Hawaii Information Portal System Security Roles

User Role	Description	Duties
HR Manager	The HR Manager role grants access to make updates on certain HR pages and view only access to limited Payroll pages. The user will have access to update Employees using the HR Smart Templates, Personal Data and Job Data.	1. Hire Employees 2. Enter Name Changes 3. Enter Address Changes (for Employees who cannot make the update using ESS) 4. Update Employee base pay rates 5. Transfer Employees within the Agency 6. Enter Leave of Absence and Return from Leave 7. Enter Terminations
HR Super User	The HR Super User role grants access to make corrections on certain HR pages. The user will have access to correct Employees Personal Data or Job Data.	1. Correct Personal Data errors 2. Correct Job Data errors
HR Query User	The HR Query User role will grant access to the Query Viewer in order to run pre-created queries and will grant query access to HR records in the system.	1. Run queries for the purpose to gaining information for their job, but not be able to see other information, as permitted by the user's security permissions
Interface Query User	Used by interface agencies to be able to query new hires and HR changes information.	1. Run queries for the purpose of obtaining new hires and HR changes information. Users will have access to data as permitted by the user's security permissions.
Online PCS User	The Online PCS User role grants users access to the Online PCS page in order to allow for any of the following actions: enter payroll earnings data, enter employee job data updates, enter base compensation changes, or manage statutory dues. Each action type is handled on a separate tab of the Online PCS page and each tab must be submitted independently from the rest. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batches for a department will be accessible to the users who have that department's row level security permission list. Both primary and backup users should be identified and assigned this role in order to provide business process coverage within the system in the case of primary user being unavailable.	1. Enter payroll earnings data on the Gross or Fringe tabs of the Online PCS page 2. Add/Modify/Cancel Statutory Dues deductions on the Deduction tab of the Online PCS page 3. Submit Job data updates on the Job Data Updates tab of the Online PCS page 4. Submit base compensation changes on the Compensation tab of the Online PCS page 6. Query Online PCS or Paycheck data from the current or a prior period as permitted by the user's security permissions
Online PCS Executive Branch User	The Online PCS Executive Branch User role grants users access to the Online PCS page in order to allow for any of the following actions: enter payroll earnings data, enter base compensation changes, or manage statutory dues. Each action type is handled on a separate tab of the Online PCS page and each tab must be submitted independently from the rest. This role is intended for Executive Branch Online PCS Users and will contain all permissions required to utilize the Online PCS page with the exception of the transactions related to the Job Data Update tab. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batches for a department will be accessible to the users who have that department's row level security permission list. Both primary and backup users should be identified and assigned this role in order to provide business process coverage within the system in the case of primary user being unavailable.	1. Enter payroll earnings data on the Gross or Fringe tabs of the Online PCS page 2. Add/Modify/Cancel Statutory Dues deductions on the Deduction tab of the Online PCS page 3. Submit Job data updates on the Job Data Updates tab of the Online PCS page 4. Submit base compensation changes on the Compensation tab of the Online PCS page 6. Query Online PCS or Paycheck data from the current or a prior period as permitted by the user's security permissions
Online PCS Approver	The Online PCS Approver role grants access to the Online PCS Approvals page in order to approve or reject PCS payroll earnings data. In addition to the ability to approve or deny each earnings data row, there will be a comments box for the rejection reason(s). This role will also have view only access to Job data. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batches for a department will be accessible to the users who have that department's row level security permission list. Both primary and backup users should be identified and assigned this role in order to provide business process coverage within the system in the case of primary user being unavailable. This role provides the user with access to the pages and processes required for the Approval duties. The user's approval level work flows will normally be configured by the Online PCS Super User on the PCS Approvers Setup page but for the initial roll-out, each user with this role will have their approval level defined on the response form. Department Approvers can be configured as either a Level 1 or Level 2 Approver. Level 1 Approvers will receive the first notification after the current period's Online PCS earnings data has been submitted for approval by the PCS User or PCS Exec User. When the Level 1 Approver submits rows for approval, the Level 2 Approver receives the notification and is the final approver before the pre-pay auditor can submit the data to paysheets. Every department is required to have at least one Level 1 Approver defined and Level 2 Approvers are optional.	1. Approve or reject earnings data rows on the Online PCS Approvals page by payroll number 2. Query Online PCS or Paycheck data from the current or a prior period as permitted by the user's security permissions

