

PR - Payroll Off Cycle Processor

Purpose/Definition

Within Payroll (PR), the Payroll Off Cycle Processor role is responsible for running Adjustments, On Demand Regulars, Bonuses, Reversals, and Replacements through the SAP off cycle workbench. This role is also responsible for running off cycle batch subsequent processes, including posting to accounting, checks, and third party remittance.

Mapping Guidance

This role must be mapped to 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 - 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
- PBC - Administrator
- PR - Payroll All
- PR - Payroll Manager - View Only
- PR - Tax
- TE - Family Medical Leave (FML) Approval
- TE - Time Entry

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

- PR - Payroll Process

Responsibilities

- Run off cycle batch subsequent processing.
- Run off cycle payroll runs (On Demand Regulars, Bonuses, Reversals, and Replacements) through SAP off cycle workbench.

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.