Hawaii Information Portal System Security Roles

The Minister of the Minister of the grants access to make updates an extrain Minister of the minister of your lights. Personal Data and Job Data. Templates, Personal Data and Job Data. The Minister of			T
to limited Payroll pages. The user will have access to update 6 imployees using the HS Smart. Templaters, Personal Data and Job Data. **Reference of Majority Payroll Payrol	User Role	Description	Duties
Templates, Personal Data and Job Data. 3. Sinker Address Charges for Employees who cannot make the update using 553 4. Update employee between the Agency Committee of Management of the Policy Committee of Management and Policy Committee of Management and Relation from Leave Committee of Management and Policy Committee of Managem	HR Manager	The HR Manager role grants access to make updates on certain HR pages and view only access	1. Hire Employees
Templates, Personal Data and Job Data. 3. Sinker Address Charges for Employees who cannot make the update using 553 4. Update employee between the Agency Committee of Management of the Policy Committee of Management and Policy Committee of Management and Relation from Leave Committee of Management and Policy Committee of Managem		to limited Payroll pages. The user will have access to update Employees using the HR Smart	2. Enter Name Changes
Using SSS) If the IRS Caper User role grants access to make corrections on certain IR pages. The sear will be concert covered before an access to correct terminations. IRS Super User role will grant access to make corrections on certain IR pages. The sear will be concert the concert and experiment of the concert of of th			3. Enter Address Changes (for Employees who cannot make the undate
## 18 Super User To the PS page (Secret Depress access to make connection on certain hit pages. The user will ## 18 Super User To the property of the pages (Secret Depress access to 18 records and 18 re yell bits) ## 19 Super User To the property of the pages (Secret Depress access to 18 records on the pages (Secret Depress) (Se		Templaces, Tersonal Baca and soo Baca.	
S. Transfer Employees within the Agency 6. Infraret Level of Shaper User mole grants access to make corrections on certain HR pages. The user will have access to correct Employees Personal Data or yield bits. HR Guary User Tab Cherry Word by Interface Query Word by Interface agencies to be able to query serve his or bit bits. His Guary User Tab Cherry Word by Interface Query Word by Interface agencies to be able to query serve his and HR changes information. The General Cherry Word by Interface agencies to the able to query serve his and HR changes information. The Cherry Word by Interface agencies to the able to query serve his and HR changes information. The Cherry Word by Interface agencies to the able to query serve his and HR changes information. The Cherry Word by Interface agencies to the able to query serve his and HR changes information. The Cherry Word by Interface agencies to the able to query serve his and HR changes information. The Cherry Word of the Cherry Popular and the Changes information. The Cherry Word of the Cherry Popular and the Changes information. The Cherry Word of the Cherry Popular and the Changes information. The Cherry Will be one Chinges, or manage station by a server and the Changes information. The Changes of the Cherry Popular and the Changes in Cherry and the Cherry Popular and backup users should be dented and assigned this cole in deed to provide burnels provided to the User and Changes on the leaf to the Cherry Popular and backup users should be dented and assigned this cole in deed to provide cause the States of the Changes and the Changes and the Changes of the Changes and the Chang			9 ,
HR Super User role grants access to make corrections on certain HR pages. The user will be well accessible to the HR Super User role grants access to make corrections on certain HR pages. The user will be the HR Super User role will grant access to make corrections on certain HR pages. The user will be considered from the following access to correct frequence Personal bota or rich Ostato. HR Guery User of the Will grant access to the Ostato Ostato provide the following access to the Guery Verser in order to unure re-created the control of the following access to the Ostato provide the super visit the accessition of the super visit permissions. The Ostato PCS page and each tab must be submitted independently from the rest. The Ostato provide the super visit the accessition of the super visit the accessition of the super visit to the Ostato provide provide business process coverage within the system in the case of primary user being unavailable to the ostato provide provide business process coverage within the system in the case of primary user being unavailable to the ostato provide business process coverage within the system in the case of primary user being unavailable to the ostato provide business process coverage within the system in the case of primary user being unavailable to the local policy of any of the Ostato provide business process coverage within the system in the case of primary user being unavailable to the local policy of any of the Ostato provide business process coverage within the system in the case of primary user being unavailable to the local policy of the provide business process coverage within the system in the case of primary user being unavailable. The relief will be one Ostato provide			· · · · · · · · · · · · · · · · · · ·
New Heat Super User role grants access to make corrections on certain HR pages. The user will have access to correct dendlyees Personal Data or role 2			5. Transfer Employees within the Agency
It is Super to the Me 18 Super title grants access to make corrections on certain 18 pages. The user will 18. Correct a foot but a rorror 2. Correct and but a rorror 3. Correct and but a rorror 4. Correct and but a rorror 4. Correct and but a rorror 5. Correct and but and but a rorror 5. Correct and but a rorror 5. Correct and but and but a rorror 5. Rorror 5. Rorror 6. Rorror			6. Enter Leave of Absence and Return from Leave
Name access to correct femilyones Personal Data or lob Data. 1. Riuncy User 16 (Ricery User view larger and access to the Centre for Busy Viewer in order to run pre-created openes and will grant access to the Centre of the System. 1. Riun 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. 1. Riun queries for the purpose of obtaining may have a series and the Canages information. 2. Correct lob Data permitted by the user's security permissions. 3. Riun queries for the purpose of obtaining may have any and information, as permitted by the user's security permissions. 3. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 4. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 5. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 6. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 7. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 8. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 9. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 1. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 1. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 1. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 1. Riun queries for the purpose to data a permitted by the user's security permissions. 1. Riun queries for the purpose to data a permitted by the user's security permissions. 1. Riun queries for the purpose to data a permitted by the user's security permissions. 1. Riun queries for the purpose to data a permitted by the user's sec			7. Enter Terminations
