Human Resources (HR)

Release 4.6C
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Human Resources (HR)

Here you can find the single roles for the Human Resources component (HR).

Single roles are usually assigned to composite roles. However, SAP does also deliver some single roles that are not assigned to composite roles. If required, you can link these single roles to suitable composite roles to enhance the functions of a composite rule to suit your requirements. You can also form your own composite roles from single roles. For more information, see Create Composite Roles [Ext.]

Note that the composite roles are available in the delivery of the mySAP.com Workplace. The structure of the documentation using composite roles is intended to give you an overview on the SAP role concept.
Unassigned Single Roles

Use
Some single roles are not assigned to composite roles in the standard system. You can assign unassigned single roles to suitable composite roles as required. By assigning single roles, you can enhance the functionality of composite roles. This enables you to adapt roles to the specific requirements of your enterprise.

Activities
If you require information on how to assign unassigned single roles to composite roles, see the documentation on *Users and Roles* in Create Roles [Ext.].
Room Reservation Planning

Technical name: SAP_HR_PE_RPL_ROOMPLANNING

Tasks
This role contains all of the activities performed in the area of room reservation planning.

The task domain typically includes:

- Creating the room reservation concept
- Allocating and administering conference rooms and classrooms
- Specifying room equipment
- Specifying catering services
- Monitoring utilization of room capacity and resources

Activities in Room Reservation Planning

The role of Room Reservation Planning involves using the transactions contained in the corresponding role menu including activities such as:

- Reserving rooms
- Catering
- Maintaining master data for room reservations

Integration

The single role Room Reservation Planning is not assigned to a composite role.

See also:

Unassigned Single Roles [Page 17]
Room Reservation

Technical name: SAP_HR_PE_RPL_ROOMRESERVATION

Tasks

This role contains all of the activities performed in the area of room reservation.

The task domain typically includes:

- Finding and reserving rooms
- Selecting room equipment
- Canceling room reservations
- Creating attendee data

Activities in Room Reservation

The role of Room Reservation involves using the transactions contained in the corresponding role menu including activities such as:

- Reserving rooms
- Catering
- Maintaining data for external persons and companies

Integration

The single role Room Reservation is not assigned to a composite role.

See also:

Unassigned Single Roles [Page 17]
Time Supervisor

Technical name: SAP_HR_PT_TIME-SUPERVISOR

Tasks

The Time Supervisor role is performed by executive employees in the individual departments of a company, such as those with personnel responsibility, department heads, project managers, or foremen.

Just as a cost center manager has responsibility for the costs originating in his or her department, the time supervisor has responsibility for the time and labor data of the employees assigned to him or her, generally a small to medium-sized group.

The Time Supervisor plans and approves leave and alterations to working times. He or she orders overtime as required, and regularly monitors the amount of overtime worked in the department. He or she checks and approves employees’ activity reports, and monitors absence times.

In departments where workloads or working times vary drastically or which have changing requirements for employees’ qualifications, the planning of working times can be supported by a shift planning function. In such cases, the Time Supervisor also monitors the results of the planning process.

Activities in Personnel Time Management

The time management activities for this role include:

• Monitoring employees’ availability
• Checking and approving absence times and work recorded in the Cross-Application Time Sheet Employee Self-Service application
• Creating reports on time data
• Approving the target planning and determining the qualitative and quantitative personnel requirements, if your company uses SAP Shift Planning

Integration

The Time Supervisor does not normally work in a centralized HR department. You therefore use this role if time management tasks are performed decentrally in your company, that is, tasks are delegated to employees in departments due to their familiarity with the other employees and the subject matter.

The Time Supervisor has responsibility for the planning and administration of time and labor data. He or she delegates particular time management tasks to employees in the department. The Shift Planner [Page 10] and Time Administrator [Page 107] roles are provided for these tasks.

The Time Supervisor, Time Administrator, and Shift Planner roles can be performed by the same person. Other persons who are involved in the decentralized time management process are the employees who record their own working times and absence times. SAP provides Employee
Self-Service applications, such as the *Cross-Application Time Sheet*, and interfaces to time recording subsystems for this purpose.

If required, the Payroll Administrator [Page 581] in the central HR department can supplement the recorded data in order to be able to run the payroll. This relates to sensitive administrative data or data that is relevant for payment, such as information for continued pay.
Manager Generic

Technical name: SAP_WP_MANAGER

Tasks

The Manager Generic is responsible for controlling and monitoring goal-oriented planning and decision-making processes and for pursuing strategic goals in his/her area of responsibility.

He/she fulfils the function of a line manager who can be placed on various hierarchical levels in an enterprise and – with the exception of the activities of the project manager, for which there is a separate composite role – can cover many different task areas. He/she controls personnel management processes in his/her area, and is responsible for a cost center and for project assignments of the people in his/her area.

The task area of the Manager Generic includes functions from the following areas of responsibility:

- Personnel management
- Costs and budget
  - Cost centers
  - Internal orders
  - Asset portfolio (in/outflows)
- Time
  - Availability
  - Approvals
  - Personnel requirements
- Travel management
- Project assignments
- Notifications

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

MiniApps

Since the single role Manager Generic Organizational Management (SAP_HR_OS-MANAGER) is assigned to the composite role Manager Generic, the following MiniApps are automatically linked to the composite role:

- Birthday list (MA_HRBIRTHDAYL)
- Anniversary list (MA_HRJUBILEEL)

Integration

The composite role Manager Generic contains the following international single roles:
Manager Generic

- Manager Generic Recruitment (SAP_HR_RC_MANAGER)
- Manager Generic Personnel Administration (SAP_HR_PA_MANAGER)
- Manager Generic Compensation Management (SAP_HR_CM_MANAGER)
- Manager Generic Benefits (SAP_HR_BN_MANAGER)
- Manager Generic Personnel Cost Planning (SAP_HR_CP_MANAGER)
- Manager Generic Personnel Development (SAP_HR_PD_MANAGER)
- Manager Generic Training (SAP_HR_PE_MANAGER)
- Manager Generic Organizational Management (SAP_HR_OS-MANAGER)
- Generic Role Manager (SAP_CO_OM_MANAGER GENERIC)
- Activities for Cost Center Managers (SAP_FI_AA_EVERY_MANAGER)
- Trip Approver (SAP_FI_TV_MANAGER GENERIC)
- Time Supervisor (SAP_HR_PT_TIME_SUPERVISOR)
- Project Functions for Generic Role Manager (SAP_LO_PS_LINEMANAGER)
- Enhanced Notification Processing (SAP_QM_QN_NOTIF_BASIC)
Generic Role: Manager
SAP_CO_OM_MANAGER GENERIC

Activities
The most important reports for cost centers and internal orders, as well as the most important planning functions are summarized in this role.

Integration
The following single roles contain more reports for cost centers and internal orders:
- Reports For Cost Centers/Activity Types (Same As BW) [Ext.]
- Reports For Cost Centers/Activity Types (OLTP only) [Ext.]
- Reports For Cost Centers (Same As BW) [Ext.]
- Reports For Cost Centers (OLTP Only) [Ext.]
- Reports For Internal Orders (Same As BW) [Ext.]
- Reports For Internal Orders (OLTP Only) [Ext.]

The following singles roles (for example) contain more planning functions:
- Planning Cost Centers/Activity Types And Business Processes [Ext.]
- Periodic Planning For Cost Centers [Ext.]
- Maintaining Cost Center Budgets [Ext.]

24 April 2001
PS Input: Line Manager Generic Role

Technical name: SAP_PS_LINE_MANAGER

Tasks

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Activities in the Project System

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Activities for Cost Center Manager

Technical name: SAP_FI_AA_EVERY_MANAGER

Tasks
The role owner executes reports that are typical for cost center managers.

Activities in Asset Accounting
- Execute reports for asset balance sheet values and asset acquisitions
- Display posted depreciation per asset and posting period
- Change asset master records

Notes on Tailoring
The role owner can only edit those asset master records, in which cost centers are entered for which he has authorization.
Processing of Notifications

Technical name: SAP_QM_QN_NOTIF_MAINT

Tasks

The single role Processing of Notifications covers functions for processing quality notifications and other notifications.

QM Activities

This role includes the following activities:

- Processing quality notifications
- Processing other notifications

Notes on Tailoring

The role contains transactions for simplified notification processing.

The single role does not contain a function for processing tasks relating to notifications. The single role Processing of Tasks (SAP_QM_QN_TASK_MAINT) is specifically designed for this purpose.

MiniApps

SAP provides the following MiniApps:

- My quality notifications
  
  Display of key figures for quality notifications (number of outstanding notifications, number of overdue notifications etc.). This display can be personalized to suit your requirements.

- My notifications (all types)
  
  Display of key figures for all notification types (number of outstanding notifications, number of overdue notifications etc.). This display can be personalized to suit your requirements.
Approving Manager

Technical name: SAP_FI_TV_MANAGER GENERIC

Tasks

• Approves travel requests, trip advances, travel plans and expenses statements according to travel policy
• Creates reports in SAP Travel Management

The approval manager has the authorization to carry out these tasks for:
• Trips for a limited number of travelers of whom he is the superior
• Reporting
Manager Generic Recruitment

Technical name: SAP_HR_RC_MANAGER

Tasks

This single role includes all the activities performed by a Generic Manager in the Recruitment area.

The task domain typically includes:

- Workforce requirements for the organizational unit (decentralized workforce requirements)
- Selecting applicants for vacancies in the organizational unit

Activities in Recruitment

The activities that the Manager Generic Recruitment can perform correspond to the transactions contained in the role menu, such as:

- Displaying applicant data
  - Applicant master data
  - Short profile
  - Profile matchup
  - Qualifications matchup
- Carrying out the selection procedure

Integration

The single role Manager Generic Recruitment is part of the composite role Manager Generic.
**Manager Generic Personnel Administration**

Technical name: SAP_HR_PA_MANAGER

**Tasks**

This role includes all the activities performed by a *Generic Manager* in the *Personnel Administration* area.

The task domain typically includes:

- Monitoring master data belonging to the relevant organizational units
- Controlling headcount changes in the relevant organizational units

**Activities in Personnel Administration**

The activities that the *Manager Generic Personnel Administration* can perform correspond to the transactions contained in the corresponding role menu. In the case of *Manager Generic Personnel Administration*, these include:

- Displaying master data
- Using standard reports to evaluate information on master data and the organizational unit

**Integration**

The single role *Manager Generic Personnel Administration* is part of the composite role *Manager Generic*. 
Manager Generic Benefits

Technical name: SAP_HR_BN_MANAGER

Tasks
This role contains those tasks that a Manager would carry out in the area of Benefits. These tasks might include considering the benefits of the employee, when participating in the salary and remuneration review of an employee in his or her team.

Activities in Benefits
The activities you can carry out with the single role Manager Benefits are represented by the transactions contained in the role’s menu: These encompass:

- Display of employee participation in benefit plans
- Display of benefits costs for groups of employees

Integration
The single role Manager Benefits belongs to the composite role Manager.
Manager Generic Compensation Management

Technical name: SAP_HR_CM_MANAGER

Tasks

This role includes all the activities performed by a Generic Manager in the Compensation Management area.

The task domain typically includes:

- Granting salary increases, bonus payments and long-term incentives to employees
- Distributing budgets for compensation adjustments
- Ensuring the compensation budget is observed
- Preparing compensation reviews for employees
- Monitoring key figures relevant to compensation and analyses of compensation data in his or her area of responsibility

Activities in Compensation Management

The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of Manager Generic Compensation Management, these include:

- Administering compensation adjustments
- Administering long-term incentives
- Administering budgets
- Evaluating employees’ compensation data by executing standard reports

Integration

The single role Manager Generic Compensation Management is part of the composite role Manager Generic.
Manager Generic Personnel Cost Planning

Technical name: SAP_HR_CP_MANAGER

Tasks

This role includes all the activities performed by a Generic Manager in the Personnel Cost Planning area.

