# HR System Roles for Agency Users

**TEAM KENTUCKY** — PERSONNEL CABINET

**KHRIS** — Connecting the Commonwealth

**NOTE: Completion of Basics of Navigation is required prior to any KHRIS role assignment.**

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## HR Generalist Role [ZC:HR_GENERALIST]

| Agency | Role | Description | Role Requirements |
|---|---|---|---|
| All agencies | Role Includes:<br>• HR OM Processor (ZS:OM_HR_PROCESSOR_AGENCY)<br>• HR Administrator (ZS:PA_HR_ADMINISTRATOR_AGENCY)<br>• HR Reporting (ZS:PA_AGENCY_HR_REPORTING)<br>• Time Administrator (ZS:TM_ADMINISTRATOR)<br>• Time Reporting (ZS:TM_REPORTING)<br>• Payroll Officer SuperUser (ZS:PY_OFFICER_SUPER_USER_AGCY)<br>• Insurance Coordinator Commonwealth Paid I (ZP:BN_INS_COORD_CW_PAID_I)<br>• OnBase Viewer (ZP:OB_VIEWER)<br>• OnBase Indexer (ZP:OB_INDEXER) | **HR OM Processor** - Administrators at agency level to view/update most OM / PD data for their own Org Unit (Agency) and any additial Org Units assigned by structual authorization.  Can only view most data, but can create requests for establishments, abolishments, etc and access to change certain relationships and information related to costing on a position.<br><br>**HR Administrator** - Access to most PA data and first line of contact for employees.<br>**HR Reporting** - The Agency HR Reporting role will have access to execute all day-to-day operational reports and standard listing reports applicable to agencies. To be executed as needed.<br>**Time Administrator** - Enters time and edits sheet data for employees via SAP GUI. Data entered into the timesheet will be treated as approved data and not additional approvals are required to process this data in time evaluation and payroll.  Also have the ability to run time evaluation and review all time management related reports.<br>**Time Reporting** - Views timesheet data and time reports but do not have update ability.<br>**Payroll Officer SuperUser** - Can create, change, copy and delete access to employee records (with the exception of the basic pay record), as well as read and write access to any employee master data or pay data reports.  This role has read only access to the end to end payroll processing programs listed in the payroll administrator role, including the PC00_M1-_CALC_SIMU role, which provides the ability to run Payroll Simulation. Users holding this role may also process more complicated payroll transactions, such as payments to deceased employees, overpayments and claims processing, year to date adjustments and W-2s.<br>**CP Insurance Coordinator I** - Coordinators will be able to view, update and terminate employee benefit-related information.<br>**OnBase Viewer role** - Gives OnBase access to search and view both Master Record and Agency Personnel File documents.<br>**OnBase Re-Indexer role** - Gives OnBase access to search and view Master Record and Agency Personnel File documents. Re-index and delete agency personnel file documents.<br>**OnBase Indexer role** - Gives OnBase access to upload and index agency HR documents. Does not allow access to search or view Master Record or Agency Personnel file documents. | *<br>**KHRIS Human Resource Generalist ILT** |

## HR Executive Role [ZC:HR_EXECUTIVE]

| Agency | Role | Description | Role Requirements |
|---|---|---|---|
| All agencies | Role Includes:<br>• HR Reporting (ZS:PA_AGENCY_HR_REPORTING)<br>• HR Liaison Viewer (ZS:PA_HR_LIASION_VIEWER)<br>• Time Reporting (ZS:TM_REPORTING)<br>• HR OM View Agency (ZS:OM_HR_VIEWER_AGENCY)<br><br>Add on(optional): Workflow | **HR REPORTING:** The Agency HR Reporting role will have access to execute all day-to-day operational reports and standard listing reports applicable to agencies. To be executed as needed. **(This role is included in the HR Generalist role.)**<br>**HR LIAISON VIEWER:** View only of the agency administrator and cannot update or maintain information.  This role will mostly be used for users that require PA reporting responsibilities at an agency level. **(The access attached to this role is included in the HR Generalist role.)**<br>**TM REPORTING:** Views timesheet data and time reports but do not have update ability.  **(This role is included in the HR Generalist role.)**<br>**HR OM VIEW AGENCY:** Administrators at agency level able to view the OM data for their own Org unit and any additional Org units assigned by structual authorizations.<br><br>When  it is necessary for the HR Executive to provide final agency approval on actions, the request should include the requested role(s) and the workflow box should be checked. | * |

