LOS RIOS
COMMUNITY COLLEGE DISTRICT

**Human Resources
PeopleSoft
Access Request Form**

**Business Services
Definitions of Roles**

American River College
Cosumnes River College
District Office
Folsom Lake College
Sacramento City College

Role Name	Description	PS Role Name
Benefits		
Benefits View I	For staff who require <u>inquire only</u> access to benefits information. This access grants the following access: ➢ Benefits – View employee dependent or beneficiary information. – View personal profile of employee dependents and beneficiaries. – View employee enrollment in health plans, including dependent overages (Health Benefits) – View employee enrollment in leave plans (Leave Plans) – View employee enrollment in savings plans (Saving Plans) – View employee enrollment in simple benefits, e.g. ARAG Legal benefit. (Simple Benefits) – View leave accrual details including hours earned, taken, bought and sold by month and plan type (LR Leave Accruals) – Review an employee's current benefit enrollments (Current Benefits Summary)	LR_HR_BN_VIEW_1
Benefits Access I	For temporary staff who <u>maintain</u> a limited amount of staff benefits information. This access grants the <u>Benefits View I</u> and the following access: ➢ Benefits – Update personal profile of employee dependents and beneficiaries. – Update employee enrollment in health plans, including dependent overages (Health Benefits) – View leave accrual details including hours earned, taken, bought and sold by plan type (Review Accrual Balances) – Run the LR ADJ Medical\Dental Eligibility report. – View retiree information – Update FMLA tracking – Review HR/Payroll/Job Data	LR_HR_BN_ACCESS_1
Benefits Access II	For staff who <u>maintain</u> the full complement of staff benefits information. This access grants the <u>Benefits Access I</u> and the following access: ➢ Benefits – Correct personal profile of employee dependents and beneficiaries. – Update and correct retiree information. – Run program to update the retiree records when the annual premiums and district contributions FMNare increased (Update Retiree Premiums)	LR_HR_BN_ACCESS_2

Benefits Enrollment
- Run the LR list of adjunct Employees that are enrolled in Delta Dental report (LR DD Adj Employee Listing)
- Run the LR Life Insurance Eligibility report.
- Run the LR Fix Benefits Error report.
- Update and correct employee enrollment in leave plans (Leave Plans)
- Run process to terminate an employee in leave plans if employee has no active jobs (LR Terminate Leave Plans)
- Run report listing active health plan participants as of a specified date (Health Plan Participants)
- Update and correct employee enrollment in savings plans. (Saving Plans)
- Update employee enrollment in Spending Accounts (FSA)
- Update and correct employee enrollment in Simple Benefits, e.g. ARAG Legal benefit. (Simple Benefits)
- Run the LR Catastrophic Leave Report of employee contributions to and usage of Catastrophic Leave.

Leave Accruals
- Run process to update null values in accrual processing date with date entered (LR Fix Accrual Processing Date)
- Run the Los Rios audit report of Job records for leave accrual errors (LR Leave Accrual Audit)
- Run process to auto enrolls employees in Leave Plans (LR Leave Plan Enrollment)
- Run the TCS Sick Leave Accrual Process (ADJ, OVL and SSI). Process updates table and creates benefits payroll file.
- Update and correct leave rate override and stop the accrual process. (LR Leave Rate Override)
- Update sick leave accrual for ADJ, SSI and OVL.
- Run process to report zero leave accruals less the .01 for plan types 50, 5M or 5N (LR Zero Leave Accruals)

Absence Management
- Run process Create Absence File in Absence Management module
- Enter absence data on Benefits Time Entry panel.
- Review absence attachments on Absence Attachments panel.
- Run report on Admin Time Inquiry panel.
- Run report that identifies employees turning 50 in the next calendar year (LR Employees Turning 50)
- Run report listing of employees enrolled in a health plan. (LR Health Plan Report)
- Run report to create a file listing employees enrolled in the Savings Plan for Envoy (LR Savings Plan Census File)