The task domain typically includes:

- Planning personnel costs using plan values
- Planning personnel costs based on the actual size of the company
- Depicting and analyzing various cost scenarios for the department

Activities in Personnel Cost Planning

The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of Manager Generic Personnel Cost Planning, these include:

- Creating personnel cost planning
- Displaying and changing scenario groups
- Administering plan scenarios

Integration

The single role Manager Generic Personnel Cost Planning is part of the composite role Manager Generic.
Manager Generic Personnel Development

Technical name: SAP_HR_PD_MANAGER

Tasks
This role includes all of the activities performed by a Manager Generic in the area of personnel development.

The task domain typically includes:
- Selecting employees for career and succession planning in the enterprise
- Performing career and succession planning in the department
- Advising employees and promoting development of employees
- Evaluating employees

The Easy Web transaction Appraisal Overview [Ext.] especially developed for this purpose is available to the role of Manager Generic Personnel Development in the my.SAP.com Workplace.

- Holding performance appraisal sessions
- Proposing development measures and development plans
- Monitoring employee qualifications within the department

Activities in Personnel Development
The role of Manager Generic Personnel Development involves using the transactions contained in the corresponding role menu including activities such as:

- Career and succession planning
- Individual development
- Creating and editing appraisals
- Qualifications and requirements profiles in organizational unit
- Monitoring succession
- Monitoring qualifications

Integration
The single role Manager Generic Personnel Development is part of the composite role Manager Generic.
Manager Generic Training

Technical name: SAP_HR_PE_MANAGER

Tasks

This role includes all of the activities performed by a Manager Generic in the area of training. The task domain typically includes:

- Approving attendance at training events
- Administering training budgets
- Monitoring budget expenditure for training
- Monitoring attendance bookings for training events
- Monitoring employee qualifications within the department

Activities in Training

The role of Manager Generic Training involves using the transactions contained in the corresponding role menu including activities such as:

- Budgeting
- Budget comparisons
- Prebookings per attendee
- Attendances (organizational units)
- Attendee's training history
- Attendee's qualifications
- Business event dates
- Business event brochure

Integration

The single role Manager Generic Training is part of the composite role Manager Generic.
Manager Generic Organizational Management

Technical name: SAP_HR_OS-MANAGER

Tasks

In Organizational Management a manager carries out the following typical tasks:

• Making decisions about filling positions in the area of responsibility
• Requesting information relating to the organizational plan, including matrix structures
• Reorganizing the area of responsibility
• Planning required positions

Activities in Organizational Management

The role of Manager Generic Organizational Management involves using the transactions contained in the corresponding role menu including activities such as:

• Displaying information about the people in the area of responsibility (via Manager’s Desktop)
• Planning required positions
• Displaying information about positions, jobs and work centers, and about the organizational plan and report structure

MiniApps

The following MiniApps are available for the single role Manager Generic Organizational Management:

• Birthday list (MA_HRBIRTHDAYL)
• Anniversary list (MA_HRJUBILEEL)

Integration

The single role Manager Generic Organizational Management is part of the composite role Manager Generic.
Time Supervisor

Technical name: SAP_HR_PT_TIME-SUPERVISOR

Tasks

The Time Supervisor role is performed by executive employees in the individual departments of a company, such as those with personnel responsibility, department heads, project managers, or foremen.

Just as a cost center manager has responsibility for the costs originating in his or her department, the time supervisor has responsibility for the time and labor data of the employees assigned to him or her, generally a small to medium-sized group.

The Time Supervisor plans and approves leave and alterations to working times. He or she orders overtime as required, and regularly monitors the amount of overtime worked in the department. He or she checks and approves employees’ activity reports, and monitors absence times.

In departments where workloads or working times vary drastically or which have changing requirements for employees’ qualifications, the planning of working times can be supported by a shift planning function. In such cases, the Time Supervisor also monitors the results of the planning process.

Activities in Personnel Time Management

The time management activities for this role include:

- Monitoring employees’ availability
- Checking and approving absence times and work recorded in the Cross-Application Time Sheet Employee Self-Service application
- Creating reports on time data
- Approving the target planning and determining the qualitative and quantitative personnel requirements, if your company uses SAP Shift Planning

Integration

The Time Supervisor does not normally work in a centralized HR department. You therefore use this role if time management tasks are performed decentrally in your company, that is, tasks are delegated to employees in departments due to their familiarity with the other employees and the subject matter.

The Time Supervisor has responsibility for the planning and administration of time and labor data. He or she delegates particular time management tasks to employees in the department. The Shift Planner [Page 110] and Time Administrator [Page 107] roles are provided for these tasks.

The Time Supervisor, Time Administrator, and Shift Planner roles can be performed by the same person. Other persons who are involved in the decentralized time management process are the employees who record their own working times and absence times. SAP provides Employee
Time Supervisor

Self-Service applications, such as the Cross-Application Time Sheet, and interfaces to time recording subsystems for this purpose.

If required, the Payroll Administrator [Page 581] in the central HR department can supplement the recorded data in order to be able to run the payroll. This relates to sensitive administrative data or data that is relevant for payment, such as information for continued pay.
HR Manager

Technical name: SAP_WP_HR-MANAGER

Tasks
The HR Manager is responsible for developing, employing, and managing the workforce in accordance with the strategy of the enterprise. He or she reports directly to the managing directors, and is responsible for the strategic orientation of the Human Resources Management Department. As an internal service provider, the HR Manager advises managing directors and other managers at the enterprise on all important HR and labor law issues. In a multinational enterprise, he or she coordinates international HR policy and devises guidelines for local HR strategies.

The range of tasks performed by the HR Manager include functions in the following areas, all of which are supported by modern HR methodologies:

- Recruitment and employment
- Employee relations
- Payroll, compensation systems, and benefits
- Personnel development
- Education and training programs
- Time management
- Workforce planning

Notes on Tailoring
The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

Integration
The HR Manager composite role contains the following international single roles:

- HR Manager Personnel Administration (SAP_HR_PA_HR-MANAGER)
- HR Manager Recruitment (SAP_HR_RC_HR-MANAGER)
- HR Manager Organizational Management (SAP_HR_OS_HR-MANAGER)
- HR Manager Compensation Management (SAP_HR_CM_HR-MANAGER)
- HR Manager Benefits (SAP_HR_BN_HR-MANAGER)
- HR Manager Personnel Cost Planning (SAP_HR_CP_HR-MANAGER)
- HR Manager Personnel Development (SAP_HR_PD_HR-MANAGER)
- HR Manager Training (SAP_HR_PE_HR-MANAGER)

To depict the HR Manager composite role's country-specific activities in the area of Personnel Administration, the following countries are provided with the appropriate single roles:

- Belgium: SAP_HR_PA_BE_HR-MANAGER
Human Resources (HR)  SAP AG

HR Manager

- **Canada**: SAP_HR_PA_CA_HR-MANAGER
- **Denmark**: SAP_HR_PA_DK_HR-MANAGER
- **France**: SAP_HR_PA_FR_HR-MANAGER
- **Italy**: SAP_HR_PA_IT_HR-MANAGER
- **Japan**: (SAP_HR_PA_JP_HR-MANAGER
- **Mexico**: SAP_HR_PA_MX_HR-MANAGER
- **Netherlands**: SAP_HR_PA_NL_HR-MANAGER
- **Norway**: SAP_HR_PA_NO_HR-MANAGER
- **Portugal**: SAP_HR_PA_PT_HR-MANAGER
- **Spain**: SAP_HR_PA_ES_HR-MANAGER
- **Sweden**: SAP_HR_PA_SE_HR-MANAGER
- **USA**: SAP_HR_PA_US_HR-MANAGER
- **Venezuela**: SAP_HR_PA_VE_HR-MANAGER

To depict the HR Manager composite role's country-specific activities in the area of Benefits, the following countries are provided with the appropriate single roles:

- **Canada**: SAP_HR_BN_CA_HR-MANAGER
- **USA**: SAP_HR_BN_US_HR-MANAGER
HR Manager Recruitment

Technical name: SAP_HR_RC_HR-MANAGER

Tasks

This role includes all the activities performed by a HR Manager in the Recruitment area.

The task domain typically includes:

- Monitoring workforce requirements in view of qualitative and quantitative aspects and factors of time and space.
- Monitoring the recruitment procedure in view of the company’s strategy
  - Advertising
  - Application and selection procedures
- Monitoring the efficiency of recruitment instruments in use
- Developing new recruitment procedures and optimizing existing ones

Activities in Recruitment

The activities that the HR Manager Recruitment can perform correspond to the transactions contained in the role menu, such as: In the case of HR Manager Recruitment, these include:

- Displaying applicant master data
- Evaluating information on applicant master data, vacancies, and advertising by executing standard reports

Integration

The single role HR Manager Recruitment is part of the composite role HR Manager.
HR Manager Personnel Administration

Technical name: SAP_HR_PA_HR-MANAGER

Tasks
This role includes all the activities performed by an HR Manager in the Personnel Administration area.

The task domain typically includes:
- Task-oriented administration of staff in accordance with enterprise structure
- Monitoring master data administration
- Monitoring headcount changes

Activities in Personnel Administration
The activities that the HR Manager Personnel Administration can perform correspond to the transactions contained in the corresponding role menu. In the case of HR Manager Personnel Administration, these include:
- Displaying master data
- Using standard reports to evaluate information on master data and the organizational unit

Integration
The single role HR Manager Personnel Administration is part of the composite role HR Manager.
HR Manager Benefits
Technical name: SAP_HR_BN_HR-MANAGER

Tasks
This role contains those tasks that an HR Manager would carry out in the area of Benefits. These tasks might include liaison with the Benefits and Compensation Manager when major changes to the company benefits program are made.

Activities in Benefits
The activities you can carry out with the single role HR Manager Benefits are represented by the transactions contained in the role’s menu. These encompass:

- Display of employee participation in benefit plans
- Display of benefits costs for groups of employees
- Display of employee benefits statistics

Integration
The single role HR Manager Benefits belongs to the composite role HR Manager.
HR Manager Compensation Management

Technical name: SAP_HR_CM_HR-MANAGER

Tasks
This role includes all the activities performed by an HR Manager in the Compensation Management area.

The task domain typically includes:
- Defining guidelines for distributing compensation components
- Reviewing salary increases, bonus payments and awards
- Approving compensation adjustments
- Monitoring job pricing
- Distributing budgets for compensation adjustments
- Monitoring key figures relevant to compensation and analyses of compensation data

Activities in Compensation Management
The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of HR Manager Compensation Management, these include:
- Administering compensation adjustments
- Administering long-term incentives
- Administering budgets
- Evaluating data on the pay scale/pay grade structure of the company by executing standard reports
- Evaluating employees' compensation data by executing standard reports

Integration
The single role HR Manager Compensation Management is part of the composite role HR Manager.
HR Manager Personnel Cost Planning

Technical name: SAP_HR_CP_HR-MANAGER

Tasks
This role includes all the activities performed by an HR Manager in the Personnel Cost Planning area.

