

Security Base Class Descriptions

Security Base Classes	Panel Group	Page Number
<u>Personnel Functions</u>		
<p>1. Hire/Employee Maintenance and Movement Users in this group will have the ability to: Review Job Code, Title information, Review Position-related information, Enter personal information about employees when they are hired, Set the employee up in a position and enter job information and benefit participation Manage ongoing movement and maintenance, re-hires, leaves, reinstatements, transfers, etc., Enter Mail Drop ID, Enter Retirement information, Enter information regarding contract pay (ie. 21P), Enter information related to Workers Compensation, View General Comments as entered by OSC, View Legacy System Payroll History</p>	<p>Job Code Table Position Data Position Data Summary Position History Position Budget Status Vacant Budgeted Pos. Personal Data Job Data Job Summary Benefit Program Part. Add Concurrent Job Employment Data Payroll Data Retirement Plan Transfer Request Contract Pay Incident Data Rehire General Comments</p>	<p>1 2-4 5 6 7 8 9, 10 11-13 14 15 16-18 19 20 28 41, 42 44-47 48, 49 50-52 67</p>
<u>Payroll Functions</u>		
<p>2. Salary: Users in this group will have the ability to: Use job data panels as needed for salary purposes Enter additional salary factors, such as Geographic Pay or Location Pay, Establish salary withholding, Enter Increment Code and Service Date Enter changes to an employee's salary (Promotions, Performance Advances, Longevity), make comments, View General Comments as entered by OSC, View Legacy System Payroll History.</p>	<p>Job Data Job Summary Additional Pay Job Requests Salary Withholding Balances General Comments</p>	<p>11-13 14 30 37-40 63 67</p>

<p>3. Paycheck Inquiry: Users in this group will have the ability to: Look-up an employee's paycheck data, deductions, earnings, garnishments (amount only), salary withholdings, special accumulators, and tax information. Look-up an employee's Mail Drop ID</p>	Employment Data 19 Paycheck Summary 53 Paycheck Data 54-58 Check Balances YTD 60 Earnings Balances 61 Deductions Balances 62 Salary Withholding Balances 63 Special Accumulator Balances 64 Tax Balances 65 1042 Tax Balances 66	
<p>4. Miscellaneous Payment Entry: Users in this group will have the ability to: Enter miscellaneous payment information, Enter time for exception hourly employees.</p>	Time Entry	43
<u>Budgeting Functions</u>		
<p>5. Position Management/ Funding: Users in this group will have the ability to: View Job Code, Title information, Set up position pools and account code information, Make any distribution splits for employees, Review Position-related information, Enter Mail Drop ID, View Account Code information, View Earnings Balances</p>	Job Code Table 1 Position Data 2-4 Position Data Summary 5 Position History 6 Position Budget Status 7 Vacant Budgeted Pos. 8 Employment Data 19 Account Code Table 32, 33 Position Pool Table 34 Department Budget Table 35,36 Paycheck Distribution Earnings Balances 59 61	
<u>Deductions</u>		
<p>6. Deductions & Tax Maintenance: Users in this group will have the ability to: Set up and modify employee deductions, Place employees in benefit programs Setup and modify retirement plan information, View deductions that are maintained by outside vendors (such as DCS health insurance and Copeland deferred compensation deductions), Set up and maintain employee's direct deposit information, Set up and maintain employee federal, state and local taxes, View deduction balances, View tax balances, View 1042 tax balances, Enter Mail Drop ID</p>	Benefit Program Part. 15 Employment Data 19 Employee Tax Data 21-25 Tax Distribution 26 General Deduction Data 27 Retirement Plans 28 TIAA/CREF Counters 29 Direct Deposit 31 Deduction Balances 62 Special Accumulator Balances 64 Tax Balances 65 1042 Tax Balances 66	

Miscellaneous		
<p>7. Job Requests (this is part of Class 2, Salary) Users in this group will have the ability to: Enter changes to an employee's salary (Promotions, Performance Advances, Longevity), make general comments These panels must be used with Job Data panels.</p>	Job Requests	37-40
<p>8. Workers Compensation/Concurrent Hire (this is part of Class 1, Hire/Employee Maintenance and Movement) Users in this group will have the ability to: Use job data panels as needed, Enter Mail Drop ID Enter information related to Workers' Compensation.</p>	Job Data Employment Data Incident Data	11-13 19 48-49

<p>Super User: Users in this group will have the ability to: Add or update all employee-related information.</p>	<p>Super Viewer: Users in this group will have the ability to: Look-up any employee-related information, but will have no update ability</p>
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