Role Name	Description	PS Role Name
	Leave Processing/FMLA	
	– Update leave request, eligibility and entitlement FMLA scheduling (Request\Authorize\Track Leave)	
	– Run report that identifies employees approaching, current and denied completed FMLA leaves (Status Report).	
	– Run report that identifies employees on leave or recently completing leave (Payroll Audit Report)	
Benefits Access III	For specialist and supervisor staff who <u>maintain</u> staff benefits information and benefits system configurations. This access grants the <u>Benefits Access II</u> and the following access:	LR_HR_BN_ACCESS_3
	➢ Benefits	
	– Correct employee enrollment in health plans	
	– Add, update and correct sick leave accrual for ADJ, SSI and OVL.	
	➢ Payroll for NA	
	– Create Additional Pay	
	Note: Benefits is responsible for creating additional pay records for 1) imputed income for domestic partners and 2) cash-in-lieu payments for waived medical benefits.	
	➢ Set Up HCM	
	– Add, update and correct dependent relationships table	
	– Add, update and correct the FMLA plan table.	
	– Add, update and correct the FSA benefits table.	
	– Add, update and correct the health coverage codes.	
	– Add, update and correct the health plan table.	
	– Add, update and correct the leave plan table.	
	– Add, update and correct the savings plan table.	
	– Add, update and correct the retirement plan table.	
	– Run process to print information from the benefit program definition tables.	
	– Run process to print information from the Savings Plan Table, which defines the attributes of Savings plans.	
	– Add, update and correct the benefit plan table.	
	– Add, update and correct the provider/vendor table.	
	– Add, update and correct the benefit program table including plan and option costs.	
	– Run process to create the Benefit Rate Definitions report.	
	– Run process to print information from the Calculation Rules Table.	
	– Add, update and correct Benefit Rate data for using in calculating benefit costs and premiums (Benefit Rates)	
	– Add, update and correct the calculation rules used for benefit coverage and premiums (Calculation Rules Table)	
	– Clone benefits setup data	

Role Name	Description	PS Role Name
	– Add, update and correct the Dependent Rules Table	
ACA Processing Add-On	For staff who will participate in the annual processing of data related to the Affordable Care Act and the creation of 1095-C forms. ➢ Benefits – Run ACA Data Extract – Update Employer and Employee Transmittal Data – View Form 1095-C	LR_HR_BN_ACA_ADD_ON
Payroll		
Payroll View I	For staff who require <u>inquire only</u> access to payroll information. This access grants the following access: – Payroll for North America – View additional pay – View actuals distribution of earnings, deductions, and taxes (Review Actuals Distribution) – View actuals distribution summary – Review error messages resulting from payroll processing (Payroll Error Messages) – Run process to create the Type C Banking Report – Run process to create an audit report to verify setup tables and employee information (Presheet Audit Report) – Run process to lists check and tax information of individual EE/All EEs for all pay periods in a Calendar/Fiscal Year (LR Individual Earning Report) – Run process to create a file with the names and address of all employees that are enrolled in STRS (LR STRS N/A File) – Review paycheck earnings, tax, and deduction details (Review Paycheck) – Review paycheck earnings, taxes, and deductions on a single summary page (Review Paycheck Summary) – Review self-service paychecks by employee. – View electronic W-2/W-2c forms.	LR_HR_PY_VIEW_1
Payroll Access I	For staff who <u>manage</u> Payroll. This access grants all access of the <u>Payroll View I</u> and the following access: ➢ Payroll for North America – Update and correct an employee's garnishment orders – Run process to create PARS general deduction records – Override processing instructions for an employee's benefit deductions – Override an employee's general deduction pay period or payback amount. – View an employee's U.S. Savings Bond purchases – Review an employee's garnishment history	LR_HR_PY_ACCESS_1