The task domain typically includes:

- Monitoring and adjusting Personnel Cost Planning for all areas of the company
- Depicting and analyzing various cost scenarios
- Decisions on the release of personnel cost planning to Controlling

Activities in Personnel Cost Planning

The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of HR Manager Personnel Cost Planning, these include:

- Displaying and changing scenario groups
- Administering and releasing plan scenarios

Integration

The single role HR Manager Personnel Cost Planning is part of the composite role HR Manager.
HR Manager Personnel Development

Technical name: SAP_HR_PD_HR-MANAGER

Tasks
This role includes all of the activities performed by a HR Manager in the area of personnel development.
The task domain typically includes:

- Deriving personnel development goals from corporate objectives
- Specifying the basic principles and strategies of the personnel development department
- Monitoring career and succession planning in the enterprise
- Monitoring competency models and appraisal systems
- Monitoring personnel development programs

Activities in Personnel Development
The role of HR Manager Personnel Development involves using the transactions contained in the corresponding role menu including activities such as:

- Reporting for qualifications and requirements profiles
- Reporting for appraisals
- Reporting for careers
- Reporting for development plans
- Monitoring succession
- Monitoring qualifications

Integration
The single role HR Manager Personnel Development is part of the composite role HR Manager.
HR Manager Training

Technical name: SAP_HR_PE_HR-MANAGER

Tasks

This role includes all of the activities performed by a personnel manager in the area of employee training.

The task domain typically includes:

- Determining training measures from personnel development strategies implemented
- Specifying training measures within the enterprise
- Monitoring the training budget and training costs
- Monitoring training activities and methods used

Activities in Training

The role of HR Manager Training involves using the transactions contained in the corresponding role menu including activities such as:

- Attendance bookings
- Attendees’ training history
- Attendance and sales statistics
- Budget comparisons
- Business event brochure
- Overview of business event dates

Integration

The single role HR Manager Training is part of the composite role HR Manager.
HR Manager Organizational Management

Technical name: SAP_HR_OS_HR-MANAGER

Tasks

In *Organizational Management* an HR manager carries out the following typical tasks:

- Calling up information relating to the organizational plan and other organizational structures
- Calling up information about job and position descriptions
- Calling up information about vacancies

Activities in Organizational Management

The role of *HR Manager Organizational Management* involves using the transactions contained in the corresponding role menu including activities such as:

- Displaying the organizational plan, matrix organizations and general structures
- Evaluating organizational and report structures, jobs and positions

Integration

The single role *HR Manager Organizational Management* is part of the composite role *HR Manager*. 
HR Manager Canada
Technical name: SAP_HR_PA_CA_HR-MANAGER

Tasks
The HR manager Canada is the main decision maker and person responsible for the HR department. He/she requires general statistical HR data that can be easily accessed from the system.

Activities in HR Canada
Activities for this role include:
- running compliance reports
- running benefits reports, such as the STD/LTD report.
HR Manager Japan

Technical name: SAP_HR_PY_JP_HR-MANAGER

Tasks

The HR Manager Japan is responsible for formulate and recommend HR objectives and methods in several or perhaps all of the following: personnel administration, staff selection and training, labour relations, wage and salary administration, security, health and safety, employee benefits, and remuneration.

Activities in Payroll Japan

The role includes activities such as:

- Displaying employee's personnel information
- Displaying employee's appraisal information

Integration

The HR Manager Japan is a country-specific single role. The non-country-specific tasks are contained in the single role HR Manager. In order to cover all relevant payroll activities, this role should be combined with the HR Manager.
**HR Manager Norway**

Technical name: SAP_HR_PY_NO_HR-Manager

**Tasks**

This role contains the Norwegian-specific transactions that an HR Manager potentially runs for information on the status of her or his employees. These are mainly reports including non-salary information, such as vacation lists or sickness overviews.
HR Manager Portugal

Technical name: SAP_HR_PA_PT_HR-MANAGER

Tasks
The HR Manager Portugal is responsible for the Human Resources Department. He or she requires overview statistics that can be easily subtracted from the system.

Activities in the Personnel Administration Portugal
The HR Manager processes surveys and lists that are not relevant for the payroll run, like the Mater Data Sheet, for example.
HR Manager Sweden
Technical name: SAP_HR_PA_SE_HR-MANAGER

Tasks
The HR Manager Sweden is responsible for processing country-specific information related to Personnel Administration.

Activities in Personnel Administration Sweden
The role includes such activities as running the following reports:

- Vacation and compensation debt (RPCVACS0)
- Overtime report (RPTOVTS0)
HR Manager United States

Technical name: SAP_HR_PA_US_HR-MANAGER

Tasks
The HR Manager United States is the main decision maker and person responsible for the HR department. This person requires general statistical HR data that can be easily accessed from the system.

Activities in HR United States
Activities for this role include:
• running compliance reports
• running benefits reports, such as Equal Opportunity and OSHA reports
HR Manager Benefits Canada

Technical name: SAP_HR_BN_CA_BEN-COMP-MANAGER

Tasks
The Benefits manager Canada designs and implements employee benefits programs in line with the demographic, social and financial needs of the employee population and according to company policy. This is always as a part of the total compensation package offered to each individual employee. The Benefits manager must liaise with benefits providers to find the best benefits for employees, and with employees themselves to be able to tailor the benefits package accordingly.
HR Manager Benefits United States

Technical name: SAP_HR_BN_US_BEN-COMP-MANAGER

Tasks
The Benefits manager United States designs and implements employee benefits programs in line with the demographic, social and financial needs of the employee population and according to company policy. This is always as a part of the total compensation package offered to each individual employee. The Benefits manager must liaise with benefits providers to find the best benefits for employees, and with employees themselves to be able to tailor the benefits package accordingly.
Human Resources Analyst

Technical name: SAP_WP_HR_ANALYST

Tasks

The Human Resources Analyst is an HR expert. He or she is regarded as a strategic partner of HR managers, and the managing directors of the enterprise. He or she provides information that enables HR data to be monitored with regard to the strategic goals of the enterprise. This information is used as a basis for personnel planning, and enables the enterprise to satisfy statutory reporting requirements.

The following tasks are typical of those performed by the Human Resources Analyst.

• Creation, execution, and formatting of numerous reports, which are a significant data retrieval tool
• Formatting and timely retrieval of relevant HR data to help HR managers and the managing directors of the enterprise to devise plans and make decisions
• Formatting and timely retrieval of HR statistics required by law

Integration

The Human Resources Analyst composite role contains the following single roles:

• Human Resources Analyst (SAP_HR_REPORTING)
• Time and Labor Analyst (SAP_HR_PT_TIME-LABOR-ANALYST)

To depict the Human Resources Analyst composite role’s industry-specific activities in the area of Public Sector, the following single role is provided:

• Human Resources Analyst Public Sector (SAP_HR_PA_DE_PS_HR-ANALYST)
Human Resources (HR)

Human Resources Analyst

Human Resources Analyst

SAP_HR_REPORTING

Tasks

The Human Resources Analyst provides information that enables human resources data to be monitored with regard to the strategic goals of the enterprise. For example, he or she creates monthly personnel turnover statistics or the annual personnel and social report. This information is used as the basis for personnel planning activities and enables the enterprise to satisfy statutory reporting requirements.

The task domain of the Human Resources Analyst typically includes:

- Creation, execution, and formatting of numerous reports as the main information retrieval instrument
- Formatting and timely provision of relevant human resources information that is used for planning and decision support purposes by HR managers and the managing directors of the company
- Formatting and timely provision of legally required human resources statistics

Activities in Human Resources Management

The activities for the role of Human Resources Analyst include:

- Executing the standard reports from the various HR application components
- Creating reports with InfoSet Query or SAP Query
- Executing reports via ABAP programs
- Maintaining master data, for example, correcting individual data

Integration

The single role Human Resources Analyst is part of the composite role Human Resources Analyst.
Time and Labor Analyst

Technical name: SAP_HR_PT.TIME-LABOR-ANALYST

Tasks

The Time and Labor Analyst gathers employee time and labor data so that it can be monitored with regard to the company's strategic goals. He or she creates reports on the work performed by all departments/employee groups, or the development of overtime worked, for example. Evaluations of this data enable the level of overtime and the productivity of individual areas of the company to be monitored, for example.

Activities in Personnel Time Management

The time management activities for this role include:

• Creating statistics on absence times, productivity, and overtime worked
• Analyzing remaining leave and other entitlements to paid absence times
HR Public Sector Analyst

Technical name: SAP_HR_PA_DE_PS_HR-ANALYST

Tasks

The HR Public Sector Analyst carries out various evaluations for the public sector. This includes creating and maintaining public sector statistics.

This role is a special addition to the HR Analyst [Page 58] for the German Public Sector Payroll component.

Activities in Personnel Administration

The activities for this role include:

- Maintain regulatory and statistical exceptions
- Generate public sector statistics for:
  - Colleges
  - ISKD (IT Support for Cost Accounting within Employment Law)
  - Hospitals
  - Personnel
  - Full time personnel
  - Child allowances
  - Pension recipients

Integration

This role is based on the HR Analyst (SAP_HR_REPORTING) role. Therefore, you can combine these two roles.
Organizational Planner

Technical name: SAP_WP_ORGANIZATIONAL_PLANNER

Tasks

The organizational planner is responsible for the organizational structures and the organizational plan of the whole enterprise, or of an area. He/she supports local personnel planners and organizational planners. In addition, the Organizational Planner is responsible for the administration, correct execution and release of Personnel Cost Planning.

An Organizational Planner carries out the following typical tasks:

- Planning and implementing reorganizations
- Supporting personnel planning in other departments
- Creating reports
- Creating and evaluating plan scenarios
- Depicting organizational plan scenarios and transferring them to the active plan version
- Checking and correcting stored data
- Checking and correcting information about organizational objects
- Maintaining current system settings
- Planning personnel costs using plan values
- Planning personnel costs based on the current size of the company
- Depicting and analyzing various cost scenarios
- Deciding on the release of personnel cost planning to Controlling

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

Integration

The composite role Organizational Planner contains the following international single roles:

- Organizational Planner (SAP_HR_OS_ORG-MGT-MANAGER)
- HR Administrator Organizational Management (SAP_HR_OS-ADMINISTRATOR)
- Organizational Planner Personnel Cost Planning (SAP_HR_CP_OS-MANAGER)

The following single roles are available for depicting sector-specific activities for the composite role Organizational Planner in the Public Sector:

- Administrator Position Management (SAP_HR_PM_HR-ADMINISTRATOR)
Organizational Planner

Technical name: SAP_HR_OS_ORG-MGT-MANAGER

Tasks

The organizational planner is responsible for the organizational structures and the organizational plan of the whole enterprise, or of an area. He/she supports local personnel and organizational planners. An Organizational Planner carries out the following typical tasks:

- Planning and implementing reorganizations
- Supporting personnel planning in other departments
- Creating reports
- Creating and evaluating plan scenarios
- Depicting organizational plan scenarios and transferring them to the active plan version
- Checking and correcting stored data
- Checking and correcting information about organizational objects
- Maintaining current system settings

Activities in Organizational Management

The role of Organizational Planner involves using the transactions contained in the corresponding role menu including activities such as:

- Creating and modifying all the organizational plan data
- Creating reports on organizational structures, positions, jobs and work centers, and report hierarchies.
- Copying and comparing plan versions
- Copying objects and structures
- Changing the status of objects and their attributes
- Delimiting or extending objects and their attributes
- Administering quota planning
- Maintaining current settings in customizing

Integration

Depending on the size of the enterprise, the Organizational Planner works either alone or together with an HR Administrator Organizational Management, who is responsible for entering and modifying data.