Name access to correct femilyones Personal Data or lob Data. 1. Riuncy User 16 (Ricery User view larger and access to the Centre for Busy Viewer in order to run pre-created openes and will grant access to the Centre of the System. 1. Riun 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. 1. Riun queries for the purpose of obtaining may have a series and the Canages information. 2. Correct lob Data permitted by the user's security permissions. 3. Riun queries for the purpose of obtaining may have any and information, as permitted by the user's security permissions. 3. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 4. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 5. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 6. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 7. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 8. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 9. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 1. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 1. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 1. Riun queries for the purpose of obtaining may have a permitted by the user's security permissions. 1. Riun queries for the purpose to data a permitted by the user's security permissions. 1. Riun queries for the purpose to data a permitted by the user's security permissions. 1. Riun queries for the purpose to data a permitted by the user's security permissions. 1. Riun queries for the purpose to data a permitted by the user's sec	HP Super Hear	The HR Super User role grants access to make corrections on certain HR nages. The user will	1 Correct Personal Data errors
His Query User The HR Query User role will grant access to the Cuery Weever in order to run pre-created process of the purpose to gaining information for their job, but not be able to see other information. User will be considered the purpose of participation of the participation of participation of participation of	Till Super Oser		
queries and will grant query access to HR records in the system. The able to see other information, as permitted by the user's security permissions. The Online PCS User The Online PCS User role grants users access to the Online PCS page in order to allow for any of the Children PCS page and each to the user with the department's row leed escurity permissions. The online PCS user role grants users access to the Online PCS page in order to allow for any of the Online PCS page and each to the user with the department's row leed escurity permissions. The office PCS batches for a department will be accessible to the users who have that department's row leed escurity permission in the children of the Online PCS page and each to the user with the department's row leed escurity permission in the children of the Online PCS page in order to provide business process coverage within the system in the case of primary user being unavailable. PCS page The Online PCS Executive Branch user role grants users access to the Online PCS page in order because the order of the Online PCS page and each to the order to provide business process coverage within the cyclem in the case of primary user being unavailable. PCS page The Online PCS Executive Branch user role grants users access to the Online PCS page in order to state of the Online PCS page and each to almost the order to provide eximpts data, enter base compensation changes on the Compensation table of the Online PCS page and each to be online PCS page with the exception of the transactions related to the oline PCS page and each to be online P			
metrace Query Used by interface agencies to be able to query new hires and HR changes information. It is not given by the propose of obtaining new hires and HR changes information. Users will have access to a data a permitted by the user's security permission. In an queries for the purpose of obtaining new hires and HR changes information. Users will have access to a data a permitted by the user's security permission is the Online PCS batch for a department gotate, enter employee job data updates, or an appearance to the Online PCS batch for every payroll number related to a department and all Online PCS batch for or department will be accessible to the users who have that department's row level accurrity permission. Except provide usiness process coverage within the system in the case of primary user being unavailable. Online PCS 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 by the user's security permissions. PCS page and each to must be unavailable. Online PCS 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 by provide usiness process coverage within the system in the case of primary user being unavailable. Online PCS 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 by the user's security permissions. There will be one on Online PCS batch for every payroll number related to a department and all Online PCS page and decarch to must be submitted independently from the rest. There will be one on Online PCS batch for every payroll number related to a department and all Online PCS paprovers are paged by the primary and being unavailable. There will be one Online PCS batch for every payroll number related to a department and all Online PC	HR Query User		
interface Query Used by interface agencies to be able to query new hires and HR changes information. If the Online PCS Diser role grants users access to the Online PCS page in order to allow for any of the Glolwing actions: enter payroll earnings data, enter employee job data updates, enter base country permission or manage status role, see Shared to an appropriate to the Glolwine PCS page and each to 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 page and seath to 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 page in the search of the control of the cont		queries and will grant query access to HR records in the system.	not be able to see other information, as permitted by the user's security
Online PCS Online PCS butter role grants users access to the Online PCS page in order to allow for any of the Online PCS batter for every payroll armings data, enter employee; job data updates, enter base compensation changes, or manage statutory dues. Each action type is handled on a separate to the 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 permissions. The 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 defended and susgined this role in order to provide business process coverage within the system in the case of primary user being unavailable. 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 comtain all permissions required to utilize 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 comtain all permissions required to utilize the Online PCS page with the exception of the transactions related to the lob Data Update tab. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batches for appropriate mile accessible to the user who have that department's row level security permission list. Both primary and backup users should be defended and assigned the role in order to provide business process coverage within the system in the case of primary user being unavailable. There will be one Online PCS batch for every payroll number related to a department and all Online PCS approvers the provide business process coverage within the system in the case of primary user being unavailable. There will be one Online PCS batch for every payrol			permissions