User Role	Description	Duties
Online PCS Super User	The Online PCS Super User role grants access to the Online PCS setup pages that support payroll processing through the Online PCS page. The user will have access to setup pages including: Setup PCS Approvers, Setup PCS Earning Codes, UAC Validation. The Setup PCS Approvers page provides the ability to assign earnings data approval work flows to individual users. Upon entry of a valid employee name, the approver is assigned an approval level. The approvers setup on this page will receive the work flow notifications and work list items appropriate to that payroll number and approval level. The Setup PCS Earning Codes page contains a list of all of the earnings codes that are accessible from the Online PCS page, to which earnings tab they belong, and if the earnings data associated with that earnings code carries forward into the subsequent payroll periods or not. The UAC Validation setup page contains a list of all of the combinations of the Fund, Appropriation, and Department fields from the UAC string that are considered valid combinations along with the associated Imposed or Non-Imposed flag. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batches for a department will be accessible to the users who have that department's row level security permission list. Both primary and backup users should be identified and assigned this role in order to provide business process coverage within the system in the case of primary user being unavailable.	1. Configure earning codes on PCS Earning Codes setup page 2. Coordinate Approvers with Security Team 3. Troubleshoot PCS page issues for Department Payroll users. 4. Query various tables to troubleshoot issues 5. Ability to add information onto the PCS page 6. Ability to approve or reject PCS page 7. Ability to Post to Payroll
PCS Query User	The PCS Query User role will grant access to the Query Viewer in order to run pre-created queries and will grant query access to PCS records in the system.	1. Run queries for the purpose to gaining information for their job, but not be able to see other information, as permitted by the user's security permissions
Payroll User	The Payroll User role grants access to make updates on certain Payroll pages and view only access to all other utilized Payroll pages. The user will have access to update paysheets, complete priority pay transactions, complete check reversals, review error messages and troubleshoot payroll. The user will also have access to update the Tax Data, General Deductions and Direct Deposit pages, and view only access to all PCS pages, the Garnishments, Job and Personal Data pages. The user will only have access to employee data that is permitted by their row level security.	1. Update Paysheets 2. Enter Priority Pay or Check reversal transactions 3. Troubleshoot error messages 4. Query access for research purposes as permitted by the user's security permissions
Payroll Accountant	The Payroll Accountant role grants view only access to all utilized Payroll pages in order to answer questions or review data for research purposes on the validity of the data, a specific question about a person or to research overall data trends. The user will only have access to employee data that is permitted by their row level security permission list.	1. View only access to pages including: Job Data, Tax Data, Garnishments, and Review Paychecks 2. Query access to audit payroll as permitted by the user's security permissions 3. Access to run Delivered Reports
Payroll Super User	The Payroll Super User role grants access to update all utilized Payroll pages. The user will be responsible to post the Online PCS information, control the processing of the on-cycle paychecks, Confirm Payroll and Print checks. The user verifies interface processing and all Online PCS pages are loaded. The user will also have update access to the Tax Data, Direct Deposit, General Deductions and Garnishment pages to fix any payroll errors that may have occurred due to inaccurate data entry. The user will only have access to employee data that is permitted by their row level security permission list.	1. Manage On-Cycle Payroll Schedule 2. Troubleshoot errors that prevent Payroll from completing 3. Query access to audit payroll data as permitted by the user's security permissions 4. Control interfaces in and out of Payroll 5. Contact and Coordinate with IT
Payroll Correction Mode User	The Payroll Correction Mode role grants access to all utilized Payroll pages. The user will have the ability to use Correction mode for employee Tax Data, General Deductions, and Direct Deposit and will also have access to change Garnishments and Job Data. The user will only have access to employee data that is permitted by their row level security permission list.	1. To help out payroll users and correct data for the purpose of getting payroll or a person error free.
Payroll Analyst	The Payroll Analyst role grants access to the HawaiiPay System core payroll tables. The user will be responsible for creating Pay Calendars, assigning the Pay Run ID, changing payroll configuration when needed, testing tax updates, and running Year End processing. The user will only have access to employee data that is permitted by their row level security permission list.	1. Maintain Payroll Core Tables for configuration changes due to business change 2. Maintain the system for configuration changes due to Oracle changes i.e.. Tax Updates and YE 3. Create queries as permitted by the user's security permissions
Payroll Department User	The Payroll Department User role grants access to update employee Tax, General Deductions, and Direct Deposit pages. The user will key updates into the employee's Tax Data for W4/HW-4, Direct Deposit for ACH and General Deductions and initiate Priority Pay and/or Check Reversals if required. The user will also have view only access to Job data and Personal data that is permitted by their row level security permission list for the purpose of troubleshooting.	1. Update employee Direct Deposit information 2. Update employee Tax data 3. Update employee General Deductions 4. Review employee Paychecks to answer questions for the employee 5. Access to initiate priority pay 6. Access to initiate check reversal 7. Query access for research purposes as permitted by the user's security permissions
Payroll Garnishments User	The Payroll Garnishments User role grants access to update Garnishment Pages and view only access to other payroll pages such as paychecks, deductions and taxes to research Garnishment issues. The user will also have view only access to Job data and Personal data that is permitted by their row level security permission list. This person will be responsible for keying garnishments into the PeopleSoft System.	1. Keys Garnishments into the system 2. Researches Garnishment questions 3. Queries Garnishment and paycheck information as permitted by the user's security permissions

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Payroll Query User	The Payroll Query User role will grant access to the Query Viewer in order to run pre-created queries and will grant query access to Payroll records in the system.	1. Run queries for the purpose to gaining information for their job, but not be able to see other information, as permitted by the user's security permissions
System Reporting User	The System Reporting User role will grant access to the Query Viewer in order to run pre-created reports.	1. Run queries for the purpose to gaining information for their job, but not be able to see other information, as permitted by the user's security permissions