

COMBINED HRMS ROLE ASSESSMENT HANDBOOK

INTRODUCTION.....	5
ROLE DESCRIPTIONS	5
Assigning Roles	5
Benefits – Agency Users	6
Agency Benefits - Specialist	6
Agency Benefits -Specialist (Benefits Billing)	6
Agency Benefits – Viewer.....	6
Agency Benefits – Benefits Billing Viewer	7
Benefits – Central Users.....	8
Central Benefits - Administrator	8
Central Benefits – Clerical Specialist.....	9
Central Benefits – Query Generator.....	9
Central Benefits – Report Generator	9
Central Benefits – Report Viewer	9
Central Benefits – Viewer	9
Human Resources – Agency Users	10
Agency HR – Budget Specialist, Position Approver	10
Agency HR - Hiring Manager.....	10
Agency HR – Job Code Viewer.....	10
Agency HR – Personnel Administrator, Position Approver	11
Agency HR -Positions Specialist.....	11
Agency HR -Configuration Positions Specialist Judicial	11
Agency HR – Positions Viewer.....	11
Agency HR – Recruitment Specialist.....	12
Agency HR – Regulatory Requirements Specialist.....	12
Agency HR – Regulatory Requirements Viewer.....	13
Agency HR – Report Generator.....	13
Agency HR - Specialist.....	13
Agency HR - Viewer	14
Agency HR – Workers’ Compensation Specialist.....	14
Agency HR – Workers’ Compensation Viewer.....	14
Human Resources – Central Users.....	15
Central HR – Classification Specialist.....	15
Central HR – Classification Viewer	15
Central HR – Configuration Maintainer	15
Central HR – Examination Unit.....	16
Central HR – Position Approver	16
Central HR – Positions Viewer	16
Central HR – Query Generator	16
Central HR – Recruitment Specialist	17
Central HR – Recruitment Viewer	17
Central HR – Reemployment/SEBAC Unit.....	17
Central HR – Regulatory Requirements Specialist	17
Central HR – Report Generator	17

Central HR – Report Viewer	17
Central HR –Salary Specialist	18
Central HR - Specialist	18
Central HR – Viewer	18
Central HR – Workers’ Compensation Manager	19
Central HR – Workers’ Compensation Specialist	19
Central OPM – Budget Specialist	20
Central OPM – Position Approver	20
Central OPM – Positions Viewer	20
Central OPM – Refill Specialist.....	20
Central P-Card – Address Viewer.....	21
<i>Description</i>	21
<i>Tasks</i>	21
TPA – Workers’ Compensation Adjuster.....	21
TPA – Workers’ Compensation Specialist	21
Payroll – Agency Users	22
Agency Payroll - Report Generator.....	22
Agency Payroll - Specialist.....	22
Agency Payroll - Viewer.....	22
Payroll – Central Users.....	23
Central Payroll – Configuration Maintainer.....	23
Central Payroll – Financials Integration Processor.....	23
Central Payroll - Garnishment Processor.....	24
Central Payroll – Off Cycle Processor.....	24
Central Payroll – On-line Check and Reprint Processor.....	24
Central Payroll – Paysheet Processor	24
Central Payroll – Payroll Specialist.....	25
Central Payroll - Query Generator	26
Central Payroll - Report Generator	26
Central Payroll - Report Generator Non OSC	26
Central Payroll - Report Viewer	26
Central Payroll – Reversal / Adjustment Processor.....	26
Central Payroll - Supervisor.....	27
Central Payroll – Tax Processor.....	27
Central Payroll – Viewer	27
Central Payroll – Year End Processor.....	28
Time and Labor – Agency Users	29
Agency Time and Labor – Time Reporter.....	29
Agency Time and Labor – Approver.....	29
Agency Time and Labor - Leave Plan Specialist.....	29
Agency Time and Labor - Report Generator	29
Agency Time and Labor - Timekeeper	30
Agency Time and Labor - TCD Timekeeper.....	30
Agency Time and Labor - Timekeeper Specialist	30
Agency Time and Labor – Agency Limited Time Entry	31
Agency Time and Labor - Specialist	31

Agency Time and Labor - Viewer	31
Time and Labor - Central Users.....	32
Central Time and Labor - Leave Plan Specialist	32
Central Time and Labor - Query Generator	32
Central Time and Labor - Report Generator.....	32
Central Time and Labor - Report Viewer.....	32
Central Time and Labor - Rules Specialist.....	33
Central Time and Labor - Schedule Specialist.....	33
Central Time and Labor - Specialist	33
Central Time and Labor - Viewer	33
Other - Agency Users.....	34
Agency HRMS Security Liaison	34
Agency HR/TL - Row Level and TL Group Security Liaison	35
Agency Training Registration User.....	35
Central Bank Recon Analyst - (OTT Use Only).....	35
CO-1092 Security Liaison	35
CO-1092 Approving Manager	36
CT SECURITY LIAISON	36
CT_STARS_CATALOG_AUTHOR.....	37
DAS PCARD Work Location (DAS Use Only)	37
HRMS APA Viewer.....	37
EPM ONLY Roles (Non - Sensitive HR Data Only).....	38
EPM Private.....	38
EPM Public	38
CT_E_TIMELABORREPORTING	38
CT_E_POSITIONREPORTING.....	38
CT_E_PAYROLLREPORTING	39
CT_E_EMPLOYEEREPORTING	39
CT_E_BENEFITSREPORTING	39

INTRODUCTION

This handbook describes the Core-CT HRMS Roles. These roles are cross-agency or function specific. This handbook will assist agencies in the process of mapping personnel to Core-CT roles. Multiple roles may, and in many cases should be assigned to an individual employee.