Online PCS Online PCS butter role grants users access to the Online PCS page in order to allow for any of the Online PCS batter for every payroll armings data, enter employee; job data updates, enter base compensation changes, or manage statutory dues. Each action type is handled on a separate to the 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 permissions. The 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 defended and susgined this role in order to provide business process coverage within the system in the case of primary user being unavailable. 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 comtain all permissions required to utilize 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 comtain all permissions required to utilize the Online PCS page with the exception of the transactions related to the lob Data Update tab. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batches for appropriate mile accessible to the user who have that department's row level security permission list. Both primary and backup users should be defended and assigned the role in order to provide business process coverage within the system in the case of primary user being unavailable. There will be one Online PCS batch for every payroll number related to a department and all Online PCS approvers the provide business process coverage within the system in the case of primary user being unavailable. There will be one Online PCS batch for every payrol	Interface Query	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
Diline PCS User The Colline PCS User role grants users access to the Online PCS page in order to allow for any of 1. The Colline PCS User role grants users access to the Online PCS page in order to allow for any of 1. The Colline PCS user role grants users access to the Online PCS page and each tab must be submitted independently from the rest. There will be one Online PCS page and each tab must be submitted independently from the rest. There will be one Online PCS batchs for every payroll number related to a department and all Online PCS batchs for a department in the case of primary user being unavailable. Online PCS The Online PCS Executive Branch User role grants users access to the Online PCS page and each tab must be submitted independently from the rest. 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 on the Compensation changes on the Connection of a permitted by the user's security permissions are users accessed to the Online PCS page in order to allow for any of the following actions; enter payroll earnings data, enter the base compensation changes on the Connection of the Online PCS page and each tab must be submitted independently from the rest. This role is intended for Executive Branch Online PCS bases and will contain all permissions required to utilize the following actions; enter payroll earning data, enter the successible to the lob Data Updates to the John Data Updates to develope the John Data Updates to the John Data	User		information. Users will have access to data as permitted by the user's
Online PCS The Online PCS User role grants users access to the Online PCS page in order to allow for any of the Online PCS page and each step syrold example, data, enter employee job data updates, enter base compensation changes, or manage statutory dues. Each action type is handled on a separate that of the 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 in the compensation of the Online PCS page and each tab must be submitted independently from the rest. The Online PCS batches for a department will be accessible to the users who have that department's row level security permission IS. 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. Online PCS becurive Branch User role grants users access to the Online PCS page in order to 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 page with the exception of the transactions related to the lob 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 permissions. BL. 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. Online PCS Approver role grants access to the Online PCS approver role grants access to the Online PCS approver 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 u	030.		1
the following actions: enter payroll earnings data, enter employee job data updates, enter base both and the following actions; enter payroll earnings data, on the Debutton tab do fite Online PCS page and each tab must be submitted independently from the rest. 3. Submit bod data updates on the Job Data Updates tab of the Online PCS page and each tab must be submitted independently from the rest. 3. Submit bod data updates on the Job Data Updates tab of the Online PCS page and each tab must be submitted independently from the rest. 4. Submit bod data updates on the Job Data Updates tab of the Online PCS page in	Outline DCC	The Ouline DCC Harmania and the Ouline DCC and the aller for our of	· ·
compensation changes, or manage statutory dues. Each action type is handled on a separate to 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. Online PCS Executive Branch User role grants users access to the Online PCS page in order PCS page and each tab must be submitted independently from the rest. This role is intended for Executive Branch Online PCS bases 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 permissions in the system in the case of primary user being unavailable. Online PCS Baptover role grants access to the Online PCS Approver being unavailable. 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. The Online PCS Daprover role grants access to the Online PCS Approver being unavailable. This role provides the user will be accessible to the users who have that department of the provide business process coverage within the system in the case of primary user being unavailable. This role provides the user will be a			
