

Agency HRIS Power User Security Roles Crosswalk for Existing Users

Updated: 09/20/2019 Changes: Added Role Conflicts and Formatting changes

CURRENT STATE		FUTURE STATE			
CURRENT SECURITY ROLE (Name listed on the Power User List provided to Agency Security Approvers)	NEW SECURITY ROLE (Name listed on the Power User Request Form)	NEW SECURITY ROLE DESCRIPTION	CONFLICTS	REQUIRED TRAINING	KEY DIFFERENCES
Benefits	Benefits Initiator (Agency Benefits Initiator)	Agency Benefit View (AgyBenefitView)	Provides view access to benefit enrollment elections and dependent information. This role can view employee Absence Management (LP60) Hours to determine benefit eligibility. Users will get automatic access to Agency Benefits Folder in Data Warehouse.		New forms and reports are available for agency to manage employee and dependents health plans.
	University / Central Benefits Approver	University Benefit Admin (UnivBenefitAdmin)	Provides the ability for University team Central Administration (ASU, UofA) to keep HRIS in sync with their ERP system PeopleSoft. This role can update employee benefits elections, dependent information and employee profile information.		No changes to HRIS access
Human Resources	Class/Comp Delegated Authority (Class & Comp XP02)	Agency Class and Comp Specialist (AgyClassCompSpec)	Provides the ability to perform classification and compensation transactions such as establishing, abolishing, reallocating, and updating positions.		
	Non State Personnel Specialist (Agency Non-System A Class/Comp)	Agency Class and Comp Specialist (AgyClassCompSpec)	Provides the ability to perform classification and compensation transactions such as establishing, abolishing, reallocating, and updating positions.		
	EEO Specialist (EEO Specialist)	Agency EEO Specialist (AgyEEOSpec)	Provides the ability to generate the EEO-4 report.		
	FMLA Coordinator (FMLA)	Agency FMLA Specialist (AgyFMLASpec)	Provides the ability to review and update employees FMLA leave details.		
	HR Approver (Agency HR Approver)	Agency HR Generalist (AgyHRGenNoSSN or AgyHRGenWSSN)	Provides the ability to perform HR Personnel Transactions such as hires/rehires, status changes, separations, and employee demographic updates. This role can also update supervisor links and code assignment and perform EEO reporting. <i>Note: Current Agency HR Approvers or Agency HR Initiators with View only access may prefer the Agency HCM View role over Agency HR Generalist. Agency HCM View training is required if user doesn't currently have the Report Professional role.</i>	Agency Payroll Specialist, Agency Reimbursement Specialist, Agency ETE Proxy Admin, ETE Proxy	Removed: Pay Range Maximum Bypass function on the ZP10. This is handled centrally at ADOA.
	HR Initiator (Agency HR Initiator)	Agency HR Generalist (AgyHRGenNoSSN or AgyHRGenWSSN)	Provides the ability to perform HR Personnel Transactions such as hires/rehires, status changes, separations, and employee demographic updates. This role can also update supervisor links and code assignment and perform EEO reporting. <i>Note: Current Agency HR Approvers or Agency HR Initiators with View only access may prefer the Agency HCM View role over Agency HR Generalist. Agency HCM View training is required if user doesn't currently have the Report Professional role.</i>	Agency Payroll Specialist, Agency Reimbursement Specialist, Agency ETE Proxy Admin, ETE Proxy	
Phone / Email Maintenance Specialist (Agency Phone/E-mail Maint Specialist)	Agency HCM View (AgyHCMView)	Provides view access into HR related screens and reports. This role also provides the ability to update email and phone fields for employees and author and run HR designated reports within the Infor applications. This role is for HR Managers, Agency/Division Leaders, Administrative Assistants and other Support Staff needing view access and reports from HRIS.			