Role Name	Description	PS Role Name
	– Review an employee's U.S. Savings Bond purchase activity and balances – Update and correct an employee's direct deposit account and amount information (Request Direct Deposit) – Update and correct federal, state, and local marital status, allowances and other variables for an employee (Update Employee Tax Data) – Update and correct an employee's paycheck delivery and deduction options (Update Payroll Options) – Run process to create a report of federal, state, and local taxes by pay period. (Tax Deposit Summary) – Run process to create a summary of period-to-date federal taxes for a company (Tax Summary – Federal) – Run process to create a summary of period-to-date state taxes for a company (Tax Summary – State) – Run process to load transactions to paysheets from other sources (Load Paysheet Transactions) – Run process to populate Contribution Codes on PaySheet tables from Job Data and Additional Pay Data (LR Populate Contribution Codes) – Run process to update pay lines with supplemental earnings codes for those employees being paid additional earnings (LR Supp Earn Code Update) – Add and review pay calendars – Run process to create a list of payroll amounts deposited into employee bank accounts (Advice Register) – Run process to generate electronic funds transmittal file for child support payments (Child Support – EFT) – Run process to create a list of direct deposit details for a particular pay run (Direct Deposit Register) – Run process to Print direct deposit advice forms – Run process to update direct deposit to inactive if active and the employee had no payroll after the date specified in the parameter (LR De-Activate Direct Deposit) – Run process to update the Primary Pay group for the employees with a pay line for the payroll (LR Primary Paygroup Update) – Update access to control installation parameters – Update access to the administrative page for Reviewing Additional Employees – Run process to create a list of amounts deducted from employees' paychecks. (Deduction Register) – Run process to create a list of deductions taken from paychecks in arrears. (Deductions in Arrears) – Run process to create a list of employee benefit deductions bypassed for processing. (Deductions not taken)	

Role Name	Description	PS Role Name
	- Run process to create a list of prorated garnishment amounts. - Run process to create the county payroll register - Run process to display Garnishments in multiple Paychecks - Run process to display Health Deduction Register - Run process to displays missing/invalid accounts - Run process to generate report to summarize payroll totals by Run ID and Object Code. (LR Object Code Report) - Run process to list Net Pay of all employees for a given Run-Id. (LR Payroll File County) - Run process to create a file with deduction information to be sent to PERS (LR PERS Proof List) - Run process to edit, validate, and reformat the PERS data file and creates a new flat file and a report. (LR Reformat PERS File) - Run process to create a file with deduction information that needs to be sent to STRS (LR STRS Proof List) - Run process to edit, validate, and reformat the STRS data file and creates a new flat file and report. (LR Reformat STRS File) - Run process to list EEs savings deductions YTD (Calendar Yr) by each Vendor/Provider. (LR Savings Deductions YTD) - Run process to calculate Taxable Gross for each employee to determine which employees have an error between the payroll taxable and the calculated taxable amount (LR Taxable Gross Error Report) - Run process to provide the unduplicated number of LRCCD employees that worked in a given month (LR Unduplicated Emp) - Run process to create a detailed report of paysheet information about other earnings (Other Earning Register). - Run process to create a payroll register of all checks and advices produced in a pay run (Payroll Register) - Run process to create a summary of payroll information for a pay run (Payroll Summary) - Run process to create a list of checks produced in a particular pay run.(Check Register) - Run process to print paychecks and accompanying check stubs (Print Checks) - Run the Pay Calculation process (Calculate Pay) - Run process to create a list of employees that were bypassed for payroll processing (Employees Not Processed Report) - Run process to update Annual Tax periods with Pay Months Per Year for Pay Groups F10, C09, C10, and C11 (LR Update Tax Periods) - Run process to create an audit report to identify errors before running pay calculation. (Precalculation Audit Report)	

Role Name	Description	PS Role Name
	– Run process to create an audit report to identify errors before running pay confirmation (Preconfirm Audit Report) – Add and update paysheet page balances – Update a payline – Update payline earnings detail – Update payline data by company, paygroup, and pay end date (By Payline Security) – Add and update a paysheet – Review employee W-2 data with the amounts combined by a W-2 reporting company (Review Year End Data Combined) – Update and correct employee W-2 data and update limited information (Review/Update Year End Data) – Run process to update box 13 check boxes on form W-2 (Update Year End Reporting Info) – Add, update, and correct taxes, earnings, and deductions that are used with various annual reports. (Tax Form Definitions) – Run process to create W-2 PDF forms – Run process to print a formatted W-2, W-2c or W-2PR for tax years prior to 2001 (Print Forms Prior 2001) – Run process to print formatted W-2s and W-2PRs. (Print Year End Forms) – Run process to create the Federal W-2c File US – Run process to create W-2c PDF forms – Run process to print W-2c forms for the U.S/Territories – Run process to reset employee consent status to receive paper forms. (Reset W-2 Consent Status) – Run process to create Payroll Error Message report ➢ Set Up HCM – Run process to print the contents of the Garnishment Proration Rules table – Run process to print the garnishment rules – Add, update, and correct the disposable earnings definitions – Add, update, and correct vendors that receive garnishment payments (Payee Table) – Add, update, and correct garnishment proration rules – Add, update, and correct federal and state rules for calculating garnishment amounts (Rules Table) – Add. update, and correct state proration rules – Run a process to automatically create pay calendars for defined periods – Add and review pay calendars table – Add and update pay run IDs used to process payrolls (Pay Run Table) – View payroll processing parameters for logical groupings of employees (Pay Group Table)	