In an effort to maintain a segregation of duties between the HRMS responsibilities, agencies should not be requesting the Agency HR Specialist role be assigned to an employee who has the Agency Payroll Specialist roles. Access to both of these roles could allow an individual to hire and pay someone inappropriately and without oversight.

Roles are not intended to reflect job titles, current or future!

ROLE DESCRIPTIONS

Role descriptions are a summary of the individual tasks outlined in each business process. The role descriptions in the handbook identify the major tasks assigned to the role from an agency’s perspective. This handbook covers both Line Agency and Central Agency Roles.

Agency Benefits - Specialist General Role Name

<p><i>Description</i> Responsible for administering open enrollment, event maintenance and COBRA.</p> <p>Role Overview</p>	<p><i>Tasks</i> Role Tasks</p> <ul style="list-style-type: none"> • Enters health & life benefit elections • Corrects any enrollment errors identified • Initiates the reprocessing of an employee • Processes Event Maintenance • Records employee family status change • Terminates benefits and generates COBRA Notification letters • Generates reports
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Please refer to the Security Liaison guide for information about assigning roles and segregation of duties.

Assigning Roles

The Agency Security Liaison works with the unit supervisor to determine the role access the user should have. Employees may perform one or more roles, based on your agency’s organizational structure. In addition, more than one employee may perform a role within your agency. In determining the role access, the security liaison and the unit supervisor should be aware of separation of duties issues. Verify that the appropriate

levels of review and approval exist. The agency completes the CO-1092 (sections 1, 2, 3, 4, HRMS Roles section and/or Financials Roles section).

The Security Liaison should be acquainted with the roles in the role handbook. The Help Desk (622-2300) is prepared to answer questions about specific roles.

Benefits - Agency Users

Agency Benefits - Specialist

<i>Description</i> Responsible for administering open enrollment, event maintenance and COBRA.	<i>Tasks</i> <ul style="list-style-type: none">• Enters health & life benefit elections• Corrects any enrollment errors identified• Initiates the reprocessing of an employee• Processes Event Maintenance• Records employee family status change• Terminates benefits and generates COBRA Notification letters• Generates reports
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Agency Benefits -Specialist (Benefits Billing)

<i>Description</i> Responsible for administering billing process for health & life benefits	<i>Tasks</i> <ul style="list-style-type: none">• Enrolls Eligible participants• Generates reports• Identifies and corrects errors• Generates billing statements for all participants• Records participant payments• Processes adjustments• Processes arrears
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Agency Benefits - Viewer

<i>Description</i> Ability to view information to process employee benefit inquiries	<i>Tasks</i> <ul style="list-style-type: none">• Views HR and some Payroll data• Views election entry and dependent beneficiary pages
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Agency Benefits – Benefits Billing Viewer

<p><i>Description</i> Ability to view health & life benefit billing information</p>	<p><i>Tasks</i></p> <ul style="list-style-type: none">• Views charge payment history by participant
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Benefits - Central Users

Central Benefits - Administrator

<p><i>Description</i> Responsible for administering open enrollment and event maintenance</p>	<p><i>Tasks</i></p> <ul style="list-style-type: none">• Enters new/updated provider information• Defines eligibility and event processing rules for the automatic enrollment of employees• Defines and assign deductions to programs, plan types, and plan options• Maintains benefits configuration tables• Sets up benefit programs that include cross-plan validation checking• Files the signed life insurance enrollment form and validates any waiver of premium applications and assignment forms• Handles eligibility overrides• Handles new life insurance elections and changes that are requested after the new hire event has closed• Generates reports and verifies setup table information• Initiates, validates and finalizes benefit administration• Creates and distributes carrier interface files
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Central Benefits - Clerical Specialist

<i>Description</i> Responsible for administering benefits information	<i>Tasks</i> <ul style="list-style-type: none">Files the signed life insurance enrollment form and validates any waiver of premium applications and assignment formsHandles new life insurance elections and changes that are requested after the new hire event has closed
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Central Benefits - Query Generator

<i>Description</i> Responsible for generating benefits queries in EPM	<i>Tasks</i> <ul style="list-style-type: none">Creates Benefits queries in the EPM system
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Central Benefits - Report Generator

<i>Description</i> Responsible for generating benefits reports	<i>Tasks</i> <ul style="list-style-type: none">Generates Benefits reports
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Central Benefits - Report Viewer

<i>Description</i> Responsible for viewing benefits reports	<i>Tasks</i> <ul style="list-style-type: none">View ability to Benefits reports
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Central Benefits - Viewer

