

# BN - Retirement Plans Display

---

## Purpose/Definition

Within Benefits (BN), the Retirement Plans Display role is responsible for addressing employee inquiries and running reports, by accessing and viewing savings plans data.

## Mapping Guidance

This role must be mapped to Benefits Administration, Human Resources Shared Services, Employee Relations, and to Benefits Shared Services.

## Mapping Rules

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

- BN - Benefits All
- BN - Limited Maintenance
- OM - Object Create/Maintain
- OM - Org Unit Approver
- PA - Coeus
- PA - Leave of Absence (LOA) Maintenance
- PA - Non-Citizen Tax Maintenance
- 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

- Execute reporting capabilities on all retirement data.
- Have display authorization of all savings plan data for all employees, non-employees and retirees within their respective organizations.
- Have employee master data display authorization (including Enterprise/Personnel Structures, addresses, salary data, personal data, work schedules, dependent data, trusts, benefits-related deductions on infotype 0014 and 0015(Stores salary calculations for cost, coverage, credit and benefits).

## 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:

- Organizational Policy.
- Plan documents.
- Retirement regulations.

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.