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Report Professional (Agency Report Writer Professional)	Agency HCM View (AgyHCMView)	Provides view access into HR related screens and reports. This role also provides the ability to update email and phone fields for employees and author and run HR designated reports within the Infor applications. This role is for HR Managers, Agency/Division Leaders, Administrative Assistants and other Support Staff needing view access and reports from HRIS.			
Supervisor Code Maintenance Specialist (Agency Supervisor Code Maint Specialist)	Agency Org Structure Specialist (AgyOrgStructureSpec)	Provides the ability to update and maintain accurate supervisor structures (supervisor code and link maintenance) as well as run reports to view the agency's current organizational structure in HRIS. Reports include a listing of process levels, departments, and locations.			
Training Coordinator (Agency Training Coordinator)	Agency Training Specialist (AgyTrainingSpec)	Provides the ability to review historical training history prior to TraCorp implementation.			
Training Initiator (Agency Training Initiator)	Role No Longer Exists see Agency Training Specialist				
Training Instructor (Agency Training Instructor)	Role No Longer Exists see Agency Training Specialist				
Absence Management	Absence Management Manual Adjustment Processor (Agency Absence Mgmt Manual Adj Processor)	Provides the ability to administer an agency's Donated Leave transactions. This role can perform manual updates to absence plan balances, view absence plan balances, detailed event history and generate absence plan reports.			Update access to Donated Leave transactions, Run Absence Plan Reports, Inquiry to Absence Plan Balances & Detailed Event History, Inquiry to Absence Plan setup
	Absence Management Specialist (Agency Absence Mgmt Specialist)	Agency Absence Management View (AgyAbsenceMgtView)	Provides view access to absence plan balances, detailed event history and Donated Leave transactions. Role can generate absence plan reports.		Inquiry to Donated Leave, Inquiry to Manual Adjustments, Inquiry to Absence Plan forms, Run Absence Plan Reports
Payroll	Employee Reimbursement Approver (Agency Reimbursement Approver)	Agency Reimbursement Specialist (AgyReimbursementSpec)	Provides the ability to pay employees using limited pay codes related to travel and other reimbursements. This role can reassign a payroll batch to another user.		
	Employee Reimbursement Specialist (Agency Reimbursement Specialist)	Agency Reimbursement Specialist (AgyReimbursementSpec)	Provides the ability to pay employees using limited pay codes related to travel and other reimbursements. This role can reassign a payroll batch to another user.		Ability to Re-Assign Batch Batch Number, Run ETE Manager-Proxy Tracking Report
	ETE Account Template Specialist (Employee Time Entry Account Template Specialist)	Agency Payroll Specialist (AgyPayrollSpec)	Provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay(stipends). This role can create manual warrant payments outside the payroll cycle, Add & Change deductions at the employee level and maintain (Add/Change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.	Agency HR Generalist No SSN, Agency HR Generalist With SSN	HRIS PAYROLL SPEC
	ETE Batch Maintenance (Employee Time Entry Batch Maint)	Agency Payroll Specialist (AgyPayrollSpec)	Provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay(stipends). This role can create manual warrant payments outside the payroll cycle, Add & Change deductions at the employee level and maintain (Add/Change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.	Agency HR Generalist No SSN, Agency HR Generalist With SSN	HRIS PAYROLL SPEC