<i>Description</i> Responsible for viewing benefits information	<i>Tasks</i> <ul style="list-style-type: none">Ability to view Benefits information
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Human Resources - Agency Users

Agency HR - Budget Specialist, Position Approver

<i>Description</i> Responsible for approving position changes for budgetary reasons	<i>Tasks</i> <ul style="list-style-type: none">• Approves position transactions including the establishment, general change, and reclassification of a position for budgetary reasons• Approves transactions that inactivate a position (in certain agencies) for budgetary reasons
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Agency HR - eProfile Approver

<i>Description</i> Responsible for approving name and address changes at the agency level	<i>Tasks</i> <ul style="list-style-type: none">• Approves requests made by employees through e-Profile (self-service) for name and address adds, changes or deletions.
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Agency HR - Hiring Manager

(Module is currently not being used in Core-CT)

<i>Description</i> Responsible for initiating select and recruit process	<i>Tasks</i> <ul style="list-style-type: none">• Creates job requisition• Updates interview results online• Records job offer information
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Agency HR - Job Code Viewer

<i>Description</i> Responsible for viewing job code table in order to manage job class and positions	<i>Tasks</i> <ul style="list-style-type: none">• Views job code information
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Agency HR – Personnel Administrator, Position Approver

<i>Description</i> Responsible for approving position changes at the Agency level	<i>Tasks</i> <ul style="list-style-type: none">• Approves position transactions including the establishment, general change, and reclassification of a position• Approves transactions that inactivate a position (in certain agencies)
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Agency HR –Positions Specialist

<i>Description</i> Responsible for managing job class and positions	<i>Tasks</i> <ul style="list-style-type: none">• Performs position establishments, certain changes to existing positions, and position deactivations• Updates position funding information• Updates positions and employees when existing job code is changed• Generates and reviews various position reports/queries by department
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Agency HR –Configuration Positions Specialist Judicial

<i>Description</i> Responsible for maintaining configuration values for job codes and Department ID combinations for Judicial (limited number of people should be assigned to this role)	<i>Tasks</i> <ul style="list-style-type: none">• Maintains Judicial job code and Department ID combinations that do not require approval
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Agency HR – Positions Viewer

<i>Description</i> Responsible for viewing tables in order to manage job class and positions	<i>Tasks</i> <ul style="list-style-type: none">• Views position information
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Agency HR – Recruitment Specialist

(Module is currently not being used in Core-CT)

<p><i>Description</i> Responsible for select and recruit processing</p>	<p><i>Tasks</i></p> <ul style="list-style-type: none">• Approves and posts job requisitions• Enters applicant and new hire information• Reviews screening reports, online screening tools• Generates Applicant Flow Report• Schedules interviews• Identifies interviewer and interview type• Records applicant responses• Updates expenses associated with recruitment effort• Identifies eligible applicants that are not associated with job requisitions
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Agency HR – Regulatory Requirements Specialist

<p><i>Description</i> Responsible for administering regulatory requirements</p>	<p><i>Tasks</i></p> <ul style="list-style-type: none">• Maintains data needed to substantiate that the State of Connecticut does not have discriminatory practices against people with disabilities.• Maintains requests made for accommodating applicants/employees job tasks and all the steps involved in bringing those requests to resolution.• Creates and interprets queries to report necessary regulatory information
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Agency HR – Regulatory Requirements Viewer

<i>Description</i> Responsible for administering regulatory requirements	<i>Tasks</i> <ul style="list-style-type: none">• Views data needed to substantiate that the State of Connecticut does not have discriminatory practices against people with disabilities.• Views requests made for accommodating applicants/employees job tasks and all the steps involved in bringing those requests to resolution.• Creates and interprets queries to report necessary regulatory information
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Agency HR – Report Generator

<i>Description:</i> Responsible for generating human resources reports	<i>Tasks</i> <ul style="list-style-type: none">• Generates human resources reports
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Agency HR - Specialist

<i>Description</i> Responsible for administering agency human resources processes	<i>Tasks</i> <ul style="list-style-type: none">• Converts applicant data into employee data upon hire/rehire• Enters employee information upon direct hire• Verifies employees are entered into the system prior to necessary payroll period• Completes employee checklist• Reactivates employee record upon rehire and notifies Central DAS Auditing Unit• Maintains employee jobs, status, and data and notifies appropriate staff of changes• Updates employee's benefit program and employment data (if necessary)• Generates and review various reports/queries by department• Reviews Mass Salary Update results• Reviews longevity payments
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Agency HR - Viewer

<i>Description</i> Responsible for viewing agency human resources information	<i>Tasks</i> <ul style="list-style-type: none">Views agency HR employee and job information
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Agency HR - Workers' Compensation Specialist

<i>Description</i> Responsible for processing worker's compensation claims. Is also responsible for auditing the TPA calculated weekly benefit rate by comparing it with the Core-CT Calculated Worker's Compensation weekly rate that is populated online by the custom batch program.	<i>Tasks</i> <ul style="list-style-type: none">Maintains worker's compensation claimsCreates and interprets queries
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Agency HR - Workers' Compensation Viewer