## Specialist Roles

| Agency | Role | Description | Role Requirements |
|---|---|---|---|
| All agencies | HR OM View Agency (ZS:OM_HR_VIEWER_AGENCY) | Administrators at agency level able to view the OM data for their own Org unit and any additional Org units assigned by structual authorizations. | * |
| All agencies | ZS:OM_HR_RELATIONSHIPS_AGENCY | Allows agencies access to the Management Analysis Report and to maintain a position. | |
| All agencies | HR Liaison Viewer (ZS:PA_HR_LIASION_VIEWER) | View only of the agency administrator and cannot update or maintain information.  This role will mostly be used for users that require PA reporting responsibilities at an agency level. **(The access attached to this role is included in the HR Generalist role.)** | * |
| All agencies | HR Reporting (ZS:PA_AGENCY_HR_REPORTING) | The Agency HR Reporting role will have access to execute all day-to-day operational reports and standard listing reports applicable to agencies. To be executed as needed. **(This role is included in the HR Generalist role.)** | * |
| All agencies | Time Administrator (ZS:TM_ADMINISTRATOR) | Enters time and edits sheet data for employees via SAP GUI. Data entered into the timesheet will be treated as approved data and not additional approvals are required to process this data in time evaluation and payroll.  Also have the ability to run time evaluation and review all time management related reports. **(This role is included in the HR Generalist role.)** | **KHRIS Time Administrator ILT** |
| All agencies | Time Reporting (ZS:TM_REPORTING) | Views timesheet data and time reports but do not have update ability.  **(This role is included in the HR Generalist role.)** | * |
| All agencies | FMLA View Only (ZS:TM_FMLA_DISPLAY) | Views the data in the FMLA workbench and run the FMLA related reports. | * |
| All agencies | FMLA Tester (ZS:TM_FMLA_TESTER) | Checks FMLA eligibility for an employee, but will not have the ability to create and occurrence or to view of modify any existing data in the FMLA workbench. | * |
| All agencies | FMLA Processor (ZS:TM_FMLA_PROCESSOR) | Maintains all functionality for the FMLA workbench, create, edit, and delete requests.  Assigns absence data to request and execute FMLA related reports. | * |
| Active ESS Agencies | Emergency Backup Approver **(must have HRG or TMA role)** (ZS:TM_TIME_BACKUP_TIME_APPROVR) | In order to request this role, the user must also have the HR_Generalist or TM_Administrator role. Perform backup approval tasks for ESS Time Recording. | * |
| All agencies | Block Approver (ZS:TM_BLOCK_APPROVER)  **(must have HRG role)** | Has access to approve Block payments in agency worklist. | |
| All agencies | Payroll Liaison (ZS:PY_OFFICER_AGENCY) | Limited create, change, copy and delete access to employee records, as well as limited read access to employee master data or pay data reports programs listed in the payroll administrator role. | * |
| All agencies | FICO Reporting (ZS:FICO_AGENCY_REPORTING) | Role designed to allow for agency FI resources access to time, payroll and finacial reports. | |
| Military Affairs | SAD Unit Administrator - Time Entry (ZS:PY_SAD_UNIT_ADMIN_TE) | SAD transactions and processes, time entry, time approver, SAD mission administrator and SAD data administrator.  These roles have minimal access, such as read only to all infotypes except IT0015. | |
| Military Affairs | SAD Time Approver (ZS:PY_SAD_TIME_APPROVER) | | |
| Military Affairs | SAD Mission Administrator (ZS:PY_SAD_MISSION_ADMIN) | | |
| Military Affairs | SAD Data Administrator (ZS:PY_SAD_DATA_ADMIN) | | |
| All agencies | CP Insurance Coordinator 2 (ZP:BN_INS_COORD_CW_PAID_II) | View Only Coordinators will be able to only view benefit-related information. | * |
| Treasury | Garnishment Administration (ZS:PY_TREASURY) | Has write access to garnishment info types and read access to basic personnel info types. Has access to run garnishment reports and view payroll results | |
| All agencies | FICO Reporting (ZS:FICO_AGENCY_REPORTING) | Role designed to allow for agency FI resources access to time, payroll and finacial reports. | * |
| OSBD | OSBD Reporting (ZS:PA_Personnel_Budgeting) | garnishment reports and view payroll results | * |
| Auditor of Public Accounts | Auditor (ZC:APA_AUDITOR) | This grants APA access to the IMG. | * |
| ASCs Only | Authorized Security Contact (ZS:ACB_ASC_ADMINISTRATOR) | This role gives Agency Security Contacts the ability to review KHRIS access assigned within their agency, as well as providing the ability to submit Access Requests via the HR Portal | |
| All agencies | Evaluation Liasion (ZS:PA_AGENCY_EVAL_LIAISON) | This role gives the Agency Eval liaison display access to master data including evaluation information as well as access to run some PA reports pertaining to headcount, employee lists and agency evals. | * |