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 batch for every payroll number related to a department and all Online PCS batch of a department or provide business process coverage within the system in the case of primary user being unavailable. Dolline PCS 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 thanges on the Compensation that of the Online PCS page and each tab must be submitted independently from the text. This role is intended for Executive Branch Online PCS Users and will contain all permissions required to utilize the Online PCS batch for every payroll number related to a department and all Online PCS batch for every payroll number related to a department and all Online PCS batch for a department will be accessible to the users who have that department's or whe real user pure will be one Online PCS batch for every payroll number related to a department and all Online PCS payroll earnings data. In addition to the ability to approve or deep year in the case of primary user being unavailable. Online PCS approver level with a comments bus for the rejection reason(s). This role provides the user with a case of primary user being unavailable. There will be one Online PCS batch for every payroll number related to a department and all Online PCS approver level will be comments bus for the rejection reason(s). This role will also an experiment of the result be a comments bus for the rejection reason(s). This role will also an experiment of the result be a comments bus for the rejection reason(s). This role provides the user with access to the dust in the case of primary user being unavailable. This role provides the user with access to the dust in provided business process coverage within the system in the case of prima	User	the following actions: enter payroll earnings data, enter employee job data updates, enter base	. •
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 from the elevatority 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. 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 to allow for any of the following actions: enter payroll earnings data, enter base compensation 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 related to the lobil 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 its. 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. Online PCS Approver PCS payroll earnings data in addition to the ability to approve or deep refer be accessible to the users who have that department's only access to lob data. There will be one Online PCS batch for every payroll number related to a department and all Online PCS payroll earnings data in addition to the ability to approve or deep refer because on the case of primary user being unavailable. This role online PCS payrollearnings data in addition to the ability to approve or reject PCS payrollearnings data in addition to the ability to approve or reject PCS payrollearnings data in addition to the ability to approve or reject PCS payrollearnings data. In addition to the ability to approve or reject PCS payrollearnings data		compensation changes, or manage statutory dues. Each action type is handled on a separate	2. Add/Modify/Cancel Statutory Dues deductions on the Deduction tab
There will be one Online PCS batch for every payroll number related to a department and all Online PCS batch for every payroll number related to a department of 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. Online PCS 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: emer 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 the 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 20h Data Update tab. Update ta		tab of the Online PCS page and each tab must be submitted independently from the rest.	of the Online PCS page
There will be one Online PCS batch for every payroll number related to a department and all Online PCS batch for every payroll number related to a department of 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. Online PCS 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: emer 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 the 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 20h Data Update tab. Update ta			
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. Online PCS and a can dear the provided business process coverage within the system in the case of primary user being unavailable. 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 hanges, 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 bage with the exception of the transactions related to the Job Data Update tab. There will be one Online PCS page with the exception of the transactions related to the Job Data Update tab. There will be one Online PCS bage with the exception of the transactions related to the Job Data Update tab. There will be one Online PCS bage with the exception of the transactions related to the Job Data Update tab. There will be one Online PCS bage with the exception of the transactions related to a department and all Online PCS approver role grants access to the Online PCS Approver or expect the page table 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 with access to the pages an		There will be one Online PCS batch for every payroll number related to a department and all	
departments row level security permission list. Both primary and backup users should be died in the case of primary user being unavailable. 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 paryoil 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 the 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 permissions 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. Online PCS Approver There will be one Online PCS approval research to the page and processes to be death. There will be one Online PCS approval be accessible to the users who have that department's row level security permissions 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. There will be one Online PCS approval research to the user's security permissions. 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 so we level surprise permissions 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 b			
dentified and assigned this role in order to provide business process coverage within the system in the case of primary user being unavailable. Online PCS Executive Branch User of Primary user being unavailable. 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 abor 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 rejected to the Online PCS page with the exception of the transactions related to the Job Data Update tab. There will be one Online PCS batches for a department will be accessible to the users who have that department's row level security permissions 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. The Online PCS Approver role grants access to the Online PCS Approver some security permissions of the Online PCS Approver or plant and all Online PCS batches for a department will be accessible to the users who have that department's row level security permissions list. Both primary and backup users should be identified and assigned this role in order to provide business process coverage within the assignment and all Online PCS batches for a department will be accessible to the users who have that department's row level work flows will normally be configured by the Online PCS user of primary user being unavailable. The Online PCS batches for a department will be accessible to the users who have that department's row level accessible to the users who have that department's row level accessible to the users who have that department's row level accessible to the users who have that department's row level accessible to the users w			