The single role Organizational Planner is part of the composite role Organizational Planner.
HR Administrator Organizational Management

Technical name: SAP_HR_OS_HR-ADMINISTRATOR

Tasks
In Organizational Management an administrator carries out the following typical tasks:

- Creating and editing the organizational plan
- Creating and administering other structures, for example matrix structures
- Creating reports

Activities in Organizational Management
The role of HR Administrator Organizational Management involves using the transactions contained in the corresponding role menu including activities such as:

- Setting plan versions
- Creating/modifying the organizational plan
- Creating/modifying matrix and other structures
- Creating reports on the organizational plan, on report structures, on position and job descriptions, on vacant or obsolete positions
- Creating graphical representations of organizational structures/report structures
- Passing on information when required

Integration
The single role HR Administrator Organizational Management is part of the composite roles Organizational Planner and HR Administrator.
Organizational Planner Personnel Cost Planning

Technical name: SAP_HR_CP_OS-MANAGER

Tasks
This role includes all the activities performed by an Organizational Planner in the Personnel Cost Planning area.
The task domain typically includes:
• Planning personnel costs using plan values
• Planning personnel costs based on the actual size of the company
• Depicting and analyzing various cost scenarios
• Decisions on the release of personnel cost planning to CO

Activities in Personnel Cost Planning
The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of Organizational Planner Personnel Cost Planning, these include:
• Creating personnel cost planning
• Displaying and changing scenario groups
• Administering and releasing plan scenarios

Integration
The single role Organizational Planner Personnel Cost Planning is part of the composite role Organizational Planner.
Documentation not Available in Release 4.6C
Benefits and Compensation Manager

Technical name: SAP_WP_BEN-COMP-MANAGER

Tasks

The Benefits and Compensation Manager is responsible for the implementation of a competitive system of remuneration. In a multinational company, he or she is responsible for coordinating the compensation and benefits policy and devising guidelines for local human resources strategies.

The Benefits and Compensation Manager implements a total compensation program, which guarantees a pay grade structure in line with the market, as well as performance-based pay and fair access to benefits. As an internal service provider, he or she supports management in all compensation-related queries.

The Benefits and Compensation Manager’s area of responsibility comprises of the Benefits and Compensation areas.

Benefits Tasks

The following are some of the tasks carried out by the Benefits and Compensation Manager:

• Defining and monitoring the benefits strategy
• Introducing new benefits and adjusting those which already exist, guaranteeing employee satisfaction
• Supervising the HR Administrator Benefits in his or her daily work (enrollment, benefits adjustments based on changes to an employee’s personal or professional circumstances).
• Monitoring changes in laws concerning benefits and carrying out any necessary adjustments
• Providing answers to employee queries regarding benefits
• Providing information on eligibility for participation in particular benefits programs
• Monitoring confirmations to authorities

Compensation Management Tasks

The following are some of the tasks carried out by the Benefits and Compensation Manager:

• Defining and monitoring the compensation strategy
• Defining guidelines for the distribution of compensation components
• Reviewing salary increases, bonus payments and awards
• Approving compensation adjustments surplus to predefined guidelines
• Suggesting and defining budgets for compensation adjustments
• Monitoring key figures relevant to compensation and analyzing compensation data.
• Performing or monitoring job pricing
• Benchmarking salary data and controlling participation in external salary surveys
Benefits and Compensation Manager

Notes on Tailoring
The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

MiniApps
The assignment of the single role Benefits and Compensation Manager Benefits (SAP_HR_BN_BEN-COMP-MANAGER) to the composite role Benefits and Compensation Manager, automatically results in the creation of a relationship between the composite role and the Benefits indicators (MA_HRBEN00INDI) MiniApp.

Integration
The composite role Benefits and Compensation Manager contains the following international single roles:
- Benefits and Compensation Manager Benefits (SAP_HR_BN_BEN-COMP-MANAGER)
- Benefits and Compensation Manager Compensation (SAP_HR_CM_BEN-COMP-MANAGER)

To enable you to depict the composite role Benefits and Compensation Manager country-specifically, the following single roles are available for the following countries:
- **Canada**: SAP_HR_BN_CA_BEN-COMP-MANAGER
- **USA**: SAP_HR_BN_US_BEN-COMP-MANAGER
Benefits and Compensation Manager Benefits

Technical name: SAP_HR_BN_BEN-COMP-MANAGER

Tasks
This role contains those tasks that a Benefits and Compensation Manager would carry out in the area of Benefits. These tasks might include:

- Designing and implementing the employee benefits program, according to market trends and company specific policy
- Overseeing the work of the HR Administrator for Benefits (who performs employee enrollment, life and work event changes, insurability monitoring, answering employee inquiries, and so on)
- Solving employee eligibility issues
- Responding to complicated queries from employees
- Serving as the company expert on benefits legal issues

Activities in Benefits
The activities you can carry out with the single role Benefits and Compensation Manager Benefits are represented by the transactions contained in the role’s menu. These encompass:

- Liaising with, and transferring participation data to the benefit providers
- Administering pension plans and all relevant data
- Preparation of standard and ad-hoc reports

MiniApps
This role contains the MiniApp Benefit Indicators (MA_HRBEN00INDI).

Integration
The single role Benefits and Compensation Manager Benefits belongs to the composite role Benefits and Compensation Manager.
Benefits and Compensation Manager Compensation

Technical name: SAP_HR_CM_BEN-COMP-MANAGER

Tasks

This role includes all the activities performed by a Benefits and Compensation Manager Compensation in the Compensation area.

The task domain typically includes:

- Defining and monitoring compensation strategies
- Defining guidelines for distributing compensation components
- Reviewing salary increases, bonus payments and awards
- Approving compensation adjustments
- Determining and distributing budgets for compensation adjustments
- Monitoring key figures relevant to compensation and analyses of compensation data
- Carrying out or monitoring job pricing
- Benchmarking salary data and controlling participation in external salary surveys

Activities in Compensation Management

The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of Benefits and Compensation Manager Compensation, these include:

- Administering compensation adjustments
- Administering long-term incentives
- Job pricing
- Administering budgets
- Evaluating data on the pay scale/pay grade structure of the company by executing standard reports
- Evaluating employees’ compensation data by executing standard reports
- Data extraction for participation in salary surveys

Integration

The single role Benefits and Compensation Manager Compensation is part of the composite role Benefits and Compensation Manager.
HR Manager Benefits Canada

Technical name: SAP_HR_BN_CA_BEN-COMP-MANAGER

Tasks

The Benefits manager Canada designs and implements employee benefits programs in line with the demographic, social and financial needs of the employee population and according to company policy. This is always as a part of the total compensation package offered to each individual employee. The Benefits manager must liaise with benefits providers to find the best benefits for employees, and with employees themselves to be able to tailor the benefits package accordingly.
HR Manager Benefits United States

Technical name: SAP_HR_BN_US_BEN-COMP-MANAGER

**Tasks**

The Benefits manager United States designs and implements employee benefits programs in line with the demographic, social and financial needs of the employee population and according to company policy. This is always as a part of the total compensation package offered to each individual employee. The Benefits manager must liaise with benefits providers to find the best benefits for employees, and with employees themselves to be able to tailor the benefits package accordingly.
Personnel Development Manager

Technical name: SAP_WP_PERSDEVELOPMENT_MANAGER

Tasks

The Personnel Development Manager is an expert in the area of personnel development and, as such, is the strategic partner to the human resources manager and the line manager. The personnel development manager has an in-depth knowledge of the area and is in a position to tailor personnel development objectives to the strategic goals of the enterprise. The main task of the personnel development manager is to incorporate the strategic goals of the enterprise into the personnel development concepts and to successfully implement these.

The task domain typically includes:

- Implementing personnel development strategies in the enterprise
- Developing personnel development concepts
- Defining and designing competency models
- Creating and developing qualifications and requirements profiles
- Creating and developing personnel development plans and career paths
- Determining training measures in the context of personnel development
- Integrating training in personnel development programs
- Developing and implementing career and succession strategies
- Advising and supporting management in personnel development questions
- Advising employees in personnel development questions
- Developing appraisal systems
- Defining appraisal criteria
- Defining results transfer to the Compensation component
- Advising and supporting management in appraisal questions
- Advising employees in appraisal questions

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

Integration

The composite role Personnel Development Manager contains the following single roles:

- Personnel Development Manager (SAP_HR_PD_DEVELOPMANAGER)
- Personnel Development Manager Appraisals (SAP_HR_PD_APL_DEVELOPMANAGER)
- Personnel Development Manager Training (SAP_HR_PD_DEVELOPMANAGER)
Personnel Development Manager

Technical name: SAP_HR_PD_DEVELOPMENTMANAGER

Tasks

This role includes all of the activities performed by a HR development manager. The task domain typically includes:

- Implementing personnel development strategies in the enterprise
- Developing personnel development concepts
- Defining and designing competency models
- Creating and developing qualifications and requirements profiles
- Creating and developing personnel development plans and career paths
- Developing and implementing career and succession strategies
- Advising and supporting management in personnel development questions
- Advising employees in personnel development questions

Activities in Personnel Development

The role of Personnel Development Manager involves using the transactions contained in the corresponding role menu including activities such as:

- Editing the qualifications catalog
- Editing qualifications and requirements profiles
- Performing career and succession planning for organizational units
- Editing careers
- Performing individual personnel development
- Editing personnel development plans
- Reporting in the area of personnel development

Integration

The single role Personnel Development Manager is part of the composite role Personnel Development Manager.
Personnel Development Manager Appraisals

Tasks
This role includes all of the activities relating to appraisals performed by a personnel development manager.

The task domain typically includes:

- Developing appraisal systems
- Defining appraisal criteria
- Defining results transfer to the Compensation component
- Advising and supporting management in appraisal questions
- Advising employees in appraisal questions

Activities in Appraisals
The role of Personnel Development Manager Appraisals involves using the transactions contained in the corresponding role menu including activities such as:

- Editing the appraisals catalog
- Editing appraisals
- Reporting for appraisals

Integration
The single role Personnel Development Manager Appraisals is part of the composite role Personnel Development Manager.
Personnel Development Manager Training

Technical name: SAP_HR_PE_DEVELOPMANAGER

Tasks
This role includes all of the activities performed by a personnel development manager in the area of training.

The task domain typically includes:

- Determining training measures in the context of personnel development
- Integrating training in personnel development programs
- Coordinating personnel development activities with the education and training department

Activities in Training
The role of Personnel Development Manager Training involves using the transactions contained in the corresponding role menu including activities such as:

- Reporting for attendees
- Business event brochure
- Overview of business event dates

Integration
The single role Personnel Development Manager Training is part of the composite role Personnel Development Manager.
Training Manager

Technical name: SAP_WP_TRAINING_MANAGER

Tasks

The manager in the area of Training is the strategic partner to the human resources manager, the personnel development manager, and the line manager. The training manager has an extensive knowledge of the training area and is in a position to tailor the education and training objectives to the strategic goals of the enterprise. The training manager is responsible for all planning activities and the overall coordination of training activities in the enterprise.

The task domain typically includes:

- Planning and coordinating all training activities in the enterprise
- Planning training on the basis of training needs in the enterprise
- Designing an enterprise-specific training curriculum
- Scheduling suitably-qualified instructors
- Managing budgets and costs
- Managing resources
- Selecting internal and external training organizers
- Selecting internal and external training venues
- Creating training plans
- Coordinating training plans with personnel development plans
- Developing appraisal sheets and models for the training area
- Monitoring training plans and appraisals

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

Integration

The composite role Training Manager contains the following international single roles:

- Training Manager (SAP_HR_PE_TRAININGMANAGER)
- Training Manager Personnel Development (SAP_HR_PE_TRAININGMANAGER)

To depict the Training Manager composite role's country-specific activities in the area of Training, the following countries are provided with the appropriate single roles:

- Singapore: SAP_HR_PE_SG_TRAININGMANAGER
Training Manager
Technical name: SAP_HR_PE_TRAININGMANAGER

Tasks
This role includes all of the activities performed by a manager in the area of training.
The task domain typically includes:
- Planning and coordinating all training activities in the enterprise
- Planning training on the basis of training needs in the enterprise
- Designing an enterprise-specific training curriculum
- Scheduling suitably-qualified instructors
- Managing budgets and costs
- Managing resources
- Selecting internal and external training organizers
- Selecting internal and external training venues

Activities in Training
The role of Training Manager involves using the transactions contained in the corresponding role menu including activities such as:
- Planning business events
- Monitoring business events
- Monitoring attendance bookings
- Monitoring resources
- Reporting in the training area

Integration
The single role Training Manager is part of the composite role Training Manager.
Training Manager Personnel Development

Technical name: SAP_HR_PD_TRAININGMANAGER

Tasks
This role includes all of the activities performed by a training manager in the area of personnel development.

