

PR - Payroll Manager - View Only

Purpose/Definition

Within Payroll (PR), the Payroll Manager - View Only role is responsible for viewing all areas of payroll.

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
- OM - Object Create/Maintain
- OM - Org Unit Approver
- PA - Coeus
- PA - Leave of Absence (LOA) Maintenance
- PA - Maintenance
- PA - Unit Faculty
- PBC - Administrator
- PR - Garnishments
- PR - Payroll All
- PR - Payroll Off Cycle Processor
- PR - Payroll Process
- 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

- View payroll activity, but without access to write.

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.