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 20 Update tab. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batchs 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. Online PCS There will be one Online PCS batch for every payroll number related to a department and all 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 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. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batchs 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 asset of primary user being unavailable. This role provides 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 allowing a manages, 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 utilite 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 described to the user's security permissions in the department's role vel 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. 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 adepartment's role used to the 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 patches for a department will be accessible to the users who have that department's role vell-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 begun unavailable. 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 role vell-security permission list. Both primary and backup users should be identified and assigned this role in order to provide business proce		identified and assigned this role in order to provide business process coverage within the	6. Query Online PCS or Paycheck data from the current or a prior period
Executive Branch User 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 Updates tab of the Online PCS bata Update son. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batchs 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. The Online PCS Approver Peict 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 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 defined on the response form. Department Approvers can be configured as either a Level 1 or Level 2 Approver. Level 1 Approver will receive the first notification affer the current period's Online PCS earnings data has been submitted for approval, the Level 2 Approver receives the notification and is the final approver before the pre-pay audifor can submit the data		system in the case of primary user being unavailable.	as permitted by the user's security permissions
Executive Branch User 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 Updates tab of the Online PCS bata Update son. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batchs 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. The Online PCS Approver Peict 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 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 defined on the response form. Department Approvers can be configured as either a Level 1 or Level 2 Approver. Level 1 Approver will receive the first notification affer the current period's Online PCS earnings data has been submitted for approval, the Level 2 Approver receives the notification and is the final approver before the pre-pay audifor can submit the data			
Executive Branch User 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 Updates tab of the Online PCS bata Update son. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batchs 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. The Online PCS Approver Peict 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 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 defined on the response form. Department Approvers can be configured as either a Level 1 or Level 2 Approver. Level 1 Approver will receive the first notification affer the current period's Online PCS earnings data has been submitted for approval, the Level 2 Approver receives the notification and is the final approver before the pre-pay audifor can submit the data			
Executive Branch User 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 Updates tab of the Online PCS bata Update son. There will be one Online PCS batch for every payroll number related to a department and all Online PCS batchs 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. The Online PCS Approver Peict 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 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 defined on the response form. Department Approvers can be configured as either a Level 1 or Level 2 Approver. Level 1 Approver will receive the first notification affer the current period's Online PCS earnings data has been submitted for approval, the Level 2 Approver receives the notification and is the final approver before the pre-pay audifor can submit the data			
Branch User 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. 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 batches 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 ist. 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 data unavailable. This role provides the user with access to the pages and processes required for the Approval duties. The user's 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, the Level 2 Approver receives the notification and is the final approver before t	Online PCS	The Online PCS Executive Branch User role grants users access to the Online PCS page in order	1. Enter payroll earnings data on the Gross or Fringe tabs 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. Online PCS Approver There will be one Online PCS approver role grants access to the Online PCS Approvals page in order to approve or reject PCS payroll earnings data to 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 departments 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 departments 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 duttes. The user's approval the very payroll number related to a department of primary user being unavailable. Department Approvers scan be configured as either a Level 1 or Level 2 Approver reveals the provent of the prov	Executive	to allow for any of the following actions: enter payroll earnings data, enter base compensation	PCS page
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. Online PCS Approver There will be one Online PCS approver role grants access to the Online PCS Approvals page in order to approve or reject PCS payroll earnings data to 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 departments 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 departments 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 duttes. The user's approval the very payroll number related to a department of primary user being unavailable. Department Approvers scan be configured as either a Level 1 or Level 2 Approver reveals the provent of the prov	Branch User	changes, or manage statutory dues. Each action type is handled on a separate tab of the Online	2. Add/Modify/Cancel Statutory Dues deductions on the Deduction tab
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 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. 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 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 sarrings data has been submitted for approval, the Level 2 Approver receives the notification and the 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	Dranon osc.		