The task domain typically includes:
- Creating training plans
- Coordinating training plans with personnel development plans
- Developing appraisal sheets and models for the training area
- Monitoring training plans and appraisals

Activities in Personnel Development

The role of Training Manager Personnel Development involves using the transactions contained in the corresponding role menu including activities such as:
- Editing and reporting for development plans
- Editing and reporting for appraisals
- Reporting for expired qualifications

Integration

The single role Training Manager Personnel Development is part of the composite role Training Manager.
Training Manager Singapore

Technical name: SAP_HR_PE_SG_TRAININGMANAGER

Tasks

The Training Manager Singapore conducts all activities performed by a manager in the area of training for the enterprise. These would include:

- Planning and coordinating all training activities
- Planning training on the basis of training needs
- Designing an enterprise-specific training curriculum
- Scheduling suitably-qualified instructors
- Managing budgets and costs
- Managing resources
- Selecting internal and external training providers and venues

Activities in Training Singapore

The role of the Training Manager involves using the transactions contained in the corresponding role menu including activities such as:

- Planning and monitoring business events
- Monitoring attendance bookings and resources
- Reporting in the training area

Integration

The Training Manager Singapore is a country-specific single role. The non-country-specific tasks are contained in the single role Training Manager. In order to cover all relevant activities, this role should be combined with the Training Manager.
Training Administrator

Technical name: SAP_WP_TRAINING_ADMINISTRATOR

Tasks

The *Training Administrator* is responsible for all administrative tasks that typically occur in the area of training. The training area can cover the complete education and training needs of the enterprise. The activities of the administrator include entry and maintenance of attendee and business event data. The training administrator is responsible for all of the day-to-day activities in training, as well as preparation and follow-up processing of business events.

The task domain typically includes:

- Maintaining master data for attendees and business events
- Processing all booking activities
- Attendee information and support
- Correspondence and general administrative duties
- Organizing training materials and equipment
- Managing resources
- Instructor support
- Preparing and following up business events
- Billing and allocating attendance fees
- Reporting in the area of training
- Creating and editing attendee and business event appraisals
- Reporting for appraisals
- Reporting for employee qualifications
- Access to personnel development and training plans

It is the responsibility of the *Training Administrator* to ensure that these activities are performed in a correct and timely fashion.

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

Integration

The composite role *Training Administrator* contains the following single roles:

- *Training Administrator* (SAP_HR_PE_TRAININGADMIN)
- *Training Administrator Personnel Development* (SAP_HR_PE_TRAININGMANAGER)
Training Administrator

Technical name: SAP_HR_PE_TRAININGADMIN

Tasks

This role includes all of the activities performed by a training administrator in the area of training. The task domain typically includes:

- Maintaining master data for attendees and business events
- Processing all booking activities
- Attendee information and support
- Correspondence and general administrative duties
- Organizing training materials and equipment
- Managing resources
- Instructor support
- Preparing and following up business events
- Billing and allocating attendance fees
- Reporting in the area of training
- Creating and editing attendee and business event appraisals

Activities in Training

The role of Training Administrator involves using the transactions contained in the corresponding role menu including activities such as:

- Editing attendance bookings
- Editing business events
- Editing resources
- Reporting in the area of training
- Creating and editing master data
- Creating and editing appraisals

Integration

The single role Training Administrator is part of the composite role Training Administrator.
Training Administrator Personnel Development

Technical name: SAP_HR_PD_TRAININGADMIN

Tasks
This role includes all of the activities performed by a training administrator in the area of personnel development.

The task domain typically includes:

- Reporting for employee qualifications
- Access to personnel development and training plans

Activities in Training
The role of Training Administrator Personnel Development involves using the transactions contained in the corresponding role menu including activities such as:

- Reporting for qualifications
- Displaying development plans

Integration
The single role Training Administrator Personnel Development is part of the composite role Training Administrator.
Employee Relations Manager

Technical name: SAP_WP_EE-RELATIONS-MANAGER

Tasks

The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

One international and single role and one or more country-specific single roles belong to this composite role. You should always combine these single roles to enable the Employee Relations Manager to carry out the required tasks correctly.

Integration

The composite role Employee Relations Manager contains the following international single roles:

- Employee Relations Manager International (SAP_HR_PA_EE-RELATIONS-MANAGER)

To depict the Employee Relations Manager composite role's country-specific activities in the area of Personnel Administration, the following countries are provided with the appropriate single roles:

- Argentina: SAP_HR_PA_AR_EE-RELATION-MNGR
- Australia: SAP_HR_PA_AU_EE-RELATIONS
- Brazil: SAP_HR_PA_BR_EE-RELATION-MAN
- Indonesia: SAP_HR_PA_ID_EE-RELATIONS
- Canada: SAP_HR_PA_CA_EE-RELATION-MANAG
- Mexico: SAP_HR_PA_MX_EE-RELATION-MAN
- New Zealand: SAP_HR_PA_NZ_EE-RELATIONS
- Singapore: SAP_HR_PA_SG_EE-RELATIONS
- USA: SAP_HR_PA_US_EE-RELATION-MANAG
- Venezuela: SAP_HR_PA_VE_EE-RELATION-MANAG
Employee Relations Manager

Technical name: SAP_HR_PA_EE-RELATIONS-MANAGER

Tasks

The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Activities in Personnel Administration

The role includes activities such as:

- Displaying employee details
- Displaying organization and staffing information
- Displaying time, wage and salary data
- Running periodic and ad-hoc reports
- Scheduling and conducting training

Integration

The Employee Relations Manager is a non-country-specific single role. The country-specific tasks are contained in the single role Employee Relations Manager XX, where XX is the country. In order to cover all relevant activities, this role should be combined with the relevant country-specific Employee Relations Manager (for example, the single role Employee Relations Manager Australia).
HR Administrator

Technical name: SAP_WP_HR-ADMINISTRATOR

Tasks

An HR Administrator performs all tasks that relate to the administration of employees. The main tasks include providing support, administering and advising all employees in the relevant areas. The following tasks are typical of those performed by an HR Administrator:

- Administering/editing personnel master data (such as new employees, salary changes, transfers, and employees leaving the company, and so on...).
- Administering personnel appraisals
- Editing organizational data
- Year-end processing
- Creating statements and provision of information
- Creating various reports required at different times
- Advising all employees, pensioners and management
- Other personnel administration activities such as anniversaries and birthdays, co-operation in the organization of elections to the works council or to the position of spokesperson, helping in the mass creation of statements, and so on...

An HR Administrator is responsible for ensuring that the above tasks are completed correctly and on time, as well as for consulting and supporting all employees and pensioners.

An HR Administrator has close personal contact with all employees and management within the locations assigned to him/her. He/she also has external tasks, such as maintaining contact to health insurance funds, tax offices, authorities and pension insurers.

Notes on Tailoring

The composite role is only available in the mySAP.com Workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

MiniApps

By assigning the single role HR Administrator Personnel Administration (SAP_HR_PA_HR-ADMINISTRATOR) to the composite role HR Administrator, you have also automatically linked the MiniApp Monitoring of Tasks (MA_MONTASKS) to the composite role.

Furthermore, you have also linked the MiniApp Employer Benefit Indicators (MA_HRBEN00INDI) by assigning the single role HR Administrator Benefits (SAP_HR_BN_HR-ADMINISTRATOR) to the composite role HR Administrator.

Integration

The HR Administrator composite role contains the following international single roles:

- HR Administrator Personnel Administration (SAP_HR_PA_HR-ADMINISTRATOR)
- HR Administrator Personnel Development (SAP_HR_PD_HR-ADMINISTRATOR)
HR Administrator

- **HR Administrator Compensation Management** (SAP_HR_CM_HR-ADMINISTRATOR)
- **HR Administrator Benefits** (SAP_HR_BN_HR-ADMINISTRATOR)
- **HR Administrator Organizational Management** (SAP_HR_OS_HR-ADMINISTRATOR)

To depict the *Human Resources Administrator* composite role's industry-specific activities in the *Public Sector* area, the following single role is provided:

- **HR Administrator Public Sector** (SAP_HR_PA_DE_PS_HR-ADM)

To depict the *HR Administrator* composite role’s country-specific activities, the following countries are provided with the appropriate single roles:

- **Canada:**
  - SAP_HR_BN_CA_HR-ADMINISTRATOR
  - SAP_HR_PA_CA_HR-ADMINISTRATOR

- **Singapore:**
  - SAP_HR_PA_SG_PS_HR-ADM

- **USA:**
  - SAP_HR_PA_US_HR-ADMINISTRATOR
HR Administrator Personnel Administration

Technical name: SAP_HR_PA_HR-ADMINISTRATOR

Tasks

This role includes all the activities performed by an HR Administrator in the Personnel Administration area.

The task domain typically includes:

- Administering personnel master data
- Processing changes made to personnel master data
- Being the contact person for questions relating to employee data
- Creating required lists and statistics

Activities in Personnel Administration

The activities that the HR Administrator Personnel Administration can perform correspond to the transactions contained in the corresponding role menu, including activities such as: In the case of HR Administrator Personnel Administration, these include:

- Processing personnel master data
- Executing personnel actions
- Evaluating personnel master data, and executing all standard reports

MiniApps

The MiniApp Monitoring of Tasks (MA_MONTASKS) can be used for the single role HR Administrator Personnel Administration.

Integration

The single role HR Administrator Personnel Administration (SAP_HR_PA_HR-ADMINISTRATOR) is part of the composite role HR Administrator (SAP_WP_HR-ADMINISTRATOR).
HR Administrator Benefits

Technical name: SAP_HR_BN_HR-ADMINISTRATOR

Tasks
This role contains those tasks that an HR Administrator would carry out in the area of Benefits. These tasks might include:

- Day-to-day data entry of benefits information, such as enrollment
- Responding to simple queries from employees regarding benefit plan participation
- Manning the front desk of the benefits office and dealing with telephone calls

Activities in Benefits
The activities you can carry out with the single role HR Administrator Benefits are represented by the transactions contained in the role’s menu. These encompass:

- Employee enrollment
- Life and work event changes
- Insurability monitoring for health and insurance plans
- Termination of participation
- Printing and sending enrollment and confirmation forms
- Running standard reports

MiniApps
This role contains the MiniApp Benefit Indicators (MA_HRBEN00INDI).

Integration
The single role HR Administrator Benefits belongs to the composite role HR Administrator.
HR Administrator Compensation Management

Technical name: SAP_HR_CM_HR-ADMINISTRATOR

Tasks

This role includes all the activities performed by an HR Administrator in the Compensation Management area.

The task domain typically includes:

- Activating compensation adjustments
- Administering or monitoring award exercising
- Informing employees when the expiration date of their awards is approaching
- Administering events which affect the long-term incentives program
- Administering pay scale changes
- Reassigning pay scales
- Informing employees of their compensation data

Activities in Compensation Management

The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of HR Administrator Compensation Management, these include:

- Administering compensation adjustments
- Administering long-term incentives
- Expiration/forfeit of long-term incentives
- Life events for long-term incentives
- Pay scale changes
- Mass printing of Total Compensation Statements

Integration

The single role HR Administrator Compensation Management is part of the composite role HR Administrator.
HR Administrator Personnel Development

Technical name: SAP_HR_PD_HR-ADMINISTRATOR

**Tasks**

This role includes all of the activities performed by a HR administrator in the personnel development area.

