b>
PO13 - Position PQ13 - Actions for Position S_AHR_61016376 - Salary According to Seniority S_PH9_46000217 - Statistics: Gender by Service Age S_PH9_46000218 - Statistics: Gender Sorted By Age S_AHR_61016152 - EEO-1 Report PA20 - Display HR Master Data PA30 - Maintain HR Master Data	0077 - Additional Personal Data (Change/Update) 9001 - Additional Position Attributes (Change/Update) And, Displays EEO related Infotypes (Review Only)



Description of the role



Tasks / Responsibilities of the role



Roles this role are in conflict with, and that cannot be assigned

# BCB Role Description Document, cont.

SC BUDGET AND CONTROL BOARD

**Organizational Management**

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**Agency EEO Officer (ECC)**

**Description** The Agency EEO Officer (ECC) role allows direct system update for SHAC related fields on a position. This role also has the authority to update employee related data in Personnel Administration such as ethnic origin, disability, and Veteran's Status. This role is intended for an individual at an agency who may perform a variety of position maintenance activities associated with the administration of the agency's affirmative action plan compliance or must have the access to make position and/or employee changes to ensure compliance.

It should be noted that this role is approved to enter data and make changes directly into the system and not through a workflow process that provides the opportunity for approvals and oversight. Therefore, the agency may need to consider other review measures (such as reports) to ensure accuracy and regulatory compliance requirements of the information entered.

Role Type:  
- ECC (Enterprise Core Component, Back End)

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**Tasks/Responsibilities:**

- Administer the agency's affirmative action plan compliance
- Update ethnic origin, disability, Veteran's Status information on an employee record
- Update SHAC fields on position
- View and generate reports on SHAC information

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

- None

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**Role Dependencies**  
Those assigned this role may also be assigned the following roles:

- Display Non-Sensitive HR
- Display Organization Management

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**Expected Training Courses**

Total Training Hours: 19

Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation (1hr)  
 Course Title: OM100 SCEIS Organizational Management (OM) Overview (1hr)  
 Course Title: OM200 SCEIS Organizational Management (OM) Create/ Maintain Org Units, Jobs, and Positions (1.5hrs)  
 Course Title: HR100 SCEIS HR/Payroll Enterprise Structure (1hr)  
 Course Title: WF100 SCEIS Workflow for Organizational Management (OM) (1hr)

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<p><b>Key Transactions:</b></p> <p>PO13 - Position                  PQ13 - Actions for Position                  S_AHR_61016376 - Salary According to Seniority                  S_PH9_46000217 - Statistics: Gender by Service Age                  S_PH9_46000218 - Statistics: Gender Sorted By Age                  S_AHR_61016152 - EEO-1 Report                  PA20 - Display HR Master Data                  PA30 - Maintain HR Master Data</p>	<p><b>Key Infotypes:</b></p> <p>0077 - Additional Personal Data (Change/Update)                  9001 - Additional Position Attributes (Change/Update)                  And, Displays EEO related Infotypes (Review Only)</p>
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Additional role assignments

Anticipated Training for this role

Key SAP Transaction Codes (T-Codes) and Infotypes used by this role.



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# Role Mapping Overview

## Tammy Mainwaring, EC&C Lead

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# Role Mapping Steps

1. Review the HR/PY Organizational Impact Assessment Report & Process flows
2. Review the HR/PY Role Description document
3. *Gain an understanding of the HR/PY roles during this workshop. A functional team member will explain each role and field your questions.*
4. After this workshop, your Advocate will email you the Role Mapping Worksheet. Role map your agency's employees to the appropriate SCEIS security roles
5. **Send completed Role Mapping Worksheets to Advocates at [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov) by March 3**

# End-to-End Process

**SCEIS**

1. Distribute Role Documents

3. Collect answers to questions & schedule role mapping workshops with agencies

5. Load role mapping to database & send Validation spreadsheets with Individual Transition Plans (ITPs)

7. Prepare Learning Management System

9. Conduct Org Level Security & provide cost object information

**Agency**

2. Review Role Description Documents, & send questions to SCEIS AST

4. AST Leads and SMEs complete Role Mapping Worksheet, using the Org Impact Assessments and Role Description documents

6. Review ITPs and Validation spreadsheets; make updates as necessary

8. Support Training Registration

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- Agencies will receive two (2) spreadsheets from SCEIS:
    1. Core HR/PY Roles (spreadsheet will note if employee is “Eligible for AP Travel Lead”)
    2. Major MySCEmployee Roles:
      - ESS Time Entry
      - ESS Traveler
      - MSS (spreadsheet will note if employee is “Eligible for MSS”)

*Note: ESS General will be automatically assigned to all employees*

# How to Role Map, cont

1. Identify the roles that will be mapped to each employee
2. Click in the appropriate role column, and select an "X" to denote the role assignment