<i>Description</i> Responsible for viewing worker's compensation claims.	<i>Tasks</i> <ul style="list-style-type: none">Views worker's compensation claims
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Human Resources – Central Users

Central HR – Classification Specialist

<i>Description</i> Responsible for managing job class and job code table	<i>Tasks</i> <ul style="list-style-type: none">• Maintains Classification Action Tracking System• Updates classification changes in Core-CT• Defines/updates job codes and characteristics• Completes the Job Code Table• Categorizes job codes for affirmative action reporting
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Central HR – Classification Viewer

<i>Description</i> Responsible for viewing tables in order to manage job class and job code table	<i>Tasks</i> <ul style="list-style-type: none">• Views job code information• Generates and reviews reports and queries
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Central HR – Configuration Maintainer

<i>Description</i> Responsible for configuration maintenance for central human resources	<i>Tasks</i> <ul style="list-style-type: none">• Sets up and maintains HR supporting document tables such as department, location, action/reason, salary, union codes, and employment dates• Investigates and corrects table errors, if necessary
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Central HR – Examination Unit

(Module is currently not being used in Core-CT)

<i>Description</i> Responsible for creating and maintaining examination (job requisitions) information in Core-CT.	<i>Tasks</i> <ul style="list-style-type: none">• Executes the ATC Examination Interface• Maintains recruitment configuration tables• Approves and posts examinations (job requisitions)• Reviews screening reports, online screening tools• Records applicant responses• Updates expenses associated with recruitment effort
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Central HR – Position Approver

<i>Description</i> Responsible for approving position changes. This role is only available to DAS and OPM Central Users.	<i>Tasks</i> <ul style="list-style-type: none">• Approves position transactions including the establishment and general change classification and reclassification• Generates and reviews reports and queries
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Central HR – Positions Viewer

<i>Description</i> Responsible for viewing position information	<i>Tasks</i> <ul style="list-style-type: none">• Views position information
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Central HR – Query Generator

<i>Description</i> Responsible for creating HR queries in EPM	<i>Tasks</i> <ul style="list-style-type: none">• Creates HR queries in the EPM system
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Central HR – Recruitment Specialist

(Module is currently not being used in Core-CT)

<i>Description</i> Responsible for select and recruit processing	<i>Tasks</i> <ul style="list-style-type: none">• Maintains tables• Inactivates and purges applications• Generates reports
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Central HR – Recruitment Viewer

(Module is currently not being used in Core-CT)

<i>Description</i> Responsible for viewing select and recruit information	<i>Tasks</i> <ul style="list-style-type: none">• Generates reports
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Central HR – Reemployment/SEBAC Unit

(Module is currently not being used in Core-CT)

<i>Description</i> Responsible for executing the ATC Certification Interface.	<i>Tasks</i> <ul style="list-style-type: none">• Executes the ATC Certification Interface
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Central HR – Regulatory Requirements Specialist

<i>Description</i> Responsible for executing regulatory requirements report and maintaining regulatory requirements tables.	<i>Tasks</i> <ul style="list-style-type: none">• Executes the EEO-4 State and Local Government report• Maintains regulatory requirements configuration tables
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Central HR – Report Generator

<i>Description</i> Responsible for generating HR reports	<i>Tasks</i> <ul style="list-style-type: none">• Generates HR reports
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Central HR – Report Viewer

<i>Description</i> Responsible for viewing HR reports	<i>Tasks</i> <ul style="list-style-type: none">• View ability to HR reports
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Central HR -Salary Specialist

<i>Description</i> Responsible for managing salary information	<i>Tasks</i> <ul style="list-style-type: none">• Maintains salary table and run control parameters• Executes salary grade and step update processes• Generates reports
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Central HR - Specialist

<i>Description</i> Responsible for supporting human resources processes at the agencies	<i>Tasks</i> <ul style="list-style-type: none">• Audits state-wide transactions and verifies job changes were processed correctly and notifies Agency HR Specialist if errors exist• Generates and reviews reports and queries• Activates and assigns employee to new agency upon transfer or rehire
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Central HR - Viewer

<i>Description</i> Responsible for viewing HR information	<i>Tasks</i> <ul style="list-style-type: none">• View ability to HR information
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Central HR – Workers’ Compensation Manager

<p>Description Access to view and alter all state agencies worker’s compensation information, including incident details, injury details and claims management details.</p>	<p>Tasks</p> <ul style="list-style-type: none">• Audits state-wide worker’s compensation transactions and verifies injury, incident and claims management details were processed correctly and notifies Agency HR Specialist if errors exist• Generates and reviews reports and queries
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Central HR – Workers’ Compensation Specialist

<p>Description Responsible for setting up run control parameters and monitoring Worker’s Compensation processes.</p>	<p>Tasks</p> <ul style="list-style-type: none">• Reviews error listing produced by Worker’s Compensation Outbound Interface program• Sets up the run control parameters and executes the Outbound and Inbound interfaces in the event that they are not run during the batch schedule• Maintains Worker’s Compensation configuration tables• Sets up the run control parameters for the Worker’s Compensation Rate Update batch program and executes the program manually when necessary• Reviews errors from the Worker’s Compensation Rate Update batch program• Executes the Worker’s Compensation Claim Number Error Query
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Central OPM – Budget Specialist

