

PA - View

Purpose/Definition

Within Personnel Administration (PA), the View role is responsible for viewing master data in order to run reports or answer employee questions such as salary, benefits or retirement information. Maintenance

Mapping Guidance

This role must be mapped to positions within the University Divisional Human Resources or Centralized Human Resources in JHHS.

Mapping Rules

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

- BN - Benefits All
- BN - Limited Maintenance
- BN - Tuition Programs
- OM - Object Create/Maintain
- OM - Org Unit Approver
- PA - Coeus
- PA - Leave of Absence (LOA) Maintenance
- PA - 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 - Family Medical Leave (FML) Approval
- TE - Time Data Maintainer - All

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

- None

Responsibilities

- Must observe policies relative to maintaining data security on viewing data.
- Report on Master Data for managers or supervisors such as anniversary dates for everyone in a department to track annual reviews or lists of salaries for salary planning.
- View Master Data such as name, address, salary information, benefits information or retirement information.

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:

- Policies relative to data security on viewing data.

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.