**\*\* Note:** We have provided each agency a list of all their employees from the HRIS system. There will be a significant portion of employees who will not receive core HR roles. Please **DO NOT** delete or sort employees who will not be role mapped. Special data and "keys" exist within the worksheet that cannot be disrupted.

st_name	First_name	Agency	Z	AA	AB
RICH	JENNIFER	Supreme Court (Judicial Dept) Wave 2			
JRD	LEE	Supreme Court (Judicial Dept) Wave 2			
N	DESIREE	Supreme Court (Judicial Dept) Wave 2			
N	KELLUM	Supreme Court (Judicial Dept) Wave 2			
N	LINDA	Supreme Court (Judicial Dept) Wave 2			
N	RICHARD	Supreme Court (Judicial Dept) Wave 2			
N	SANDRA	Supreme Court (Judicial Dept) Wave 2			
N	V CLAIRES	Supreme Court (Judicial Dept) Wave 2			
N	IS	Supreme Court (Judicial Dept) Wave 2			
N	ALYSSA	Supreme Court (Judicial Dept) Wave 2			
N	ANDREW	Supreme Court (Judicial Dept) Wave 2			
N	RICHARD	Supreme Court (Judicial Dept) Wave 2			
N	EMILY	Supreme Court (Judicial Dept) Wave 2			

Imaging - HR PA Scan Operator #6348310  
 Benefits - Display Retirement Administrator #634897

3. Two additional columns exist on the 2 worksheets.
  1. Eligible for MSS – If the column denotes this eligibility, then please determine if this employee should be assigned the MSS role
  2. Eligible for AP Travel Lead – If the column denotes this eligibility, then please determine if this employee should be assigned the AP Travel Lead role

#1 Major MySCEmployee Roles Worksheet

	C	F	G	BU	BV	BW	BX	BY	BZ
re tee	Eligible for MSS	Last_name	First_name	ESS Transfer 46348798 ESS Time Entry 46348722 Manager 3-071 Entries (MSS) 46348782					
	MSS Eligible	ALDRICH	JENNIFER						
	MSS Eligible	ALFORD	LEE				x		
	MSS Eligible	ALLEN	DESIREE						
	MSS Eligible	ALLEN	KELLUM						
		ALLEN	LINDA						
		ALLEN	RICHARD						
		ALLEN	SANDRA						
	MSS Eligible	ALLEN	VCLAIRE						
		AMICK	LISA						
		.....	.....						

#2 Core HR/PY Roles Worksheet

	D	F	G	B0	BR	BS	BX	BY	BZ
	Eligible for AP Travel Lead	Last_name	First_name	Travel Assistant - Class Agencies 46348915 Travel - Travel Assistant 46348727 Accounts Payable - AP Travel Lead (Workflow) 46348847					
		TBBS	KATHERINE						
	AP Travel Lead Eligible	TILLEY	DEBORAH						
		TILLMAN	ELIZABETH						
	AP Travel Lead Eligible	TIMBERLAKE	THOMAS						
		TINDAL	WILLIAM						
		TOAL	JEAN						
		TODD	MARCIA						
		TODD	SABRINA						
		TULLISON	RFNFF						

# Role Mapping Timeline

Conduct Agency Role Mapping sessions. Advocates will send Role Mapping spreadsheets to agencies after workshop	<b>Feb 11 – Feb 17</b>
Agencies complete Role Mapping spreadsheets and submit to SCEIS-AST and Agency Advocate by <b>March 3</b>	<b>Feb 11 – Mar 3</b>
Agencies complete Role Mapping validation	<b>Mar 5 – 12</b>
Conduct Organizational Level Security workshops	<b>Apr 1-30</b>



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# HR/Payroll Roles Descriptions

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# Organizational Management

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# OM Role: Agency EEO Officer (ECC)

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- Description:** Performs various position-maintenance activities associated with administration of the agency's affirmative action plan compliance; or makes changes in positions or employee information to ensure compliance.
- Updates employee-related data in Personnel Administration (ethnic origin, disability, veteran status, etc.)
  - Performs direct system updates of SHAC-related fields on a position
  - Enters data and makes changes directly into the system (rather than through a workflow process).
  - Agency may need to consider other review measures (such as reports) to ensure accuracy and regulatory compliance requirements of the information entered.

**Tasks/Responsibilities:**

- Update ethnic origin, disability, veteran status information on an employee record
- Update SHAC fields on a position
- View and generate reports on SHAC information

# OM Role: Agency EEO Officer (Workflow)

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🌀 **Description:** Initiates the SHAC changes action through the Portal; performs various position-maintenance activities associated with administration of the agency's affirmative action plan compliance.