Role Name	Description	PS Role Name

Payroll Access II	For specialist staff who <u>manage</u> Payroll. This access grants all access of the <u>Payroll Access I</u> and the following access
	    ➢ Benefits
	      – Run a process to rebuild primary job table (for benefit processing) for specified employees or all employees. (LR Rebuild Primary Job Flags)
	      – Correct primary job's contribution to benefits eligibility flags (Maintain Flags)
	    ➢ Payroll for North America
	      – Update or correct an employee's U.S. Savings Bond purchases.
	      – Run process to create a report of employee withholding information. (Tax Information Report)
	      – Run process that loads PaySheets for the Retro payroll.
	      – Run process to create the Retro Earn Codes given company, fiscal year and retro type report
	      – Run process to list employees who are excluded from retro at paygroup or earn code level, does not have retro spec data or earnings are equal 0. (Retro Exclusion Report)
	      – Run process to create the Retro Spec Data given company, fiscal year and retro type report
	      – Run process to list all the earnings for an employee by Earn code, Earn dates and Account Code for all the pay periods. with relevant percentages applicable for Retro based on Salary schedule (Retro Timecard Report)
	      – Add, update and correct retro calendar by fiscal year and retro type (Setup Retro Calendar)
	      – Add, update, and correct retro earnings codes for retro payroll (Setup Retro Earn Codes)
	      – Run process to enter the percentage increases for the various Salary Administration Plans affected by the Retro payroll (Setup Retro Spec Data)
	      – Run process to create a list of federal withholding, OASDI, and Medicare taxes for each state (Federal Liability by State)
	      – Run the Actuals Distribution process without Time and Labor extracts (Distribute Actuals)
	      – Run the actuals distribution process with Time and Labor (Distribute Actuals/Extract TL)
	      – Run process to review the details before running the Actuals Distribution process (Predistribution Audit Report)
	      – Run process to initiate the Direct Retro Distribution
	      – Run process to print encumbered and expensed amounts for account and ChartField combinations (Reconciliation Report)
	      – Run process to create an audit report of retroactive distribution transactions (Retro Distribution Audit Report)
	      – Update actuals distribution of earnings, deductions, and taxes (Review Actuals Distribution)
		LR_HR_PY_ACCESS_2

Role Name	Description	PS Role Name
	- Add and update posted actuals and encumbrance amounts for each ChartField combination (Review Budget Actuals) - Review distribution affected by a direct or budgeted retroactive process (Review Retro Actuals) - Review retroactive distribution transactions having errors or warnings. (Review Retro Distribution Msgs) - Update actuals distribution to department suspense accounts (Review Suspense ComboCode Dist) - Run the Retroactive Update process to actuals distribution (Update Actuals Distribution) - Run process to create paysheets for all pay groups in a particular pay run. (Create Paysheets) - Create (add, update, and correct) Rapid Entry Paysheet templates and enter employee hours and amounts - Run process to upload the absence data to the paysheets for processing (LR Upload Absence Data) - Run process to read the Deductions Data Input files and updates Paysheets. (LR Upload Deductions) - Run process to review data loaded into paysheets from the Load Paysheet Transactions process - Run process to print paysheets for distributed earnings - Run process to print paysheets for selected parameters - Run process to print notifications for employees who use direct deposit for the first time (Prenote Memo) - Run process to reset prenote flags - Run process to create a prenotification report containing direct deposit account information - Run process to create a File of General Deduction to be sent to Schools Credit Union (LR General Deductions Extract) - Run the Los Rios HR - AP interface process - Run process to create worksheets for FT and VAR payroll (Create Worksheets) - Run process to Load Account Codes into Paysheet - Run process to Load Paysheets (FT or VAR) from Worksheets - Update access to the administrative page for reviewing Worksheets (FT or Var) (Review Worksheets) - Update access to the administrative page for setting up Earnings Code Rules - Run process to update Worksheet Lines with TCS Hours - Run process to create a list of employer-paid benefits (Employer Benefit Contributions)	