The task domain typically includes:

- Administering the development of individual employees
- Maintaining employees’ qualifications and requirements profiles
- Creating and editing performance appraisals
- Preparing and providing information on performance appraisal sessions in the enterprise
- Creating evaluations in the area of personnel development
- Providing information and feedback to employees on their personnel development data

**Activities in Personnel Development**

The role of **HR Administrator Personnel Development** involves using the transactions contained in the corresponding role menu including activities such as:

- Editing qualifications and requirements profiles
- Editing appraisals
- Performing individual personnel development
- Reporting for qualifications
- Reporting for qualifications and requirements profiles
- Reporting for appraisals
- Reporting for development plans

**Integration**

The single role **HR Administrator Personnel Development** is part of the composite role **HR Administrator**.
HR Administrator Organizational Management

Technical name: SAP_HR_OS_HR-ADMINISTRATOR

Tasks

In Organizational Management an administrator carries out the following typical tasks:

- Creating and editing the organizational plan
- Creating and administering other structures, for example matrix structures
- Creating reports

Activities in Organizational Management

The role of HR Administrator Organizational Management involves using the transactions contained in the corresponding role menu including activities such as:

- Setting plan versions
- Creating/modifying the organizational plan
- Creating/modifying matrix and other structures
- Creating reports on the organizational plan, on report structures, on position and job descriptions, on vacant or obsolete positions
- Creating graphical representations of organizational structures/report structures
- Passing on information when required

Integration

The single role HR Administrator Organizational Management is part of the composite roles Organizational Planner and HR Administrator.
HR Administrator for Public Sector

Technical name: SAP_HR_PA_DE_PS_HR

Tasks

The HR Administrator for Public Sector maintains public sector employee data. The administrator is responsible for employee data needed for public sector payroll, except for child allowance and pension fund recipient data.

This role is a special addition to the Personnel Administrator (Page 89) for the German Public Sector Payroll component.

Activities in Personnel Administration

The activities for this role include:

- Maintaining data for supplemental pensions for the public sector and physicians
- Maintaining supplements and special rules regarding public sector basic pay
- Maintaining family-related and cost-of-living bonuses
- Maintaining semi-retirement data
- Maintaining data for rehabilitants
- Evaluating second jobs
- Displaying stored collective agreements

Integration

Personnel Administrator for the Public Sector

You can implement three complementary roles to process German public sector employee data:

<table>
<thead>
<tr>
<th>Role</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Processes employee child allowance data</td>
</tr>
<tr>
<td>HR Administrator for Public Sector Pensions [Page 248]</td>
<td>Processes employee pension payments data</td>
</tr>
<tr>
<td>HR Administrator for Public Sector</td>
<td>Processes other public sector employee data</td>
</tr>
<tr>
<td></td>
<td>(other than child allowance and pension data)</td>
</tr>
</tbody>
</table>

Personnel Administrator

The Personnel Administrator for Public Sector is based on the Personnel Administrator role (SAP_HR_PA_HR-ADMINISTRATOR). Therefore, you can combine these two roles.

The Personnel Administrator forms the basis for all three public sector roles:
HR Administrator for Public Sector Pensions

Technical name: SAP_HR_PA_DE_PS_VERSORG-ADM

Tasks

The HR Public Sector Pensions Administrator is responsible for pension payments for retired public sector employees and their dependents. The activities for this role include:

- Checking pension payment entitlements
- Fixing and recording pension payment levels
- Calculating supplemental pensions and miscellaneous income
- Collating pension information
- Determining dependents upon death of the retired public sector employee

This role is a special addition to the Personnel Administrator for the German Public Sector Payroll component.

Activities in Personnel Administration

The activities for this role include:

- Creating and maintaining pension payment data
- Entering pensions and other income to calculate ion payments
- Coordinating the pension information process
- Including dependents in the pension plan
- Creating pension recipient statistics

Integration

Personnel Administrator for the Public Sector

You can implement three complementary roles to process German public sector employee data:

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<td>HR Administrator for Public Sector [Page 244]</td>
<td>Processes other public sector employee data (other than child allowance and pension data)</td>
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</tbody>
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Personnel Administrator

The Personnel Administrator for Public Sector Pensions is based on the Personnel Administrator role (SAP_HR_PA_HR-ADMINISTRATOR). Therefore, you can combine these two roles.

The Personnel Administrator forms the basis for all three public sector roles:
HR Administrator for Public Sector Child Allowance

**Technical name:** SAP_HR_PY.DE_PS_KINDERGELD-ADM

**Tasks**

The HR Administrator for Public Sector Child Allowance checks each employee’s entitlement to receive child allowance and determines how much allowance each receives. This administrator also creates statistics on child allowance recipients and sends them to the Federal Finance Office.

Therefore, this role is a special addition to the Personnel Administrator for the German Public Sector Payroll component.

**Activities in Personnel Administration**

The activities for this role include:

- Creating and maintaining data on employee’s children
- Creating and maintaining relevant data for calculating child allowance
- Creating and storing child allowance statistics

**Integration**

**Personnel Administrator for the Public Sector**

You can implement three complementary roles to process German public sector employee data:

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**Personnel Administrator**

The Personnel Administrator for Public Sector Child Allowance is based on the Personnel Administrator role (SAP_HR_PA_HR-ADMINISTRATOR). Therefore, you can combine these two roles.

The Personnel Administrator forms the basis for all three public sector roles:
HR Administrator for Public Sector Child Allowance

Personnel Administrator

HR Public Sector Administrator
HR Administrator for Public Sector Child Allowance
HR Administrator for Public Sector Pensions
HR Administrator Benefits Canada

Technical name: HR_BN_CA_HR-ADMINISTRATOR

Tasks
This person carries out the master data maintenance in the system at employee level for benefits-related tasks.
HR Administrator Canada

Technical name: SAP_HR_PA_CA_HR-ADMINISTRATOR

Tasks
This person carries out the master data maintenance in the system at employee level for non-payroll related tasks.

Activities in HR Canada
Activities for this role include:

- running compliance reports
Personnel Administrator Public Sector Singapore

Technical name: SAP_HR_PA_SG_PS_HR-ADM

Tasks

The Personnel Administrator Public Sector Singapore maintains the additional employee data in the public sector area. This personnel agent is therefore a special supplement to HR Administrator Personnel Administration for the component Payroll Singapore Public Sector.

Activities in Personnel Administration

The role includes authorizations such as:

- Maintain employee data for staff suggestion scheme
- Maintain employee data for personal particulars
- Manage and carry out appointment letters

Integration

The HR Administrator Personnel Administration (SAP_HR_PA_HR-ADMINISTRATOR) is the basis for the Personnel Administrator Public Sector Singapore. It is therefore best to combine these roles.
HR Administrator United States

Technical name: SAP_HR_PA_US_HR-ADMINISTRATOR

Tasks
This person carries out the master data maintenance in the system at employee level for non-payroll related tasks.

Activities in HR United States
Activities for this role include:
- running recruitment reports
- running compliance reports
Recruiter

Technical name: SAP_WP_RECRUITER

Tasks

The Recruiter is responsible for quickly covering workforce requirements, taking into account quantitative, qualitative, and time factors. He or she performs all recruitment-related tasks. The Recruiter’s main duties are performing administrative tasks related to advertising, workforce requirements, applicant administration, and applicant selection. The task domain typically includes:

- Administration of the entire application procedure
- Processing changes to applicant, vacancy, and advertisement data
- Organizing the application and selection procedure, and coordinating dates
- Contact person for queries regarding the status of applications
- Drawing up contracts
- Creating required lists and statistics

The Recruiter is in contact with all employees and superiors in the area assigned to him or her, the works council, and the HR departments of other plants and internal trading partners. The Recruiter maintains external contact with recruitment agencies, employers’ associations, temporary employment agencies, employment offices, and applicants.

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

Integration

The composite role Recruiter consists of the single role Recruiter (SAP_HR_RC_RECRUITER).
Recruiter

Technical name: SAP_HR_RC_RECRUITER

Tasks

This role includes all the activities performed by a Recruiter in the Recruitment area. The task domain typically includes:

- Planning and introducing effective recruitment strategies
- Administration of the entire recruitment procedure
  - Administrating advertising
  - Administrating the application and selection procedures
  - Administrating the internal and external recruitment process
- Processing changes to applicant, vacancy, and advertisement data
- Organizing the application and selection procedures, and coordinating dates
  - Contact person for queries regarding the status of applications
  - Creating required lists and statistics

Activities in Recruitment

The activities that the Recruiter can perform correspond to the transactions contained in the role menu, such as: In the case of Recruiter, these include:

- Processing data for advertising
- Processing applicant master data
- Processing applicant actions
- Administrating the selection procedure
- Using general reporting tools to evaluate information on data in Recruitment and running all standard reports

Integration

The single role Recruiter (SAP_HR_RC_RECRUITER) is part of the composite role Recruiter (SAP_WP_RECRUITER).
Time Administrator

Time Administrator

Technical name: SAP_WP_TIME-ADMINISTRATOR

Tasks

The Time Administrator role is performed by employees in the individual departments of a company, such as secretaries and foremen.

These employees have the task of correctly recording and managing the time and labor data of the employees assigned to them, in addition to their other duties. They are generally assigned small to medium-sized groups of employees. Their duties include entering employees’ documents in the system and reacting to messages from time evaluation.

In departments where employees are paid according to their productivity, the Time Administrator manages the incentive wage data.

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

The Time Administrator composite role is aimed at persons whose only activity in the SAP System is to administrate employees’ time and labor data. You can add more single roles to it, if required.

Integration

The composite role Time Administrator contains the following single role:

Time Administrator (SAP_HR_PT_TIME-ADMINISTRATOR)
Time Administrator

Technical name: SAP_HR_PT_TIME-ADMINISTRATOR

Tasks

The Time Administrator role is performed by employees in the individual departments of a company, such as secretaries and foremen.

These employees have the task of correctly recording and managing the time and labor data of the employees assigned to them, in addition to their other duties. They are generally responsible for small to medium-sized groups of employees. Their duties include entering employees’ documents in the system and reacting to messages from time evaluation.

In departments where employees are paid according to their productivity, the Time Administrator manages the incentive wage data.

Activities in Personnel Time Management

The time management activities for this role include:

- Checking employees’ availability
- Recording leave, overtime, and alterations to working times
- Recording absence times, attendances, and bonuses, including information relevant to payment or posting if necessary
- Checking that working time regulations have been observed and creating reports on time data to inform their superior, for example
- Processing time evaluation messages
- Issuing information on the status of time-off accounts
- In the case of SAP Incentive Wages, managing time tickets, forming groups, monitoring period results, and so on

Integration

The Time Administrator does not normally work in a centralized HR department. You therefore use this role if you perform time management tasks decentrally in your company, that is, tasks are delegated to employees in departments due to their familiarity with the other employees and the subject matter.

The Time Supervisor [Page 37] has first responsibility for the planning and administration of time and labor data. He or she delegates particular time management tasks to employees in the department. The Time Administrator and Shift Planner [Page 110] roles are provided for these tasks.

The Time Supervisor, Time Administrator, and Shift Planner roles can be performed by the same person. Other persons who are involved in the decentralized time management process are the employees who record their own working times and absence times. SAP provides Employee Self-Service applications such as the Cross-Application Time Sheet and interfaces to time recording subsystems for this purpose.

If required, the Payroll Administrator [Page 58] in the central HR department can supplement the recorded data in order to be able to run the payroll. This relates to sensitive administrative data or data that is relevant for payment, such as information for continued pay.
Shift Planner

Technical name: SAP_WP_SHIFT-PLANNER

Tasks

The Shift Planner composite role is performed by employees in the individual departments of a company, such as foremen and heads of departments, or, in hospitals, by charge nurses and doctors.