- Does not require user to log directly in to SAP
- Is part of the Workflow Interactive Form

🌀 **Tasks/Responsibilities:**

- Administers the agency's affirmative action plan compliance
- Update SHAC fields on the SHAC changes action

# OM Role: Agency Org Chart Maintainer (ECC)

- **Description:** The Agency Org Chart Maintainer role for ECC is a role to update SAP directly.
  - May allow the user to maintain an SAP organizational unit in a status that is “planned”.
  - It is anticipated that a central or shared service center will “activate” the organizational unit change. Since SAP is an integrated system, this central oversight is critical to ensure payroll results and workflow are not adversely impacted.
- **Tasks/Responsibilities:**
  - Ability to generate reports related to organizational data
  - Change organizational unit titles and descriptions in “Active Status” which does not require additional approval.
  - Create or maintain organization units in “Planned Status” in SAP. Approval is required before the org unit is available for use.

# OM Role: Org Chart Modeler Tool (Nakisa)

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- 🌀 **Description:** Nakisa extracts organizational information from SAP and presents it in a traditional org chart format.
  - Limited number of licenses; software is external to SAP
  - Consider assigning role to key agency HR office staff
- 🌀 **Tasks/Responsibilities:**
  - Provides organizational charts, either printed or electronically for agency management's use
  - Generates and distributes org charts for agency HR use
  - Uses Nakisa as a quality review measure
  - Views the Org Chart Modeler Tool, Nakisa

# OM Role: Display Organization Management

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- 🌀 **Description:** Displays SAP organizational structure, positions and jobs within the organization
  - Also displays the employees who have been assigned to the positions of the SAP org structure
  - Organizational management actions
- 🌀 **Tasks/Responsibilities:**
  - View job classification reports
  - View organizational management reports, including the SAP organizational structures
  - View position reports, including those employees who have been assigned to positions.

# OM Role: Agency Position Control Maintainer (Workflow)

- **Description:** Initiates position actions referenced below, initiated by the usage of the SAP portal interactive forms
  - Actions are workflowed to various workflow approver roles that have been identified for each action listed below. Additionally, this position serves a different function during various workflow processes. For position actions initiated by the HR Administrator that route to the agency's HR Office.
  - This role does not require the user to log directly onto SAP. It is part of the Workflow Interactive Form.
- **Tasks/Responsibilities:**
  - Initiate and review position description updates
  - Initiate and review position reclassification
  - Initiate position delimit
  - Initiate position establishment
  - Initiate position FTE and funding changes
  - Initiate position transfer within agency

# OM Role: Agency Position Control Maintainer (ECC)

- ④ **Description:** Maintain position data for all actions that are normally processed via workflow
  - Allows update to position data, such as Hazardous Weather codes, Workers' Compensation codes, position grievance eligibility and agency internal classification information.
  - Gives access to SAP directly and does not require workflow. Role should be given to an individual authorized to maintain and process position data that does not require workflow approval. Has the ability to process position actions directly in the system (not through a workflow process).
  - Agency may need to consider other review measures (such as reports) to ensure accuracy and regulatory compliance requirements of the information entered.
  
- ④ **Tasks/Responsibilities:**
  - Generate reports on position actions, position classification and compensation info
  - Maintain non-workflow data, such as Workers' Compensation codes
  - Maintain position data associated with workflow actions such as Position Reclassification information

# OM Role: Agency Position Control Approver (Workflow)

- 🌀 **Description:** Finalizes Position Control Maintainer (Workflow) and other processors' data entry or validation required to complete OM, specifically position actions. Serves as the final agency validation of the position actions below. Upon approval, the system will be updated and appropriate fields automatically populated, if no other approvals are necessary.
  - Intended for individual authorized to approve position actions
  - Serves as the final review, since these actions may ultimately impact employee salary.
  - Does not require user to log directly in to SAP. Is part of Workflow Interactive Form.
- 🌀 **Tasks/Responsibilities:** General description
  - Review and finalize position description updates
  - Review and finalize position establishment
  - Review and finalize position FTE and funding changes
  - Review and finalize position reclassification
  - Review and finalize position transfer within agency
  - Review position delimit

# OM Role: Agency Funding Approver (Workflow)

- 🌀 **Description:** Responsible for funding validation for workflow actions and other changes performed directly in SAP. Serves to approve or disapprove funding as part of the Adobe Workflow Interactive Form that will be routed to a user assigned this role.
  - Allows the user to approve or validate organizational management or funding related to positions and employee salaries.
  - Has access directly in SAP to display positions and funding of those positions. Therefore, this role should be given to an individual within an agency with the authority to provide funding information related to organizational management or employee salaries.
  - Role is approved to enter data and make changes directly into the system and not through a workflow process that provides the opportunity for approvals and oversight. Therefore, the agency may need to consider other review measures (such as reports) to ensure accuracy and regulatory compliance requirements of the information entered.
  
- 🌀 **Tasks/Responsibilities:** Validate in the system, as the agency funding authority, the following:
  - Approval or disapproval of cost center information for applicable requests
  - Approval or disapproval of funding for applicable requests

# OM Role: Agency Funding Approver (ECC)

🌀 **Description:** The role has two functions. It is responsible for funding validation for workflow actions and other changes performed directly in SAP.