<i>Description</i> Responsible for the facilitation of budget preparation. This role is only assigned to OPM Central Users	<i>Tasks</i> <ul style="list-style-type: none">• Executes Inbound Position Data Interface from ABS to Core-CT• Executes Department Budget and Task Profile Load• Executes Outbound Interface from Core-CT to ABS
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Central OPM – Position Approver

<i>Description</i> Responsible for approving position changes. This role is only assigned to OPM Central Users	<i>Tasks</i> <ul style="list-style-type: none">• Approves position transactions including the establishment and general change classification and reclassification• Generates and reviews reports and queries
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Central OPM – Positions Viewer

<i>Description</i> Responsible for viewing position information	<i>Tasks</i> <ul style="list-style-type: none">• Views position information
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Central OPM – Refill Specialist

<i>Description</i> Responsible for managing refill authority	<i>Tasks</i> <ul style="list-style-type: none">• Executes the monthly and/or mass refill indicator batch processes• Generates reports for auditing purposes
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Central P-Card - Address Viewer

<p><i>Description</i></p> <p>Responsible for ensuring compliance with federal regulatory requirements of P-Card applicants.</p>	<p><i>Tasks</i></p> <ul style="list-style-type: none">• Obtains applicant address for use when processing P-Card applications.
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TPA - Workers' Compensation Adjuster

<p><i>Description</i></p> <p>Responsible for updating an incident and injury details for a worker's compensation claim into Core-CT. Is also responsible for manually calculating the Worker's Compensation rates outside of the system.</p>	<p><i>Tasks</i></p> <ul style="list-style-type: none">• Enters claims management details reported by an Agency• Claims management/claims charges and claims management/claim rate pages are update/display
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TPA - Workers' Compensation Specialist

<p><i>Description</i></p> <p>Responsible for entering incident and injury details for a worker's compensation claim into Core-CT.</p>	<p><i>Tasks</i></p> <ul style="list-style-type: none">• Updates incident details, injury details, and claims management details reported by an Agency• Claims management/claims charges and claims management/claim rate pages will be display only for this role
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Payroll - Agency Users

Agency Payroll - Report Generator

Description: Responsible for generating payroll reports	Tasks <ul style="list-style-type: none">• Generates payroll reports
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Agency Payroll - Specialist

Description: Responsible for administering payroll process	Tasks <ul style="list-style-type: none">• Maintains employee's payroll data (i.e. additional pay data, general deduction data, direct deposit data, savings bond data, and tax data)• Reviews payroll reports• Reviews time and labor reports, when applicable• Corrects appropriate payroll errors• Communicates payroll errors to Central Payroll, if applicable• Reviews online garnishment information
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Agency Payroll - Viewer

Description: Responsible for viewing payroll information	Tasks <ul style="list-style-type: none">• Views or reports on agency payroll information
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Payroll – Central Users

Central Payroll – Configuration Maintainer

<i>Description</i> Responsible for configuration maintenance for central payroll	<i>Tasks</i> <ul style="list-style-type: none">• Sets up and maintains general deduction and earnings codes• Investigates and corrects control table errors, if necessary
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Central Payroll – Financials Integration Processor

<i>Description</i> Responsible for executing the financials interfaces	<i>Tasks</i> <ul style="list-style-type: none">• Reviews extracted deductions <p>Scheduled Processes</p> <ul style="list-style-type: none">• Actuals Distribution• General Ledger Interface• Accounts Payable Interface• General Ledger Extract process• Batch reports
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Central Payroll - Garnishment Processor

<i>Description</i> Responsible for processing employee wage garnishments	<i>Tasks</i> <ul style="list-style-type: none">• Sets up and enters new garnishment orders or modifies existing orders• Defines disposable earnings definition, if applicable• Establishes unique garnishment rules, if applicable• Establishes garnishment general deduction for employee, if applicable• Generates payroll deduction register (garnishment report)• Validates that garnishor exists as a vendor in the garnishment payee table (Communicates vendor information to Financials, when applicable)
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Central Payroll - Off Cycle Processor

<i>Description</i> Responsible for processing off cycle payrolls	<i>Tasks</i> <ul style="list-style-type: none">• Creates/deletes on-line checks• Records/corrects/views manual checks• Process check reprints
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Central Payroll - On-line Check and Reprint Processor

<i>Description</i> Responsible for processing on-line checks and checks that need to be reprinted	<i>Tasks</i> <ul style="list-style-type: none">• Processes on-line checks and creates reprints for checks
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Central Payroll - Paysheet Processor

<i>Description</i> Responsible for paysheet processing	<i>Tasks</i> <ul style="list-style-type: none">• Creates/updates/views paysheets
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Central Payroll – Payroll Specialist

