

BN - Limited Maintenance

Purpose/Definition

Within Benefits (BN), the Limited Maintenance role is responsible for processing the Benefits Adjustments Reason for a life event change for an employee.

Mapping Guidance

This role may be mapped to positions within the Central (Benefits) area (s).

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- BN - Benefits All
- BN - Tuition Programs
- CO - Time Transfer - JHHS
- OM - Object Create/Maintain
- OM - Org Unit Approver
- PA - Coeus
- PA - Leave of Absence (LOA) Maintenance
- PA - Maintenance
- PA - Non-Citizen Tax Maintenance
- PA - Unit Cost Maintenance Approver
- PBC - Administrator
- PR - Garnishments
- PR - Payroll All
- PR - Payroll Manager - View Only
- PR - Payroll Off Cycle Processor
- PR - Payroll Process
- PR - Tax
- TE - Time Data Maintainer - All

Positions that receive this role MUST be mapped with following role(s):

- None

Responsibilities

- Create the Benefits Adjustment Reason on Infotype IT0378.
- Display and print benefit Confirmation form.

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.