- Allows the user to approve or validate organizational management or funding related to positions and employee salaries.
- Serves to approve or disapprove funding as part of the Adobe Workflow Interactive Form that will be routed to a user assigned this role.
- Has access directly in SAP to display positions and funding of those positions. Therefore, this role should be given to an individual within an agency with the authority to provide funding information related to organizational management or employee salaries.

🌀 **Tasks/Responsibilities:**

- Validate in the system, as the agency funding authority, the approval or disapproval of cost center information for applicable requests
- Validate in the system, as the agency funding authority, the approval or disapproval of funding for applicable requests.



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# Personnel Administration

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🌀 **Description:** The HR Director role has the ability to maintain and view all employee master data for all actions.

- Grants access to SAP directly and does not require workflow.
- Allows update to all employee data for Personnel Administration and Organizational Management.

🌀 **Tasks/Responsibilities:** General description

- Ability to maintain data and generate reports associated with Organizational Management – position descriptions, position indicators, and possibly limited organizational unit update
- Ability to maintain data and generate reports associated with Personnel Administration on employee demographics, employee actions, emergency contact and other employment information
- Ability to maintain data and generate reports related to employee grievances and other sensitive information
- Ability to maintain data and generate reports related to time and leave administration
- Maintain employee data associated with workflow actions
- Serve as final workflow role to receive workflow notifications or actions when items are not processed timely

🌀 **Description:** The HR Master Data Maintainer role has the ability to maintain employee master data for all actions that the HR Administrator initiates via workflow.

- Gives access to SAP directly and does not require workflow.
- Allows update to employee data, such as address, salary, social security numbers, birth dates and objects on loan.
- Should be given to an individual in an agency responsible for processing and maintaining employee master data that does not require workflow approval.
- NOTE: If access to Grievance master data update is required, then the role identified for this other role will need to be assigned separately to the user.

🌀 **Tasks/Responsibilities:**

- Ability to generate reports on employee demographics, employee actions, emergency contact and other employment information
- Maintain employee data associated with workflow actions such as EPMS information
- Maintain non-workflow data, such as dates for annual leave dates, emergency contacts, objects on loan and addresses.

## **Tasks/Responsibilities:**

- Finalize employee separation action
- Finalize EPMS action
- Finalize leave of absence with pay action
- Finalize leave of absence without pay action
- Finalize movement between agencies action
- Finalize new hire action
- Finalize Non-SAP Payroll to SAP Payroll action
- Finalize promotion (within agency) action
- Finalize quick hire action
- Finalize reclassification/reallocation action
- Finalize rehire action
- Finalize Return from Leave of Absence action
- Finalize salary adjustment action
- Finalize suspension action

# PA: HR Master Data Approver (Workflow)

- **Description:** The HR Master Data Approver role has a vital function as part of workflow to finalize the HR Administrator and other processors data entry or validation required to complete PA actions.
  - Serves as the final agency validation of employee actions referenced below. Upon approval, the system will update the appropriate fields automatically.
  - Intended for an individual authorized to approve PA actions and serves as the final review since these actions may impact employee payroll results.
  - Does not require the user to log directly onto SAP. It is part of the Workflow InteractiveForm.
- **Tasks/Responsibilities:**
  - Finalize an employee's appointment change (within agency)
  - Finalize cancel salary adjustment
  - Finalize demotion (within agency) action

# PA: EPMS (Performance Rating) Administrator (ECC)

- 🌀 **Description:** The EPMS Administrator role has the ability to enter performance ratings on employees.
  - Gives the user access to update performance ratings on an employee directly in SAP. This does not require workflow approval.
  - It should be noted that the EPMS Administrator role will be allowed to enter data and make changes directly into the system and not through a workflow process that provides the opportunity for agency and/or Office of Human Resources' approvals and oversight if needed. Therefore, the agency may need to consider other review measures (such as reports) to ensure accuracy and regulatory compliance requirements of the information entered.
- 🌀 **Tasks/Responsibilities:**
  - Enter and change performance ratings for employee records in SAP
  - View and generate reports on employee EPMS (performance rating) information
  - View and generate reports on employee Performance Review Date or Universal Review Date if utilized by an agency
  - View and generate reports on various performance evaluation types, such as, Probationary, Annual, Trial Extended Trial, Late Review

# PA: EPMS (Performance Rating) Administrator (Workflow)

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- **Description:** The EPMS Administrator workflow role has the ability to initiate EPMS performance ratings on employees.
  - This role does not require the user to log directly onto SAP. It is part of the Workflow Interactive Form.
- **Tasks/Responsibilities:**
  - Initiate the action for performance ratings on an employee.

🌀 **Description:** Gives the user the ability to maintain salaries and other payments; such as Temporary Salary adjustments, Bonuses, etc.; on employees.

- This should be assigned to an individual in an agency responsible for monitoring or determining an employee's compensation to ensure regulatory compliance.
- This individual would be authorized to update records in ECC.
- Since this role does not require workflow approval to update the employee pay, this role may be assigned to an HR Manager or Director having the autonomy to make compensation changes on employees.