| Agency | Role | Description | Role Requirements |
|---|---|---|---|
| All agencies | ZP:OB_REINDEXER | Allows the user to delete or correct indexed data on an imported OnBase document in the Agency Personnel File doc types. | * |
| All Executive Branch Agencies | ZP:SP_NMUNCLASS_PROCESSOR | Role provides access to the Non-Merit Candidate Processing application for KRS 12:040, 12:50 and 12:210 appointments. Role allows for specific KHRIS data element to be called into the web-enabled application to facilitate the process. | * |
| | | **\* In order to maintain role, must complete required annual HR training: Accurate Time Reporting, Security Awareness, and HIPAA Rules & Compliance.** | |



## Recruitment (ATS) Roles

| Agency | Role | Description | Role Requirements |
|---|---|---|---|
| All agencies | Agency HR (Super User) **(must have HRG role in KHRIS)** | In order to request this role, the user must also have the HR_Generalist role within KHRIS. Each role must be requested seperately. This role allows the user to create  a requisition (req) within KHRIS for approval and to further access and maintain the req within MyPURPOSE. It also allows the user to assign secondary roles to employees as is required for specific reqs. This includes assigning Req Team Members with secondary owner role, hiring manager role and/or reviewer role, after they have completed online training. It also includes assigning the interviewer role. | **HRG Role**<br>**Agency HR SuperUser Recruitment ILT** |
| All Exec Branch Agencies | Gov Authority (Non-Merit) | Role provides access to search for candidates within the recruitment module of MyPURPOSE, for KRS 12:040, 12:050 and 12:210 appointments. | |

## Learning (LMS) Roles

| Agency | Role | Description | Role Requirements |
|---|---|---|---|
| All agencies | Agency Training Administrator | Provides permissions for reporting, viewing user transcripts and managing ILT Sessions, Curricula, Evaluations, Tests, Online Courses and Certifications for Agency Training Administrators in the assigned Cabinet. | **CommonwealthU Training Admninsitrator ILT** |
| All agencies | Agency Training Coordinator | Provides permissions for reporting, viewing using transcripts and managing ILT Sessions for Agency Training Coordinators in the assign Cabinet. | **CommonwealthU Training Coordinator ILT** |

## Performance (PM) Roles

| Agency | Role | Description | Role Requirements |
|---|---|---|---|
| All agencies | Agency Administrator | Provides permissions for standard and custom reporting for performance. | **Agency Performance Admninsitrator ILT** |