The Shift Planner plans the working times, shifts, and absence times of the employees assigned to him or her, taking account of the employees’ qualifications and preferred working times, and laws, guidelines, and cost factors.

He or she makes sure that enough qualified employees are available for the required tasks. If required, the Shift Planner enters changes to the plan, and makes employees available for other departments.

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role’s single roles together.

The Shift Planner composite role is aimed at persons whose only activity in the SAP System is to plan employees’ shifts. You can add more single roles to it, if required.

Integration

The composite role Shift Planner contains the following single role:

Shift Planner (SAP_HR_PT_SHIFT-PLANNER)
Shift Planner

Technical name: SAP_HR_PT_SHIFT-PLANNER

Tasks

The Shift Planner role is performed by employees in the individual departments of a company, such as foremen and heads of departments, or, in hospitals, by charge nurses and doctors.

The Shift Planner plans the working times, shifts, and absence times of the employees assigned to him or her, taking account of the employees’ qualifications and preferred working times, and laws, guidelines, and cost factors.

He or she makes sure that enough qualified employees are available for the required tasks. If required, the Shift Planner enters changes to the plan, and makes employees available for other departments.

Activities in Personnel Time Management

The time management activities for this role include:

- Planning times in accordance with the personnel requirements and employee preferences
- Checking the planning, to valuate the anticipated level of overtime, for example
- Providing employees with an overview of the planning
- Adapting the planning to the current circumstances
- Creating reports to inform employees and superiors

Integration

The Shift Planner does not normally work in a centralized personnel department. You therefore use this role if you perform time management tasks decentrally in your company, that is, tasks are delegated to employees in departments due to their familiarity with the other employees and the subject matter.

The Time Supervisor [Page 37] has first responsibility for the planning and administration of time and labor data. He or she delegates particular time management tasks to employees in the department. The Time Administrator [Page 107] and Shift Planner roles are provided for these tasks.

The Time Supervisor, Time Administrator, and Shift Planner roles can be performed by the same person. Other persons who are involved in the decentralized time management process are the employees who record their own working times and absence times. SAP provides Employee Self-Service applications such as the Cross-Application Time Sheet and interfaces to time recording subsystems for this purpose.

If required, the Payroll Administrator [Page 58] in the central HR department can supplement the recorded data in order to be able to run the payroll. This relates to sensitive administrative data or data that is relevant for payment, such as information for continued pay.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
System Specialist Recruitment

Technical name: SAP_HR_RC_SPECIALIST

Tasks
This role includes all the activities performed by a System Specialist in the Recruitment area.
The task domain typically includes:

- Administering and performing system modifications
  - Setting up the system for productive operation
  - Determining the hardware and software required
  - Modifying the system for using integrated functions
- Deleting data

Activities in Recruitment
The activities that the System Specialist Recruitment can perform correspond to the transactions contained in the role menu, such as:

- Maintaining tables for vacancies, advertisements, and recruitment instruments
- Customizing standard texts
- Deleting applicant data

Integration
The single role System Specialist Recruitment is part of the composite role HR System Specialist.
System Specialist Personnel Administration

Technical name: SAP_HR_PA_SPECIALIST

Tasks

This role includes all the activities performed by a System Specialist in the Personnel Administration area.

The task domain typically includes:

- Administering and performing system modifications
- Deleting data
- Logging and monitoring changes to master data

Activities in Personnel Administration

The activities that the System Specialist Personnel Administration can perform correspond to the transactions contained in the corresponding role menu. In the case of System Specialist Personnel Administration, these include:

- Comparing fields after organizational assignments
- Deleting personnel data
- Maintaining features
- Setting up/creating logs of data changes and report starts

Integration

The single role System Specialist Personnel Administration is part of the composite role HR System Specialist.
System Specialist Compensation Management

Technical name: SAP_HR_CM_SPECIALIST

Tasks

This role includes all the activities performed by a System Specialist in the Compensation Management area.

The task domain typically includes:

- Recording pay scale changes in the HR system
- Reporting on pay scale reassignments

Activities in Compensation Management

The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of System Specialist Compensation Management, these include:

Pay scale changes

Integration

The single role System Specialist Compensation Management is part of the composite role HR System Specialist.
System Specialist Personnel Cost Planning

Technical name: SAP_HR_CP_SPECIALIST

Tasks

This role includes all the activities performed by a System Specialist in the Personnel Cost Planning area.

The task domain typically includes:

- Maintaining current system settings
- Deleting simulated data
- Administering Plan scenarios
- Transferring plan data to Controlling

Activities in Personnel Cost Planning

The activities which are carried out by particular roles correspond to the transactions included in the role menu. In the case of System Specialist Personnel Cost Planning, these include:

- Administering and releasing plan scenarios
- Deleting simulated payroll results
- Current settings

Integration

The single role System Specialist Personnel Cost Planning is part of the composite role HR System Specialist.
System Specialist Training

Technical name: SAP_HR_PE_SPECIALIST

Tasks
This role includes all of the activities performed by a system specialist in the area of training.
The task domain typically includes:
• Maintaining system settings
• Evaluating database statistics
• Checking authorizations

Activities in Training
The role of System Specialist Training involves using the transactions contained in the corresponding role menu including activities such as:
• Database statistics
• Reference documents
• Structural authorizations
• Tools menu
• Master data menu

Integration
The single role System Specialist Training is part of the composite role HR System Specialist.
System Specialist Organizational Management

Technical name: SAP_HR_OS-SPECIALIST

Tasks

In Organizational Management a system specialist carries out the following typical tasks:

- Providing technical support for the user department
- Carrying out consistency checks on the integration between Personal Administration and Organizational Management
- Setting up and administering authorization profiles and structural authorizations
- Checking the installation

Activities in Organizational Management

The role of System Specialist Organizational Management involves using the transactions contained in the corresponding role menu, including activities such as:

- Changing organizational plan data in the expert mode
- Requesting information about organizational plan data
- Copying and deleting data records
- Duplicating and transporting data
- Administering ALE
- Carrying out consistency checks
- Delimiting, extending or postponing the validity of objects and their attributes
- Administering integration
- Creating and assigning authorizations, including structural authorizations
- Displaying database information and statistics

Integration

The single role System Specialist Organizational Management is part of the composite role System Specialist.
**Time Management Specialist**

Technical name: SAP_HR_PT_TIME-MGMT-SPECIALIST

### Tasks

The time management specialist is responsible for the smooth operation of the time management system. He or she is familiar with the technical side of the SAP System.

His or her tasks include making periodic settings, managing interfaces to other systems and SAP applications, and, if necessary, supplementing HR-specific Customizing.

### Activities in Personnel Time Management

The time management activities for this role include:

- Periodic tasks such as controlling recalculations for time evaluation and incentive wages, providing leave entitlements, and resetting the target plan
- Controlling the transfer of data to other SAP applications, such as the transfer of data from the *SAP Cross-Application Time Sheet*
- Controlling communication with third-party systems, such as managing the HR-PDC interface
- Archiving Time Management data

He or she performs the following activities as required:

- Creating SAP Queries
- Making settings for employee selections in Shift Planning
- Carrying out a technical analysis of the results of incentive wages and time evaluation
- Recalculating and/or reevaluating time management data
- Customizing the system using HR-specific Customizing transactions
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Customizing Project Team Member

Technical name: SAP_BC_CUS_CUSTOMIZER

Tasks

The Customizing project team member makes the system settings which configure the SAP System in a company. He or she does this by systematically carrying out and documenting Customizing projects.

The role has the following tasks:

- Perform the project IMG activities
- Test the system settings
- Maintain status information and project documentation

Modification

This role only contains basic functions. It is a template for a Customizing project. You should copy it for each Customizing project.

You also need a role with authorization for the IMG activities in a Customizing project. Create a new role and assign it to a Customizing project or project view. The authorization profile depends on the IMG activities in the Customizing project.

You need two roles for each Customizing project: a copy of the role SAP_BC_CUS_CUSTOMIZER and a role with the authorizations for the Customizing project (or project view).

You can put these two roles in a composite role.

Integration

The Customizing project team members and Customizing project administrator are part of a Customizing project team.
Country-Specific Roles

The following are the roles for the HRMS country versions.
Argentina

In this section you find a description of the roles for the domestic version of Argentinian payroll.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Argentina Payroll Manager

Technical name: SAP_HR_PY_AR_PAYROLL-MANAGER

Tasks

The Payroll Manager role is part of the Remunerations and Earnings Manager role. The Payroll Manager is responsible for payroll procedure and for employee wage and salary payment. To carry out these functions, you therefore need to execute reports dealing with general payments, wages, salaries etc.

Argentina payroll activities

Within the Argentina payroll frame, the Payroll Manager must produce reports and issue lists such as payroll, remuneration statement, payroll accounts, payroll journal and the Legal Payroll Payments Book.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Argentina payroll specialist

Technical name: SAP_HR_PY_AR_PAYROLL-SPEC

Tasks

The payroll specialist is responsible for monitoring statutory changes that affect the payroll and the results: maintain schemas and/or payroll rules, table settings, report conversions etc. Argentina payroll activities.

Within the Argentina payroll frame, the payroll specialist is responsible for controlling the payroll results, according to legal specifications.
Payroll Process Administrator
Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Argentina Payroll Process Administrator

Technical name: SAP_HR_PY_AR_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for executing reports for employee groups. Starts and ends the payroll process, including the calculation itself, the transfer to FI/CO, the processing run for the reports corresponding to income tax, social insurance and wage and salary payment.

The Payroll Process Administrator knows the functional processes of payroll and is therefore able to execute reports and complex related processes.

The function deals with employee group activities.

Argentina payroll activities

Within the Argentina payroll frame, the Payroll Process Administrator is responsible for:

- Running payroll, together with all of the subsequent necessary activities such as issuing the remuneration statement, the payroll account, transfer to FI/CO, etc.

- Generating all income tax lists (except Form 649, see Argentina Payroll Administrator); such as: generating annual declarations, Legal Payroll Payments Book and the final income tax settlement. As a result, the Payroll Process Administrator must display TemSe files.

- Running the leave payment payroll for employee groups, as well as payment and transfer to FI/CO.

- Generating and issuing all social insurance lists (except Certificate or services and remunerations, see Argentina Payroll Administrator); such as the list of Welfare Fund contributions, list of union contributions, ANSeS Census Report, remuneration statement for employees with ART licenses.

- Performing the employee final settlement if termination occurs. If this function is carried out by the employee, it is also part of the responsibilities, since in order to carry out the function, processes subsequent to the payroll are necessary.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

• Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

• With centralized Time Management:

  Transferring time management-relevant documents for the employee to the system

• With decentralized Time Management:

  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

  If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

• Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Argentina Payroll Administrator

Technical name: SAP_HR_PY_AR_PAYROLL-ADM

Tasks

The Payroll Administrator is responsible for maintaining employee data, for example, master data, and issuing certain employee lists.

Generally, the Payroll Administrator carries out activities per employee and to order.

Argentina payroll activities

Within the Argentina payroll frame, the Payroll Administrator is responsible for:

- Processing employee leave payment individually, using the off-cycle payroll workbench.
- In the event of termination, maintaining employee data that is necessary for the final settlement.
- Editing and processing certificate of services and remunerations lists, and Form 649 for Employee Annual Declaration.
**Argentina Internal and External Relations Administrator**

Technical name: SAP_HR_PY_AR-RELATIONS

**Tasks**

The Internal and External Relations Administrator is responsible for negotiations between employer and employee, and employer and unions. Also, for dealing with salary agreements, for initiating equal opportunities for all the employees in the company.

