

TE - Time Data Maintainer - All

Purpose/Definition

Within Time (TE), the Time Data Maintainer - All role is responsible for monitoring, trouble shooting and auditing the Time Evaluation process.

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 - Travel
- PA - Unit Cost Maintenance Approver
- PA - Unit Cost Maintenance Initiator
- PA - Unit Faculty
- PA - Unit Property Education Maintenance
- PBC - Administrator
- 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

- Audit inbound third party interfaces.
- Investigate the errors in Payroll that can be tracked back to the Time Evaluation process.
- Monitor and audit all time at the central level.
- Process time evaluation and audit results.
- Responsible for error resolution during Time Evaluation.

- Run audit reports for employees who do not have approved time and have submitted hours.

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:

- Basic (high level) Payroll Processing and calendars.
- Basic Time Data Processing.

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.