Role Name	Description	PS Role Name
	- Run process to create a report containing selected employee check information (Employee Check Info Report) - Run the Pay Confirmation process - Run the Pay Unconfirm process (Reverse Pay Confirmation) - Review earnings details used to calculate the FLSA rate. (Review FLSA Pay Data) - Review payroll distribution to AP/GL - Update payline earnings by company, paygroup, and pay end date (By Payline Earnings Security) - Run process to delete paysheets for a particular pay run. (Pay Unsheet) - Update employee arrears balance adjustment details (Arrears) - Run process to create a report containing balance adjustment details (Balance Adjustment Report) - Update employee check balance adjustment details (Check Year-to-Date). - Update employee special accumulator balance adjustment details (Special Accumulators) - Review employee arrears balances and adjustments. - Review employee year-to-date check balances and adjustments. - Review employee deduction balances and adjustments. - Review employee earnings balances and adjustments. - Review employee garnishment balances and adjustments. - Review employee prepayment balances and adjustments. - Review employee special accumulator balances and adjustments - Review employee tax balances and adjustments. - Review check reprint results including dead or replacement check details. (Dead Checks) - Run process to print results of imputed income calculation (Adjustment Report) - Run process to calculate imputed income adjustments - Run process to print, review, and correct errors before loading year-end employee tax records (Error Listing) - Run process to create the Federal W2 File Audit report - Run process to create the Federal W2c File Audit report - Run process to create the State W2 File Audit report - Run process to list earnings and deduction codes assigned to each tax form box (Tax Form Definitions) - Run process to create a report containing tax form print parameters for each year-end form (Tax Form Print Parameters)	

Role Name	Description	PS Role Name
	– Run process to audit W-2c employee amounts and W-3c transmittal totals (W2c Audit US/Territories) – Run process to audit W-2c employee amounts prior to 2001 and W-3c transmittal totals (W2c Data Audit Prior 2001) – Run process to create an audit register of amounts to be reported on year-end forms (Year End Data Audit) – Run process to print, review and correct errors in the year-end tables and void W-2s if needed (Year End Record Error) – Update and correct employee W-2 and W-2PR data for tax years prior to 2001 (W2/W2PR summary Prior 2001) – Update and correct electronic transmitter records for magnetic media reporting (Electronic Parameters) – Add and update XML Publisher definitions (Tax Form XMLP Options) – Update and correct the reporting year, transmitter company and print form ID (Tax Reporting Parameter) – Add, update, and correct fields in RA/RE transmitter records of magnetic media reporting files (W2 Company Data) – Update options for year end electronic forms. – Add, update, and correct year end form text (maintain page and email notification text) – Update and correct the percentage of time an employee works in a state and locality (Update Tax Distribution) – Add and update a W-2c for employees in the U.S. for tax years prior to 2001. (Create W2c Prior 2001) – Add and update a W-2c for employees in the U.S./Territories (Create W2c US/Territories) – Run process to create a file to submit federal W-2 data electronically or on magnetic media. (Create Federal W2 File) – Run process to create a file to submit state W-2 data electronically or on magnetic media (Create State W2 File) – Run process to create a report of Local W-2 Tax Totals. – Run process to create a report of state W-2 Tax totals – Run process to create a report to complete the W-3/W-3SS Transmittal Totals. – Run process to create a list of employees with default tax data settings. – Run process to list employees required to resubmit Form W-5 to maintain EIC eligibility. (Determine W5 Eligibility) – Run process to create a report of FUTA-exempt payments to complete Form 940 reconciliation (FUTA Wage Reconciliation Rpt) – Run process to open and reclose a closed pay calendar. (Open/Close Pay Calendar)	

