

# PA - Maintenance

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## **Purpose/Definition**

Within Personnel Administration (PA), the Maintenance role is responsible for maintaining employee data.

## **Mapping Guidance**

This role must be mapped to positions within Human Resources Shared Services.

## **Mapping Rules**

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

- BN - Benefits All
- BN - Tuition Programs
- OM - Object Create/Maintain
- OM - Org Unit Approver
- PA - Coeus
- PA - Internal Service Request (ISR) Approver
- PA - Internal Service Request (ISR) Initiator
- PA - Leave of Absence (LOA) Maintenance
- PA - Non-Citizen Tax Maintenance
- PA - Unit Cost Maintenance Approver
- PA - Unit Cost Maintenance Initiator
- PA - Unit Faculty
- PA - Unit Property Education Maintenance
- PBC - Administrator
- PR - Garnishments
- PR - Payroll All
- PR - Payroll Manager - View Only
- PR - Payroll Off Cycle Processor
- PR - Payroll Process
- PR - Tax
- TE - Family Medical Leave (FML) Approval
- TE - Time Data Maintainer - All
- TE - Time Entry

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

- None

## **Responsibilities**

- Apply HR rules and regulations such as bargaining unit rules and regulations, organization policy, HIPAA, salary ranges, licensing and certification and Joint Commission on Accreditation of Healthcare Organizations requirements.
- Create and maintain employee data.

- Handle employee inquiries, such as, questions regarding payroll, addresses, personal data, tax data, bank information, contact information, work schedule, time, leave usage, accrual, and I-9 information.
- Manage Internal Service Requests (ISRs), which are electronic workflows for approval of changes in HR data.
- Run reports.
- Validate data.

### **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:

- Bargaining unit rules and regulations
- Effort Reporting
- HIPAA
- HR business and regulatory requirements
- Joint Commission on Accreditation of Healthcare Organizations requirements
- Labor distribution
- Licensing and certification
- Organizational Policy.
- Salary ranges
- Travel advances

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.