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 batchs 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. Online PCS Approver or reject PCS payroll earnings data. In addition to the ability to approve or deep each agree or reject PCS payroll earnings data. In addition to the ability to approve or deep each agree or reject PCS payroll earnings data. In addition to the ability to approve or deep each agree or reject earnings data rows on the Online PCS Approvals 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 batchs 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 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		res page and each tab must be submitted independently from the rest.	
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. 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 Approver. Level 1 Approvers will receive the first notification after the current period's Online PCS super User on the PCS Approvers of 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			· · · · · · · · · · · · · · · · · · ·
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 approve or reject PCS payroll earnings data. In addition to the ability to approve or department's row level security permission list. Both primary and backup users should be identified and assigned this role in order to approve or reject PCS payroll earnings data. In addition to the ability to approve or dearnings 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 age 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 Approver swill 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 (Nehm the Level 1 Approver swill 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 (Nehm the Level 1 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		·	
Column 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. 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 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		required to utilize the Online PCS page with the exception of the transactions related to the Job	4. Submit base compensation changes on the Compensation tab of the
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. 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 Estup 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		Data Update tab.	Online PCS page
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. 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 Estup 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			6. Query Online PCS or Paycheck data from the current or a prior period
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. Online PCS 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 work flows will normally be configured by the Online PCS super User on the PCS 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		There will be one Online PCS batch for every payroll number related to a department and all	
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. 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			as permitted by the user's security permissions
Identified and assigned this role in order to provide business process coverage within the system in the case of primary user being unavailable. Online PCS Approver approve or reject PCS payroll earnings data. In addition to the ability to approve or dery 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 buper 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 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		·	
Online PCS Approver 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			
Online PCS Approver 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		identified and assigned this role in order to provide business process coverage within the	
Approver 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		system in the case of primary user being unavailable.	
Approver 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			
Approver 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	Online PCS	The Online PCS Approver role grants access to the Online PCS Approvals page in order to	1. Approve or reject earnings data rows on the Online PCS Approvals
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			
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	Approver		
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			
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		have view only access to Job data.	as permitted by the user's security permissions
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			
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		There will be one Online PCS batch for every payroll number related to a department and all	
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			
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		·	
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			
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			
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		system in the case of primary user being unavailable.	
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			
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		This role provides the user with access to the pages and processes required for the Approval	
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			
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			
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 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		nave their approval level defined on the response form.	
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 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		Department Approvers can be configured as either a Level 1 or Level 2 Approver. Level 1	
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 will receive the first notification after the current period's Online PCS earnings data	
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			
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		······································	
Every department is required to have at least one Level 1 Approver defined and Level 2			
		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	

User Role	Description	Duties
Online PCS	The Online PCS Super User role grants access to the Online PCS setup pages that support	Configure earning codes on PCS Earning Codes setup page
Super User	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	Coordinate Approvers with Security Team Troubleshoot PCS page issues for Department Payroll users. Query various tables to troubleshoot issues
	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.	Ability to add information onto the PCS page Ability to approve or reject PCS page 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	Run queries for the purpose to gaining information for their job, but
, 65 Que, 7 636.	queries and will grant query access to PCS records in the system.	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.	Update Paysheets Enter Priority Pay or Check reversal transactions Troubleshoot error messages Query access for research purposes as permitted by the user's security permissions
	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.	
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.	View only access to pages including: Job Data, Tax Data, Garnishments, and Review Paychecks Query access to audit payroll as permitted by the user's security permissions 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.	Manage On-Cycle Payroll Schedule Troubleshoot errors that prevent Payroll from completing Query access to audit payroll data as permitted by the user's security permissions Control interfaces in and out of Payroll Contact and Coordinate with IT
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.	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.	Maintain Payroll Core Tables for configuration changes due to business change Maintain the system for configuration changes due to Oracle changes i.e Tax Updates and YE Create queries as permitted by the user's security permissions
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.	Update employee Direct Deposit information Update employee Tax data Update employee General Deductions Review employee Paychecks to answer questions for the employee Access to initiate priority pay Access to initiate check reversal 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.	Keys Garnishments into the system Researches Garnishment questions Queries Garnishment and paycheck information as permitted by the user's security permissions

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