Role Name	Description	PS Role Name
	– Run process to change selected employees' EIC status to Not Applicable. (Reset W5 Eligibility List)	
	– Review an employee's electronic year-end form consent information (Review W2/W2c Consent Status)	
	– Run process to create a report of employee electronic year-end form consent information (Year End Consent Status Report)	
	– Add, update, and correct electronic transmitter records for magnetic media reporting (Electronic Parameters)	
	– Add, update, and correct the reporting quarter/year and transmitter company (Tax Reporting Parameters)	
	– Run process to list employee federal withholding, FICA/OASDI, Medicare, and unemployment taxes (Federal Tax Summary)	
	– Run process to create the Quarterly Unemployment file to be sent to EDD (LR Unemployment File)	
	– Run process to create a quarterly report of employee counts by worksite and wage totals (Multiple Worksite)	
	– Run process to list employee QTD state withholding, unemployment, and disability taxes (State Tax Summary)	
	– Run process to verify the calculation of employer unemployment taxes for the quarter. (State Unemployment Tax)	
	– Run process to create a quarterly wage file for states Alaska through Idaho.	
	➢ Set Up HCM	
	– Run process to print a list of earnings codes and their payroll processing characteristics (Earning)	
	– Run process to print the contents of the Earnings Program table (Earnings Program)	
	– Run process to print the contents of the Pay Calendar table	
	– Run process to print the contents of the Pay Group table	
	– Run process to print the contents of the Shift table	
	– Run process to print the contents of the Special Accumulator table	
	– Add, update, and correct codes to identify pay components assigned to employees and job codes (Compensation Rate Code Table)	
	– Add, update, and correct earnings programs containing valid earnings codes for pay groups (Earnings Program Table)	
	– Add, update, and correct how to tax, calculate, and adjust each type of earnings (Earning Table)	
	– Add, update, and correct rate code classes to limit rate code searches (Rate Code Classes)	
	– Add, update, and correct groups of rate codes representing subsets of a compensation package (Rate Code Groups)	

Role Name	Description	PS Role Name
	− Review the earnings codes defined for a special accumulator − Add, update, and correct shifts and their associated rates (Shift Table) − Add, update, and correct special accumulators − Run process to print the contents of the U.S. Savings Bond table. − Assign (update and correct) general deductions to a specific company (Company General Deductions) − Add and update deduction subsets to process a subset of deductions for an employee (Deduction Subset Table) − Add, update, and correct deduction processing including priority, tax effect, and schedules (Deduction Table) − Add, update, and correct parameters for the calculation of non-benefit deductions (General Deduction Table) − Review the deduction codes assigned to a deduction subset (Review Deduction Subsets) − Add, update, and correct bond types and purchase amounts for payroll deduction (US Savings Bond Table) − Add, update, and correct UI rates and GL information for a company's state tax jurisdictions (Company State Tax Table) − Add, update, and correct state marital statuses used in state tax calculations. (SWT Marital Status Table) − Add, update, and correct state and local tax collection agencies used in the Payables interface (Tax Collector Table) − Add, update, and correct state and local tax jurisdictions for employment locations (Tax Location Table) − Add, update, and correct tax rates for federal and state income tax withholding (Tax Table) − Add, update, and correct specific taxation rules used at the state and local levels (Taxable Gross Definition Table) − Add, update, and correct standard occupational codes for the U.S. (US SOCTable) − Add, update, and correct UI report codes table − Add and update balance periods, quarters, and years (Balance ID Table) − Update check print parameters for online and final checks (Configure Online Printing) − Run process to define FLSA calendars for new pay calendars. (Initial FLSA Calendar) − Add, update, and correct payroll processing parameters for logical groupings of employees (Pay Group Table) − Add, update, and correct messages used in payroll batch processing (Pay Message Table) − Update and correct paycheck setup options − Run process to print the contents of the Federal/State Tax table − Run process to list all tax updates applied to the system (Tax Update)	