<p>Description Responsible for processing central payroll assignments, which include on-line checks, reversals, adjustments, and manual checks</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Reviews and corrects some payroll errors or contacts the appropriate agency to coordinate error correction • Verifies the payroll balances using various payroll reports • Monitors direct deposit entries • Monitors employees’ pre-note status • Monitors savings bond deduction entries • Monitors specified deduction entries • Corrects additional pay information • Monitors tax data entries • Creates online checks in the amount of the longevity payment owed to an employee who is on unpaid leave due to worker’s compensation • Views the longevity and service calculation information on the configuration tables • Generates queries for employees not marked OK-to-Pay • Queries longevity tables • Generates various payroll and time & labor reports • Links Vendor IDs to deduction definitions • Updates Year-To-Date payroll balances, when appropriate <p>Scheduled Processes</p> <ul style="list-style-type: none"> • Load employee’s third party vendor general deductions information into employee’s general deduction record • Longevity Process • Longevity Report SQR • Longevity Application Engine
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Central Payroll - Query Generator

<i>Description</i> Responsible for generating payroll queries	<i>Tasks</i> <ul style="list-style-type: none">Generates queries for employees not marked OK-to-PayQueries longevity tables
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Central Payroll - Report Generator

<i>Description</i> Responsible for generating payroll reports	<i>Tasks</i> <ul style="list-style-type: none">Generates various payroll reports
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Central Payroll - Report Generator Non OSC

<i>Description</i> Responsible for generating statewide payroll reports - limited to agencies with statewide over sight	<i>Tasks</i> <ul style="list-style-type: none">Generates and reviews statewide payroll reports
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Central Payroll - Report Viewer

<i>Description</i> Responsible for viewing payroll reports	<i>Tasks</i> <ul style="list-style-type: none">Ability to view payroll reports
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Central Payroll - Reversal / Adjustment Processor

<i>Description</i> Responsible for processing reversals and adjustments	<i>Tasks</i> <ul style="list-style-type: none">Processes reversals or adjustments to paychecks
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Central Payroll - Supervisor

<p>Description Responsible for administering central payroll processes</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Initiates mass changes to union dues per bargaining union contracts • Reviews the payroll reconciliation tool and makes a final decision on the validity of each payroll • Quarterly and year-end processing <p>Scheduled Processes</p> <ul style="list-style-type: none"> • On-Cycle Payroll Calculation (both Preliminary and final mode) • On-Cycle Payroll Confirmation • Generates and executes the paycheck and direct deposit (DDP) advice print files • Un-Confirm process, this process should be a very rare occurrence • Pay Unsheet process, this should be a rare occurrence • Direct deposit file(s) transfer to the bank • Pre-note records transfer to the bank • Savings Bond file transfer to the Federal Reserve Bank
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Central Payroll – Tax Processor

<p>Description Responsible for creating duplicate W-2's and W-2c's</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Creates duplicate W-2's and W-2c's
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Central Payroll – Viewer

<p>Description Responsible for viewing payroll information</p>	<p>Tasks</p> <ul style="list-style-type: none"> • View ability to payroll information
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Central Payroll – Year End Processor

<i>Description</i>	<i>Tasks</i>
Responsible for year end processing tasks	<ul style="list-style-type: none">• Responsible for processing year end tasks

Time and Labor - Agency Users

**Please Note: Some roles may not apply to agencies that will interface their time into the HRMS Core-CT system.*

Agency Time and Labor - Time Reporter

This role is for agencies using Time and Labor Employee Self-Service. If your agency is not using Time and Labor Employee Self Service, you do not need to assign this role.

Description: Responsible for entering employee's own time into Time and Labor	Tasks <ul style="list-style-type: none">• Enters Time
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Agency Time and Labor - Approver

This role is for agencies using Time and Labor Employee Self-Service. If your agency is not using Time and Labor Employee Self Service, you do not need to assign this role.

Description: Responsible for approving time that was reported by Agency Time Reporters	Tasks <ul style="list-style-type: none">• Approves Time
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Agency Time and Labor - Leave Plan Specialist

Description: Responsible for monitoring leave plans	Tasks <ul style="list-style-type: none">• Monitors leave balances• Maintains employees leave plan assignments• Assigns employees to leave plans (only in rare instances should this be needed)
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Agency Time and Labor - Report Generator

Description: Responsible for generating reports	Tasks <ul style="list-style-type: none">• Generate Time and Labor Reports
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Agency Time and Labor - Timekeeper

Description: Responsible for entering employees' time into Core-CT Time and Labor	Tasks <ul style="list-style-type: none">• Enters Time
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Agency Time and Labor - TCD Timekeeper

This role is restricted to agencies that use TCD (Time Collection Device) files to interface attendance into Core. Those agencies are: DOL, DAS, ECD, CSU, WCDU and CCSU. If your agency is not one of these agencies, you do not need to assign this role.