🌀 **Tasks/Responsibilities:**

- Coordinate Office of Human Resources' approval for actions as required before entering data
- Monitor and report on salary related matters
- Update employee's salary and pay information

# PA: Compensation Maintainer (Workflow)

- **Description:** The Compensation Maintainer (Workflow) role is part of the workflow processes.
  - Participates in the workflow routing so the user may update employee salary, recurring payments (Temporary Pay Adjustment for example) and one time payments (Bonus for example).
  - Does not require the user to log directly onto SAP. It is part of the Workflow Interactive Form.
- **Tasks/Responsibilities:**
  - Update and/or validate employee salary and/or pay information on the Adobe Workflow Interactive Form.

# PA: Agency Employee Relations Maintainer (Workflow)

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- **Description:** Within the Separations, Suspensions and Demotions workflows, this role will be responsible for validating information associated with these actions, specifically the reason codes for punitive actions to ensure accuracy from an employee relations perspective.
  - This role does not require the user to log directly onto SAP. It is part of the Workflow Interactive Form.
- **Tasks/Responsibilities:**
  - Receive the Workflow adobe form for Separations, Suspensions and Demotions to validate the “Reason Codes” for these actions

# PA: Agency Employee Relations Maintainer (ECC)

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- **Description:** This role gives the ability to maintain grievances on employee master records. An individual in an agency responsible for administering employee relations matters, specifically entering grievance information on an employee.
  - It should be noted that this role is approved to enter data and make changes directly into the system and not through a workflow process that provides the opportunity for approvals and oversight.
  - Therefore, the agency may need to consider other review measures (such as reports) to ensure accuracy and regulatory compliance requirements of the information entered.
- **Tasks/Responsibilities:**
  - Maintain grievances on employee master records
  - View and generate reports on grievance information

🌀 **Description:** The Grievance Status Administration role gives the user the ability to maintain or update the employee grievance status indicator that will be used to identify staff covered or not covered by the state Grievance Act.

- A user getting this role must understand the state's regulations and laws regarding employee grievance eligibility, specifically the ability to determine individuals "Covered" or "Non Covered".
- This role differs from the Agency Employee Relations Maintainer function, which grants the user the ability to enter grievance results into the system after the grievance process has been completed and the agency's final decision has been rendered.

🌀 **Tasks/Responsibilities:**

- Display and Update grievance status on employee records
- Generate reports on grievance status information

# PA: Dual Employment Administrator

- 🌀 **Description:** Gives the user the ability to enter an employee's secondary employment information (Infotype 0554), which will be used by the state to process dual employment payments or payments for temporary employees working in different agencies.
  - Specific coordination between the agencies is required to process these payments. Therefore, this role should be considered for the individual in an agency responsible for overseeing and administering such employment either within an agency or on behalf of the agency when coordination is required between the two entities.

## 🌀 **Tasks/Responsibilities:**

- Ability to generate reports required to ensure regulatory compliance or for information
- Coordinates with the "Secondary" agency to obtain required information to enter into the system to process payment
- Monitors employee earnings and shares information with the "Secondary" agency to ensure regulatory compliance
- Serves as the "Primary" agency Dual Employment Administrator

- **Description:** The Employee Records Maintainer role allows the user to update certain employee master data.
  - This record maintenance includes data that requires frequent updating that is not associated with an Action done via workflow approval.
  - The employee data that is updated with this role includes social security numbers, last name, first name, birth date, addresses, education, objects on loan, residence status, email, phone number, date specifications and monitoring, licensing and certifications.
- **Tasks/Responsibilities:**
  - Maintain data such as social security numbers, last name, first name, birth dates, addresses, education, objects on loan, residence status, email, phone number, licensing and certifications.
  - Maintain data that normally requires frequent updates.
  - Maintain data that will not go thru a workflow approval process.

# PA: Agency Supervisor/Manager Approver (Workflow)

- 🌀 **Description:** This role will be utilized for processing certain PA actions during workflow and serves to validate and document in the system management's review and approval or disapproval of certain actions.
  - The user assigned this role should have the authority to approve or disapprove HR transactions from an agency management perspective within the user's organization structure or authority, specifically those employees reporting directly to the Agency Manager's or unless otherwise indicated.
  - This role does not require the user to log directly onto SAP. It is part of the Workflow Interactive Form.
- 🌀 **Tasks/Responsibilities:**
  - Review actions to validate in the system agency management's approval or disapproval

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- **Description:** The Display Salary and Pay Grade role has the ability to display employee salary and pay grade information. This role has been created so that agencies have the flexibility to grant display of Salary and Pay Grade data to certain individuals in their agencies that require such access.
    - This role allows only for the display of data and records. It does not give update capability.
  - **Tasks/Responsibilities:**
    - View employee salary and pay grade information

🌀 **Description:** The Display Grievances role has the ability to display employee grievance information. This role may be useful to assign to an agency staff attorney or other select agency HR staff that may require access to this sensitive information.

