

PR - Payroll All

Purpose/Definition

Within Payroll (PR), the Payroll All role is responsible for monitoring the entire payroll process at the management level.

Mapping Guidance

This role must be mapped to manager or supervisor positions within Payroll Shared Services.

Mapping Rules

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

- BN - Benefits All
- BN - Limited Maintenance
- BN - Tuition Programs
- CM - Cash Accounting
- 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 - Maintenance
- PA - Non-Citizen Tax Maintenance
- PA - Unit Cost Maintenance Approver
- PA - Unit Cost Maintenance Initiator
- PA - Unit Faculty
- PA - Unit Property Education Maintenance
- PR - Garnishments
- PR - Payroll Manager - View Only
- PR - Payroll Off Cycle Processor
- PR - Payroll Process
- PR - Tax
- TE - Family Medical Leave (FML) Approval
- TE - Time Entry

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

- None

Responsibilities

- Monitor Payroll Process.
- Responsible for error resolution and corrections.

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:

- Hopkins HR Policies & Procedures.

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.