Description: This role is similar to the CT AGY TIMEKEEPER SPECIALIST role. They also have access to additional pages specific to TCD processing/maintenance.	Tasks <ul style="list-style-type: none">• Enters Time
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Agency Time and Labor - Timekeeper Specialist

Description: Responsible for the validation of time and maintenance of employee schedule assignments	Tasks <ul style="list-style-type: none">• Generates employees timesheets• Resolves time entry errors• Assigns employees to work schedules, if necessary• Assigns employees to time reporting templates, if necessary• Performs prior period adjustments• Performs record only adjustments• Generates reports (both Payroll and Time and Labor reports)
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Agency Time and Labor - Agency Limited Time Entry

<i>Description:</i> Responsible for entering employees' time into Core-CT Time and Labor	<i>Tasks</i> <ul style="list-style-type: none">• Enters Time• Does not have access to update prior periods
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Agency Time and Labor - Specialist

<i>Description:</i> Responsible for administering time and labor processes	<i>Tasks</i> <ul style="list-style-type: none">• Updates workgroup and taskgroup assignments for employees, if necessary• Maintains the groups for the collection and entry of time• Monitors labor expenses distribution• Generates reports
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Agency Time and Labor - Viewer

<i>Description:</i> Responsible for reviewing time and labor data	<i>Tasks</i> <ul style="list-style-type: none">• Views employees' leave accruals• Views employees time online
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Time and Labor – Central Users

Central Time and Labor - Leave Plan Specialist

Description Responsible for administering central leave plan processes	Tasks <ul style="list-style-type: none">• Sets up benefit plans for leave plans• Sets up leave plans• Runs the Leave Accrual batch process• Views employees' leave balances online, optional• Views employees' compensatory summary online, optional• Updates leave plans in accordance with bargaining union contract changes
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Central Time and Labor - Query Generator

Description Responsible for generating time and labor queries in the EPM system	Tasks <ul style="list-style-type: none">• Creates queries in the EPM system
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Central Time and Labor - Report Generator

Description Responsible for generating time and labor reports	Tasks <ul style="list-style-type: none">• Generates Time and Labor reports
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Central Time and Labor - Report Viewer

Description Responsible for viewing time and labor reports	Tasks <ul style="list-style-type: none">• Views Time and Labor reports
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Central Time and Labor - Rules Specialist

<i>Description</i> Responsible for maintaining time and labor rules	<i>Tasks</i> <ul style="list-style-type: none">• Creates/maintains time reporting rules• Creates/modifies rule programs• Maintains eligibility rules pertaining to leave plans
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Central Time and Labor - Schedule Specialist

<i>Description</i> Responsible for administering central scheduling processes	<i>Tasks</i> <ul style="list-style-type: none">• Creates new schedules when appropriate• Maintains schedules• Builds and maintains schedule calendars
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Central Time and Labor - Specialist

<i>Description</i> Responsible for administering central time and labor processes	<i>Tasks</i> <ul style="list-style-type: none">• Runs batch process for time administration each night• Creates templates and profiles for time and task reporting• Sets up groups for the collection and entry of time• Sets up workgroups (groups of employees who share a set of payroll requirements/characteristics)• Sets up taskgroups (groups of employees who share a set of task reporting requirements)• Maintains exceptions
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Central Time and Labor - Viewer

<i>Description</i> Responsible for viewing time and labor information across State	<i>Tasks</i> <ul style="list-style-type: none">• View ability to time and labor information
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Other – Agency Users

Agency HRMS Security Liaison

<p>Description</p> <p>Responsible for monitoring all authorized access to the Core-CT HRMS application assigned to their agency personnel, and acting as point of contact for the Core-CT application Security Team for all agency Core-CT security matters</p>	<p>Tasks</p> <ul style="list-style-type: none">• Requesting new access• Requesting changes to existing access• Requesting deletion of access immediately upon the notice of an employee's termination, retirement, transfer to another department/agency• Performing regularly scheduled audits of all assigned access• Contacting Core-CT's Application Security Team with any questions and/or problems regarding user id's, passwords or access• Reviewing each user's access and restrict that access where the access is incompatible with the user job description or change in responsibility within the agency• Maintain confidentiality of user id's and passwords• Enforce that user id's and passwords are not attached to terminals, desk tops, or located where accessible to unauthorized personnel• Enforce that passwords are changed immediately if the employee suspects that the security of his or her password has been breached• All new, change, or delete requests are submitted via Agency Application Security Request Form
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Agency HR/TL - Row Level and TL Group Security Liaison

<p>Description Responsible for assigning, modifying and removing Department (Row Level) and Time & Labor Group access for employees.</p> <p>Permissions CT_HR_AGY_ROW_TL_GRP_SEC CT_ROW_TL_SEC_LIA</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Adds/Removes Department Access to/from Users • Adds/Removes Time and Labor Groups to/from Users • Views User Profiles • Views Department (Row Level) security Permission Lists • Views Time & Labor Group security Permission Lists
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Agency Training Registration User

<p>Description Responsible for registering employees in the Core-CT Training Module</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Registers employees for training • Generates training reports
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Central Bank Recon Analyst - (OTT Use Only)

This role is restricted to OTT only.