- This role allows only for the display of data and records. It does not give update capability.

🌀 **Tasks/Responsibilities:**

- Display grievance information on employee records

- **Description:** The EPMS role is responsible for displaying employee performance ratings and other information associated with performance evaluation.
  - This role allows only for the display of data and records. It does not give update capability.
- **Tasks/Responsibilities:**
  - View employee EPMS (performance rating) information
  - View employee Performance Review Date or Universal Review Date if utilized by an agency
  - View various performance evaluation types, such as, Probationary, Annual, Trial, Extended Trial, Late Review

🌀 **Description:** The Display PA (Personnel Administration) Master Data role has the ability to display HR data associated with workflow actions or other stored data not associated with action processing.

- Can display any function that the HR Administration role allows for viewing and report generation of sensitive employee data, including age, social security numbers, gender, salary, pay grade, and certain disciplinary information such as suspension actions. However, this role can NOT display restricted information, which includes EPMS and grievance information.

🌀 **Tasks/Responsibilities:**

- View employee education, certification and licensure, home address/telephone, secondary employment, marital status, military status, and emergency contact information
- View employment data such as years of service, salary, pay grade, job classification, supplemental pay, objects on loan, work telephone and contact information
- View HR data associated with the HR Administration workflow actions
- View sensitive employee data, including age and gender

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

- Allows only for the display of data and records. It does not give update capability.

🌀 **Tasks/Responsibilities:**

- View agency employee list
- View employee length of service and service anniversary date
- View employee organizational assignment
- View employee telephone numbers and email
- View organizational statistics

🌀 **Description:** The Display EEO (Equal Employment Opportunity) role has the ability to display disability information, age, gender, ethnicity and years of service. This role is designed for Agency EEO or Affirmative Action Officers.

- This role allows only for the display of data and records. It does not give update capability.

🌀 **Tasks/Responsibilities:**

- View age, gender, ethnicity and years of service information
- View EEO or Affirmative Action information



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# Benefits

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# Benefits: Display Retirement Administrator

- 🌀 **Description:** Display to TERI (Teacher & Employee Retirement Incentive) information on an employee record.
  - Users with this role will also have display access.
- 🌀 **Tasks/Responsibilities:**
  - Display benefit data
  - Display Retirement TERI information on individual employees
  - Retirement Plan data on individual employees

# Benefits: Retirement Administrator

- 🌀 **Description:** The Retirement Administrator role allows enrollment and changes for Retirement Plans. This would include update to SCRS, ORP, JSRS, GARS, PORS, Non-Member, unelected Retirement Plans and DRET (Dual Retirement Plans).
  - Users with this role will also have display to other benefit data.
- 🌀 **Tasks/Responsibilities:**
  - Display benefit data
  - Maintain Retirement Plan data on individual employees

- **Description:** The Display Benefits role allows only display access to Benefit Plans including: Health, MoneyPlus, Deferred Compensation and Retirement. Benefit Records will be updated via Vendor interfaces supported by Technical Support roles. Enrollment, Changes and Terminations, including Reporting, will remain via Vendor Portals or Paper Forms.
- **Tasks/Responsibilities:**
  - Monitor terminated employees with active benefit plans
  - View benefit enrollment and cost information on individual employees
  - View payroll deductions for employee
  - View retirement enrollment information

- **Description:** To maintain the alternative cost amount field on Infotype 167 Health Plans and Infotype 168 Insurance Plans. This value will override the Employee cost from the standard plan rates.
  - It is the Benefit Administrators responsibility to recoup any employee deductions. This tracking is not maintained with SCEIS and may require separate spreadsheet for cost catch-up.
- **Tasks/Responsibilities:**
  - View and Maintain benefit cost information on individual employees



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# Lunch

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# Time Administration

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

🌀 **Tasks/Responsibilities:**

- View absence and attendance reports
- View absence quotas
- View daily work schedule substitutions
- View employee organizational assignments
- View quota compensation information
- View time approvals
- View time reports
- View time statement
- View timesheets
- View work schedule information

🌀 **Description:** The HR FMLA Event Maintainer role establishes and maintains Family Medical Leave Act (FMLA) qualifying events in SCEIS.

- This role also generates FMLA records and reports.

🌀 **Tasks/Responsibilities:**

- Assign absences to FMLA reason
- Associate an employee's absences with FMLA
- Create/Display FMLA events
- Determine eligibility for employee's requesting leave (FMLA)
- Generate FMLA event records and reports

🌀 **Description:** The HR Leave Administrator role manages employee leave and leave balances. This role has the ability to make adjustments to absence quotas for absence quotas and leave pool administration.

- This role can also create manual adjustments to leave balances as required.
- This role is not intended to approve leave, which is performed on MSS.