Role Name	Description	PS Role Name
	– View the components of a benefit program, including plan and cost details (Benefit Program) – Add, update and correct the retirement plan table.	
Payroll Access III	For supervisor staff who <u>manage</u> Payroll. This access grants all access of the <u>Payroll Access II</u> and the following access: ➤ Payroll for North America – Run process to reverse or adjust an individual paycheck – Update employee deduction balance adjustment details. (Deductions) – Run process to delete balance records – Update employee earnings balance adjustment details – Update employee garnishment balance adjustment details. – Update employee tax balance adjustment details. – Run process to load training payments – Run process to load year end data for W2 processing	LR_HR_PY_ACCESS_3
Payroll Worksheet Access	For staff who <u>maintain</u> the payroll worksheet for upload to pay sheets. This access grants the following access: ➤ HR Payroll Worksheets (CS Users) ➤ Payroll for North America (HR Users) – Enter worksheet lines for additional employees – Enter Variable Payroll lines by Earn Code – Enter Variable Payroll Worksheet – View FT and VAR worksheets with zero hours **Note:** Additional row level security required. Submit the Payroll Worksheet Security Form.	LR_HR_PY_WRKSHT_ACCESS
General Deduction Access	For staff who <u>maintain</u> payroll general deductions. This access grants the following access: ➤ Payroll for North America – Update and correct an employee's general deductions.	LR_HR_PY_GEN_DED_ADD_ON
Position Management		
PM View I	For staff who require <u>inquire only</u> access to department budgets setup. This access grants the following access: ➤ Set Up HCM – View the General Ledger combinations Code Table. – View department annual budgets	LR_HR_PM_VIEW_1

Role Name	Description	PS Role Name

PM View II	For staff who require <u>inquire only</u> access to position management information. This access grants all access of the PM View 1 and the following access:
	  ➢ Organizational Development
	    – View position data (description, work location, and other information about a position).
	    – View information on employees currently and previously assigned to a position.
	    – View a summary of a position.
		LR_HR_PM_VIEW_2

PM Access I	For staff who <u>manage</u> Position Management. This access grants all access of the <u>PM View II</u> and the following access
	  ➢ Organizational Development
	    – Add, update, and correct position data (description, work location, and other information about a position).
	    – Run process to create the Active Position History report to view current or historical data related to active positions in the organization.
	    – Run process to create the Active/Inactive Positions Report to view position-related data for active positions, inactive positions, or both.
	    – Run process to create the Exception/Override report to view incumbent job data regarding overrides and exceptions.
	    – Run process to create the Incumbent History report to view current and former employees who have held a particular position.
	    – Run process to create the Position Status report to view the types of jobs in an organization and list all positions.
	    – Run process to create the Vacant Position report to view all vacant, budgeted positions in the organization.
	    – View prior or current budget summary information.
	  ➢ Set Up HCM
	    – Add, update and correct the General Ledger combinations Code Table.
	    – Add, update, and correct the annual budgets.
	    – Run process to print the variance between full-time equivalent caps and actual (Department FTE).
	    – Run process to create a report containing full-time equivalent counts for each department (Full-Time Equivalent Roll-Up)
	    – Run process to create a report to print funding information for positions or employees within a department (Funding Summary).
		LR_HR_PM_ACCESS_1

PM Access II	For staff who <u>manage</u> Position Management. This access grants all access of the <u>PM Access I</u> and the following access:
	  ➢ Organizational Development
	    – Run process to create position budgets
	    – Run process to create the Salary Projections by Fiscal Year report.
		LR_HR_PM_ACCESS_2

Role Name	Description	PS Role Name

PM Access III	For lead or supervisor staff who manage Position Management. This access grants all access of the PM Access II and the following access:
	➢ Set Up HCM
	  – Run process to deactivate account codes not used in the past year, or longer
	  – Run process to generate a new budget using last year's budget data
		LR_HR_PM_ACCESS_3

DO Business Services		

SAS Approver Access	For staff who maintain the authorized approvers for the Security Access System.
	This access grants the following page access:
	➢ Security
	  – Add, update SAS Approvers
	  – Add, update SAS distribution list
		LR_SEC_SAS_APPROVER_ADD_ON

TCS Designated Administrators Access	For staff who maintain the TCS designated administrators list. This access grants the following page access: ➢ Campus Community Module – Update TCS Designated Administrators	LR_SA_TCS_DESIG_ADM_ACCESS