<p>Description Responsible for handling check reconciliation between the Treasurer's Office and the Bank</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Generates reconciliation report
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CO-1092 Security Liaison

CT_CO1092_LIAISON

<p>Responsible for creating and managing online CO-1092 Security Requests.</p> <p>Permissions CTCO1092_LIAISONS</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Requesting new access • Requesting changes to existing access • Requesting deletion of access immediately upon the notice of an employee's termination, retirement, transfer to another department/agency
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CO-1092 Approving Manager

CT_CO1092_APPRV_MGR

<p>This role to be granted to managers who approve CO-1092 Security Request. This role must be granted to a manager to be selected as an Approving Manager in the CO-1092 Security Request form.</p> <p>Permissions CTCO1092_MGR</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Approve or deny requests for new or changed access
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CT SECURITY LIAISON

<p>Description Grants liaisons the ability to reset passwords, lock out user accounts, update email addresses, monitor system profile setup</p> <p>Permissions CTSECLIAISON</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Reset passwords in Core-CT for valid users and securely notify users of temporary passwords • Lock out user account access immediately upon the notice of an employee's termination, retirement, transfer to another department/agency • Enforce users to set up their system profile in order to utilize the automated password reset feature • Update user email address if incorrect or missing • Contacting Core-CT's Application Security Team with any questions and/or problems regarding user id's, passwords or access • Maintain confidentiality of user id's and passwords • Enforce that user id's and passwords are not shared, attached to terminals, desk tops, or located where accessible to unauthorized personnel • Enforce that passwords are changed immediately if the employee suspects that the security of his or her password has been breached
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CT_STARS_CATALOG_AUTHOR

STARS Only Roles (Non-Sensitive HR Data Only)

STARS security utilizes existing HR Roles to grant access to HR data in STARS reporting. STARS-only roles have been created to support access to non-sensitive HR data for HR reporting required by non-HR users, where warranted. These roles and respective modules are listed below: (Additional information follows)

<p>Description: STARS Agency Catalog Author</p>	<p>Tasks</p> <ul style="list-style-type: none"> This role will grant “Write Access” to the Agency Catalog Folder. These Role Users will be able to Save and Delete Dashboard/ Analysis etc. from their Agency Catalog Folder.
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Access to these is contingent on the following requirements:

1. The duties of the staff member requesting the role must be justified with supporting documentation.
2. The role must be approved by the agency’s HR department in addition to other CO-1092 approvals
3. The appropriate row level security must be requested (if applicable).
4. CORE HR team approval may be needed for some STARS Role or related row level security.
5. CORE HR User ID is required.

DAS PCARD Work Location (DAS Use Only)

This role is restricted to DAS PCARD Administrators only.

<p>Description Responsible for managing the DAS PCARD</p>	<p>Tasks</p> <ul style="list-style-type: none"> Researches employee work location
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HRMS APA Viewer

<p>Description Auditors of Public Accounts role that provides view access to all state agency HRMS information</p>	<p>Tasks</p> <ul style="list-style-type: none"> View or query access to HRMS information across all State agencies
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EPM ONLY Roles (Non - Sensitive HR Data Only)

EPM-only roles have been created to support access to non-sensitive HR data for HR reporting required by non-HR users, where warranted. These roles and respective reporting modules are listed as follows: (Additional information follows)

EPM Private

CT EPM PRIVATE

<p>Access to Create Private Queries</p> <p>Permissions CTEPMPRIVATE</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Generate Private queries in EPM Query Manager on HRMS or Financial data the user has access to
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EPM Public

CT EPM Public

<p>EPM Superuser - Access to create Public Queries</p> <p>Permissions CTEPMPUBLIC</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Create Public queries in EPM Query Manager on HRMS or Financial data for public use in an agency • Maintain Public queries for an agency or department • Generate Private queries in EPM Query Manager on HRMS or Financial data the user has access to
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CT_E_TIMELABORREPORTING

<p>Description All Time and Labor Reporting Tables</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Generates Time and Labor queries and EPM reports
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CT_E_POSITIONREPORTING

<p>Description All Position Reporting Tables</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Generates Position queries and EPM reports
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CT_E_PAYROLLREPORTING

<i>Description</i> All Payroll Reporting Tables	<i>Tasks</i> <ul style="list-style-type: none">Generates Payroll queries and EPM reports
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CT_E_EMPLOYEEREPORTING

<i>Description</i> All Employee Reporting Tables	<i>Tasks</i> <ul style="list-style-type: none">Generates Employee reporting queries and EPM reports
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CT_E_BENEFITSREPORTING

<i>Description</i> All Benefits Reporting Tables	<i>Tasks</i> <ul style="list-style-type: none">Generates Benefits queries and EPM reports
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Managers and Liaisons can refer to the Reporting Table to Role Mapping job aid to see what reporting tables are included for each of these roles and assess appropriateness.

<http://www.core-ct.state.ct.us/security/>

These roles are not intended to replace or supplement other custom EPM only roles (i.e., CT_E_HR_BUDGET_REPORTING, CT_E_AGY_HR_IT_SPEC, CT_E_PC_HR_TL_REPORTING, etc), therefore, each request and user's profile will be thoroughly examined prior to approval.

Access to these roles is contingent on the following requirements:

1. The duties of the staff member requesting the role must be justified with supporting documentation (i.e., existing Core User roles do not support reporting needs and/or statewide or expanded access is required).
2. The role must be approved by the agency's HR department in addition to other CO-1092 approvals.
3. The appropriate row level security must be requested at the same time the role(s) are requested.
3. Core-CT HRMS team approval is required.

4. An EPM only User ID is required.

These roles can be found under the 'EPM Only Roles' section of the HRMS Security Request form.