Enterprise Role Name:
**HR Payroll Approver** (formerly HR Funding Approver)

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

Enterprise Role Description:
The **HR Payroll Approver** approves HR transactions that have a fiscal impact on an organizational unit which is a required approval. Staff assigned to this role can approve or reject HR transactions for persons or funding accounts within their ORG based on Employee Sub Group, funding account and level of approval granted. Users with Unit Administrator role can access existing HR/Payroll Approver table to validate entries or request changes to this table. Users must have both this role and a table entry to approve transactions. This role would be similar to those individuals that had the legacy responsibilities of approving PAN forms, Special Payment Forms, etc.

In respect to the finance system this role should be given to the Fiscal Officer related to the funding source for the position. This role is able approve or reject requests for any HR activity that includes funding accounts owned by their unit.

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

In order to assure a unit’s business transactions can be initiated/approved in a timely manner, it is advisable for each unit to assign more than one individual to each approval level used in their respective organization.

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

Refer to the [Guidelines for Separation of Duties – HR/Payroll (SAP) Roles](#) for more information.

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

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

Role Assignment:
This role is assigned via an ARM form, found at:
http://aissecuritycontact.ais.msu.edu/arms/index-ebs.html

This quick reference guide may be helpful when assigning this role:
http://ebs.msu.edu/HRPayroll/Workflow/docs/WorkflowMaintenance.pdf