Enterprise Role Name:
HR Payroll Approver Adhoc

Primary Focus of this Role:
Unit-Human Resources/Finance

Enterprise Role Description:
The HR Payroll Approver Adhoc approves HR transactions that have a fiscal impact on an organizational unit. Staff assigned to this role can approve or reject HR transactions for persons or funding accounts when items are routed to them on an adhoc basis regardless of the user’s position or departmental affiliation. Users must have this role to approve transactions.

This role should be given to anyone who may need to be informed of and/or participate on an adhoc basis in the approval of Human Resources activities processed in the HR/Payroll system, EG: hiring, position creation, termination, change of status, pay & cost, etc. This is not used for Time approval and these users will not be included in the Workflow table. However, if a form or process is adhoc routed to an individual, they must take action on it before the process will move through the rest of workflow.

The assignment of this role will include access to the EBS portal which will include the following portal tabs: Home and Workflow Approver.

Role Qualifiers:
Employee Sub group – FAS, SS, TOC, GRADASST, STUDENTEE, UNDERGRAD and NOPAY

Business Intelligence roles/reports included with this role:
- Access to Business Intelligence roles/reports are not automatically assigned with this role.

Required Knowledge, Skills, and Abilities:
- Knowledge of MSU’s employment policies
- Knowledge of the University’s and Unit’s use of accounts
- Knowledge of Unit’s budget

Responsibilities:
Approve or reject personnel/payroll actions that financially impact the unit. EG: hiring, position create, termination, change of status, etc.

Role Assignment:
This role is assigned via an ARM form, found at:
http://aissecuritycontact.ais.msu.edu/arms/index-ebs.html or through the eARM System at http://earm.itservices.msu.edu.