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Labor Distribution Specialist (Labor Distribution)	Agency Labor Distribution Specialist (AgyLaborDistribSpec)	Provides the ability to maintain labor distribution elements on the Position (XP02/ZP02) as well as Multiple Labor Distribution Splits for a Position (XR23.3). This role can view labor distribution elements such as the Accounting Unit, Activity, and Account Category, as well as run various point-in-time reports to obtain listings of active labor distribution elements.			
Payroll Approver (Agency PR Approver)	Agency Payroll Specialist (AgyPayrollSpec)	Provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay(stipends). This role can create manual warrant payments outside the payroll cycle, Add & Change deductions at the employee level and maintain (Add/Change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.	Agency HR Generalist No SSN, Agency HR Generalist With SSN		New: Payroll Reports, Audit Reports, ETE Forms & Reports Removed: Donated Leave & Absence Plan balances, Assign Agency Absence Management or Agency Absence Management View role for access, AC & GL forms, Assign Agency Labor Distribution Specialist role for access
Payroll Initiator (Agency PR Initiator)	Agency Payroll Specialist (AgyPayrollSpec)	Provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay(stipends). This role can create manual warrant payments outside the payroll cycle, Add & Change deductions at the employee level and maintain (Add/Change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.	Agency HR Generalist No SSN, Agency HR Generalist With SSN		New: Payroll Reports, Audit Reports, ETE Forms & Reports Removed: Donated Leave & Absence Plan balances, Assign Agency Absence Management or Agency Absence Management View role for access, AC & GL forms, Assign Agency Labor Distribution Specialist role for access
HR/PR Tax Initiator (Agency HR/PR Tax Initiator)	Agency Payroll Specialist (AgyPayrollSpec)	Provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay(stipends). This role can create manual warrant payments outside the payroll cycle, Add & Change deductions at the employee level and maintain (Add/Change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.	Agency HR Generalist No SSN, Agency HR Generalist With SSN	HRIS PAYROLL SPEC	
Timekeeper Specialist (Agency Timekeeper)	Agency Payroll Specialist (AgyPayrollSpec)	Provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay(stipends). This role can create manual warrant payments outside the payroll cycle, Add & Change deductions at the employee level and maintain (Add/Change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.	Agency HR Generalist No SSN, Agency HR Generalist With SSN	HRIS PAYROLL SPEC	
Transit Card Processor (Agency Transit Card Processor)	Agency Transit Card (AgyTransitCard)	Provides the ability to assign new or replacement transit cards for employees within their agency. This role also has the ability to cancel transit cards and request final billing. Role can run various transit card reports.			
Vehicle Template Specialist (Vehicle Template Specialist)	Agency Payroll Specialist (AgyPayrollSpec)	Provides the ability to add, change and delete time records in HRIS, reassign payroll batches and create ongoing supplemental pay(stipends). This role can create manual warrant payments outside the payroll cycle, Add & Change deductions at the employee level and maintain (Add/Change) employee tax elections and direct deposit accounts. Users will get automatic access to Agency Payroll folder in Data Warehouse.	Agency HR Generalist No SSN, Agency HR Generalist With SSN	HRIS PAYROLL SPEC	
ETE ETE Personnel Coordinator (Employee Time Entry Personnel Coordinator)	Agency ETE Coordinator (AgyETECordinator)	Provides the ability to run ETE reports.			Ability to run all ETE reports, Time Entry/Comment Reports, Proxy Reports, Labor Detail Reports

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ETE Security Administrator (Employee Time Entry Security Admin)	Agency ETE Proxy Admin (AgyETEProxyAdmin)	Provides the ability to add proxies to ETE for time entry. Additions can be with or without access to approve ETE time records. This role is also responsible for deleting EIN from ETE proxy upon proxy job changes or separation from the agency or State service.	Agency HR Generalist No SSN, Agency HR Generalist With SSN		Run ETE Manager-Proxy Tracking Report
ETE Proxy	Agency ETE Proxy (Agency ETE Proxy with Approval or Agency ETE Proxy without Approval)	This role is granted by the AgyETEProxyAdmin. This role is granted access to Add/Change/Delete/Submit and Reject ETE employee time records. This role also has the option to Approve ETE employee time records. Power Users with an AgyHRGeneralist role will not have access to Approve ETE employee time records. Note: Users with Agency ETE Proxy without Approval will not have a role conflict with Agency HR Generalist No SSN or Agency HR Generalist With SSN.	Agency HR Generalist No SSN, Agency HR Generalist With SSN		
Agency Budget Analyst Professional	Role No Longer Exists see HCM View or Payroll Specialist				
Federal Statistics & Census Report Professional	Role No Longer Exists see HCM View or Payroll Specialist				

Finance