🌀 **Tasks/Responsibilities:**

- Administer leave donations/withdrawals/returns to agency leave pools.
- Create "Advanced Sick Leave" quotas for employees' use
- Leave pool cost report review
- Review leave balances and make manual adjustments if discrepancy exists
- Validate annual and sick leave rollover balances
- Validate leave related payout

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- ① **Description:** The Time Administrator role is responsible for entering pre-approved attendances and absences for employees without access to Employee Self Service (ESS) to enter time.
    - Has the ability to make corrections on timesheets that have already been approved thru MSS.
  - ① **Tasks/Responsibilities:**
    - Enter time and cost distribution for those without ESS Time access
    - Enter/Edit/Correct time and cost distribution information in the timesheet (CATS)
    - Provide time statements and reports to employees without ESS access
    - Review missing time report
    - Review time evaluation results, warning and errors
    - Update daily work schedule substitutions
    - View employee work schedules
  - ① **Note: this role will be needed by anyone who may need to enter or edit time and cost distributions during the 30 days prior to go live**

🌀 **Description:** The Time Approver role is responsible for approving time completed in Employee Self-Service (ESS) in the absence of an agency supervisor/manager not being able to approve the time.

- Serves as a back-up for time approval usually performed by designated agency managers/supervisors in MSS. The Time Approver role will approve time in SAP for ESS users Only.
- This role is intended for administrative support to backup MSS users.

🌀 **Tasks/Responsibilities:**

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



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# Portal

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- ④ **Description:** The HR Administrator role has the ability to initiate employee and position actions referenced below. Actions will be initiated by the usage of the SAP portal interactive forms which will be workflowed or routed from the HR Administrator to various workflow approver roles that have been identified for each action listed below.
    - This role is generally assigned to an individual in the HR department of an agency or a person serving as an HR Liaison located externally to the HR department and who has been given authority to initiate workflow processes, track processes, and change employee master data on behalf of an agency or out stationed agency office.
  
  - ④ **Tasks/Responsibilities:**
    - Initiate an employee's appointment change (within agency)
    - Initiate cancel salary adjustment
    - Initiate demotion (within agency) action
    - Initiate employee separation action
    - Initiate EPMS action

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## Tasks/Responsibilities:

- Initiate leave of absence with pay action
- Initiate leave of absence without pay action
- Initiate movement between agencies action
- Initiate new hire action
- Initiate Non-SAP Payroll to SAP Payroll action
- Initiate position delimit, possibly
- Initiate position description updates
- Initiate position establishment
- Initiate position FTE and funding changes
- Initiate position reclassification
- Initiate position transfer within agency
- Initiate promotion (within agency) action
- Initiate quick hire action
- Initiate reclassification/reallocation action
- Initiate rehire action
- Initiate Return from Leave of Absence action
- Initiate salary adjustment action
- Initiate suspension action

# Portal: Employee Self-Service (ESS) Traveler

- 🌀 **Description:** ESS is the functionality for an employee to enter their own expenses via ESS. If you are assigned the Travel Assistant role, using 'My Employees' link, you can enter and maintain Travel Requests and Expense reports of other employees within your Agency you are authorized to maintain.
  
- 🌀 **Tasks/Responsibilities:**
  - Create and Manage Expense Reports
  - Create and Manage Travel Requests
  - Enter Travel expenses to be reimbursed

# Portal: Manager Self-Service (MSS)

🌀 **Description:** MSS is the functionality for supervisors, managers and above to view employees that report to that manager/supervisor.

- The “manager” would log onto the MySCEmployee Portal and be able to view employees that report to them.
- MSS gives the “manager” the ability to approve Leave, enter time on behalf of an employee, approve employee working time, approve Time and Travel that was entered in ESS (Employee Self Service), kickoff workflow requests, and access the Universal Work List to approve workflow items.

🌀 **Tasks/Responsibilities:**

- Approve Leave requests for employees reporting to manager.
- Approve Time for employees entering time via ESS Time.
- Approve Travel for employees that enter travel reimbursement via ESS through the Universal Worklist.
- Approve workflow items via Universal Work List

# Portal: Manager Self-Service (MSS), Cont.

## **Tasks/Responsibilities:**

- Enter information on behalf of an employee for the following services: Addresses, Emergency contacts, and Enter hours worked
- Start workflow requests for positions and employees. NOTE: Reference to OM where Manager is kicking off workflow
- View employee information that report to the “manager” that has logged onto the system.

# Portal: Employee Self-Service (ESS) Time Entry

🌀 **Description:** The ESS Time role is a supplemental role for ESS users that will enable employees to enter Time Sheets.

- Note: without this role, employees will still see the link to enter time in ESS. However, they will get an authorization error if this role is not assigned.
- Employees who are role-mapped to use a Time Administrator to manually key their time into SAP should NOT have this role.
- This role is only for employees who will enter their OWN time using ESS.

🌀 **Tasks/Responsibilities:**

- Employees can enter their own time (not other employee's time). The time entered in ESS feeds to the payroll and leave components.

# Portal: Employee Self-Service (ESS) General (All Employees)

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- **Description:** Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.
  - All ESS functions will be web-based and accessed through the MySCEmployee Portal.
  - The ESS General role includes the required authorizations to access all the ESS functions -- with the exception of Time and Travel (not all employees will use these).
- **Tasks/Responsibilities:**
  - Change own address (home, emergency contact)
  - Find employees to retrieve phone numbers of fellow State colleagues
  - Manage bank accounts for direct deposit
  - Manage savings bond elections
  - Manage voluntary deductions

## 🌀 **Tasks/Responsibilities (con't):**

- Manage W-4 information
- Request employment and salary verification
- Request Leave
- View available leave balances
- View benefits information - access websites and forms for benefit and retirement information
- View Pay stubs
- View personal data
- View time statements

🌀 **Note: This role will be automatically assigned to all employees; it will not need to be role mapped.**



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# Payroll

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- **Description:** Bank Detail Maintainer has the ability to display and maintain bank details on an employee record. Since this is sensitive, this has been separated into a separate role so access can be given to a different (subset) of users.
    - It should be noted that the Bank Detail Maintainer role will be allowed to enter data and make changes directly into the system and not through a workflow process that provides the opportunity for agency and/or Office of Human Resources' approvals and oversight if needed. Therefore, the agency may need to consider other review measures (such as reports) to ensure accuracy and regulatory compliance requirements of the information entered.
  - **Tasks/Responsibilities:**
    - Display and report on bank details
    - Update bank details on employee records

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- **Description:** The Display Payroll role has the ability to view W-4 withholding information, payroll journal and the pay period calendar.
    - This role is intended for employees in an agency payroll office to perform payroll analysis.
  
  - **Tasks/Responsibilities:**
    - Display pay dates
    - View general tax information
    - View payroll journals
    - View payroll statistics
    - View W-4 information

- ① **Description:** The Agency Payroll Administrator role maintains payroll associated master data for employee records including deductions and earnings wage types, not including salary or hourly rates.
  - Has access to other associated payroll functions (such as reporting and payroll simulation).
  - Note: Users of this role cannot maintain his or her own information using the transactions associated with this role, except where ESS end user functions are allowed.
  
- ① **Tasks/Responsibilities:**
  - Collect overpayments from employees
  - Communicate with employees regarding payroll issues
  - Display cost distribution on positions

## **Tasks/Responsibilities:**

- Display payroll results and payroll posting
- Employee W-4 information
- Forward payroll related documentation to CG Central Payroll
- Labor Distribution Report
- One-time payments (i.e. bonus, clothing allowance, teacher supplement, employee recognition, incentives)
- Print remuneration statements for employees
- Process voluntary deductions (recurring, one-time and agency specific)
- Review payroll-related reports (i.e. Missing Infotype)
- Run payroll error resolution
- Savings bonds
- Simulation payroll processing for individual employees
- Submit off-cycle adjustment documentation to CG Central Payroll



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# Travel

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# TV: Travel Assistant - Cross Agencies

- **Description:** When an agency is to pay Travel Expenses for employees of another agency, this role enables a specific Travel Assistant in the paying agency to enter expenses to be charged to the paying agency.
  - Allows access to the employee travel records of the other agency.
- **Tasks/Responsibilities:**
  - Enter travel expenses of the employees of other agencies.

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- 🌀 **Description:** Enter travel expenses for other employees for whom they have been delegated the authority. For example, this role allows a user to enter travel on behalf of an individual or a group of employees.
  - 🌀 **Tasks/Responsibilities:**
    - Enter travel expenses on the employees' behalf.

- **Description:** AP Travel Lead approves travel reimbursement requests and ensures all state regulations are met. Examples of approving will be mileage and mileage rate. Hotel rates to agree with any regulations the state/agency is following (GSA). Meals will also need to be verified according to amount set by the legislature.
- **Tasks/Responsibilities:**
  - All supporting documents will be audited by AP Travel Lead.
  - To insure guidelines for the state of SC are met.
  - To verify all supporting documentation is attached for reimbursement.



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# Imaging

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- **Description:** Scan paper documents that support HR/PA processes. "Sweep" electronic files that support HR/PA processes.
  - Different scan operators may be assigned to different processes.
- **Tasks/Responsibilities:**
  - Perform data entry "indexing" in the OnBase imaging system to attach images to SAP personnel records
  - Perform scanning operations in the OnBase imaging system
  - Receive and organize paper documents and electronic files related to HR/PA processes
  - Recognize and group paper and electronic files into appropriate document types

# Role Mapping Timeline

Conduct Agency Role Mapping sessions. Advocates will send role mapping spreadsheets to agencies after workshop	<b>Feb 11 – Feb 17</b>
Agencies complete role mapping spreadsheets and submit to SCEIS-AST and Agency Advocate by <b>March 3</b>	<b>Feb 11 – Mar 3</b>
Agencies complete role mapping validation	<b>Mar 5 – 12</b>
Conduct Organizational Level Security workshops	<b>Apr 1-30</b>