**Argentina payroll activities**

Within the Argentina payroll frame, the Internal and External Relations Administrator runs reports such as the list of Welfare Fund contributions and the list of contributions to unions, since the information provided in these lists can be used for negotiations and agreements with unions and the Welfare Fund.
Austria

These are the HRMS roles for the country version Austria.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:
- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Austria: Payroll Manager

Technical name: SAP_HR_PY_AT_PAYROLL-MANAGER

Tasks

The Austrian Payroll Manager is responsible for the correct execution of the payroll run. The Payroll Manager has an overview of all payroll results. This includes running reports on paid wages and salaries, the number of severely challenged employees, and garnishments. In addition, he or she checks the economic statistics that were created for the company.

Integration

This role is country-specific. The non-country-specific tasks are contained in the role Payroll Manager. To cover all the relevant activities, you must combine this role with the international Payroll Manager role.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of *Human Resources*. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for *Human Resources* and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role *Member of Customizing Project Team* [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles *HR System Specialist*, *Payroll Manager* [Page 571], *Payroll Process Administrator* [Page 577], and *Payroll Administrator* [Page 580] together cover all tasks for *payroll*. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Austria: Payroll Specialist

Technical name: SAP_HR_PY_AT_PAYROLL-SPEC

Tasks

The Payroll Specialist in Austria is responsible for the payroll tasks that are considered critical and require specialist technical expertise. The specialist makes Customizing settings for payroll. In addition, he or she monitors the technical processes for the payroll run and is the contact person should problems occur.

Activities in Payroll Austria

The activities for this role include:

- Checking the payroll results
- Evaluating attendances and absences
- Changing table entries
- Preparing retroactive accounting runs in previous years

Integration

This role is country-specific. The non-country-specific tasks are contained in the role Payroll Specialist. To cover all the relevant activities, you must combine this role with the international Payroll Specialist role.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Austria: Payroll Process Administrator

Technical name: SAP_HR_PY_AT_PAYROLL-PROC-ADM

Tasks
The Austrian Payroll Process Administrator performs tasks for Payroll Austria for all employees. This includes running monthly payroll and miscellaneous bank transfers. In addition the Payroll Process Administrator creates legally-required lists and checks the posting of payroll results to Financial Accounting (FI) and Cost Accounting (CO).

Activities in Payroll Austria
The activities for this role include:

- Preparing and executing the payroll run
- Creating statements and carrying out transfers (wages/salary, social insurance contributions, and so on)
- Evaluating social insurance and tax
- Creating the economic statistics
- Creating company-internal evaluations
- Administering employees on the nightshift
- Administering sickness certificates
- Administering garnishments

Integration
This role is country-specific. The non-country-specific tasks are contained in the role Payroll Process Administrator. To cover all the relevant activities, you must combine this role with the Payroll Process Administrator role.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Austria: Payroll Administrator

Technical name: SAP_HR_PY_AT_PAYROLL-ADM

Tasks
The Austrian Payroll Administrator is responsible for performing all day-to-day tasks that arise after payroll has been run. This includes creating lists and statements for the individual employees. The administrator also runs reports that do not cause changes to the database.

The payroll administrator is the contact person for all employee payroll questions.

Activities in Payroll Austria
The activities for this role include:

- Evaluating absences
- Evaluating nightshifts worked
- Simulating payroll
- Creating employment statements
- Creating work and remuneration statements for sick pay and maternity pay
- Performing administrative work related to garnishments

Integration
This role is country-specific. The non-country-specific tasks are contained in the role Payroll Administrator. To cover all the relevant activities, you must combine this role with the Payroll Administrator role.
Australia

These are the roles for HRMS Australia.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Australia

Technical name: SAP_HR_PY_AU_PAYROLL-MANAGER

Tasks
The Payroll Manager Australia is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time, and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages, and performing end-of-year processing.

Activities in Payroll Australia
The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration
The Payroll Manager Australia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Payroll Specialist
Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll
The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Australia

Technical name: SAP_HR_PY_AU_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator Australia is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Australia
The role includes activities such as:

- Running payroll
- Making bank transfers
- Running periodic reports
- Displaying leave liabilities
- Displaying superannuation details
- Performing end-of-year processing

Integration
The Payroll Process Administrator Australia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:

• Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:

• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:

• Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Australia

Technical name: SAP_HR_PY_AU_PAYROLL-ADM

Tasks

The Payroll Administrator Australia is responsible for the country-specific, day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Australia

The role includes activities such as:

- Terminating employees
- Calculating termination payments
- Running leave liabilities
- Displaying superannuation details
- Displaying group certificates

Integration

The Payroll Administrator Australia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Employee Relations Manager

Technical name: SAP_WP_EE-RELATIONS-MANAGER

Tasks

The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

One international and single role and one or more country-specific single roles belong to this composite role. You should always combine these single roles to enable the Employee Relations Manager to carry out the required tasks correctly.

Integration

The composite role Employee Relations Manager contains the following international single roles:

- Employee Relations Manager International (SAP_HR_PA_EE-RELATIONS-MANAGER)

To depict the Employee Relations Manager composite role's country-specific activities in the area of Personnel Administration, the following countries are provided with the appropriate single roles:

- Argentina: SAP_HR_PA_AR_EE-RELATION-MNGR
- Australia: SAP_HR_PA_AU_EE-RELATIONS
- Brazil: SAP_HR_PA_BR_EE-RELATION-MAN
- Indonesia: SAP_HR_PA_ID_EE-RELATIONS
- Canada: SAP_HR_PA_CA_EE-RELATION-MANAG
- Mexico: SAP_HR_PA_MX_EE-RELATION-MAN
- New Zealand: SAP_HR_PA_NZ_EE-RELATIONS
- Singapore: SAP_HR_PA_SG_EE-RELATIONS
- USA: SAP_HR_PA_US_EE-RELATION-MANAG
- Venezuela: SAP_HR_PA_VE_EE-RELATION-MANAG
Employee Relations Manager

Technical name: SAP_HR_PA_EE-RELATIONS-MANAGER

Tasks
The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Activities in Personnel Administration
The role includes activities such as:
- Displaying employee details
- Displaying organization and staffing information
- Displaying time, wage and salary data
- Running periodic and ad-hoc reports
- Scheduling and conducting training

Integration
The Employee Relations Manager is a non-country-specific single role. The country-specific tasks are contained in the single role Employee Relations Manager XX, where XX is the country. In order to cover all relevant activities, this role should be combined with the relevant country-specific Employee Relations Manager (for example, the single role Employee Relations Manager Australia).
Employee Relations Manager Australia

Technical name: SAP_HR_PA_AU_EE-RELATIONS

Tasks

The Employee Relations Manager Australia (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include running reports to evaluate salaries and wages, and calculating termination payments.

Activities in Payroll Australia

The role includes activities such as:

- Displaying payroll reports
- Calculating termination payments

Integration

The Employee Relations Manager Australia is a country-specific single role. The non-country-specific tasks are contained in the single role Employee Relations Manager. In order to cover all relevant activities, this role should be combined with the Employee Relations Manager.
Belgium

In this section you will find a description of the user roles for the Payroll Belgium component.
**Payroll Manager**

Technical name: SAP_WP_PAYROLL-MANAGER

**Tasks**

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the *payroll run*.

**Notes on Tailoring**

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

**Integration**

The composite roles *Payroll Manager*, *HR System Specialist* [Page 574], *Payroll Process Administrator* [Page 577] and *Payroll Administrator* [Page 580] together cover all tasks for *payroll*. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Belgium

Technical name: SAP_HR_PY_BE_PAYROLL-MANAGER

Tasks
The Payroll Manager Belgium is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Belgium
The role of the Payroll Manager Belgium includes activities such as:

- Displaying payroll reports
- Creating lists and statistics including the Social Balance

Integration
The Payroll Manager Belgium is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Belgium

Technical name: SAP_HR_PY_BE_PAYROLL-SPEC

Tasks
Within the payroll calculation environment, the Payroll Specialist Belgium carries out tasks that are considered especially critical and therefore require a profound knowledge of the technical characteristics of the Payroll Belgium component.

Activities in Payroll Belgium
The Payroll Specialist Belgium's activities include:
- Generating professional tax scales
- Deleting professional tax scales

Integration
The Payroll Specialist Belgium is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administers the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Belgium

Technical name: SAP_HR_PY_BE_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator Belgium carries out global tasks that affect all employees within the payroll calculation environment. Especially, he/she is in charge of periodically running the payroll and carrying out the corresponding payments and transfers. He/she runs programs that change the data in the data base.

Activities in Payroll Belgium
The role of the Payroll Process Administrator Belgium include:

• Generating the personal calendar
• Running the payroll programs
• Generating remuneration statements
• Carrying out payments and transfers (including taxes (Belcotax) and Social Insurances)
• Dealing with pension declarations and educational leave
• Generating lists and statistics

Integration
The Payroll Process Administrator Belgium is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Belgium

Technical name: SAP_HR_PY_BE_PAYROLL-ADM

Tasks
Within the payroll calculation environment, the Payroll Administrator Belgium carries out the tasks that follow the payroll calculation process. He/she creates lists and statistics and prints Belcotax documents for the employees by running evaluation programs that have no effect on the data in the database.

Activities in Payroll Belgium
The activities of the Payroll Administrator Belgium include:

- Generating payroll evaluations
- Printing Belcotax documents
- Generating and maintaining the garnishment history

Integration
The Payroll Administrator Belgium is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Brazil

The following outlines the roles for the HRMS country version Brazil.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 373] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Brazil Payroll Manager

Technical name: SAP_HR_PY_BR_PAYROLL-MANAGER

Tasks

The Payroll Manager Brazil is responsible for the employee payments. They control payroll results and ensure that payments are timely and correct.

Activities in Brazil Payroll

The Payroll Manager Brazil role requires running the following reports:

- Pay slip
- Payroll accounts
- Monthly results summary
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Brazil Payroll Specialist

Technical name: SAP_HR_PY_BR_PAYROLL-SPEC

Tasks

The Payroll Specialist Brazil is responsible for maintaining any legal changes to Payroll.

Activities in the Brazil Payroll

This role includes activities such as:

• Displaying TemSe objects
• Downloading TemSe files
• Displaying legal report logs

Integration

This role is integrated with the HR System Administrator composite role.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administers the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Brazil Payroll Process Administrator

Tasks
The Payroll Process Administrator Brazil is responsible for all activities pertaining to an employee group, for example, monitoring payroll processes, running the monthly payroll reports, and making bank transfers.

This role requires a detailed functional knowledge of payroll processes.

Activities in the Brazil Payroll
This role includes activities such as executing the following reports:

- Payroll calculation
- Pay slip
- Payroll accounts
- Annual Listing of Employee Information and Salaries (Relatório Anual de Informações Sociais - RAIS)
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:

• Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:

• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:

• Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Brazil Payroll Administrator

Technical name: SAP_HR_PY_BR_PAYROLL-ADM

Tasks

The Payroll Administrator Brazil is responsible for data maintenance and for processing individual employee reports. For example, they are responsible for the vacation advance payment process. Mass processes, such as regular payments, are not part of this function.

Activities in the Brazil Payroll

This role includes activities such as the maintenance of the following reports:

- Income Report
- Statement of Family Members for Child Allowance Payment
- Transportation Allowance Report
Employee Liaison Manager - Brazil

Technical name: SAP_HR_PY_BR_EE-RELATION-MAN

Tasks

The Employee Liaison Manager Brazil is responsible for coordinating all deals between employees, employers and unions, as well as any deals involving pay scale levels. They are also responsible for ensuring equal work opportunities for all employees (for example, foreigner and non-foreign workers and the male-female ratio).

Activities in the Brazil Staff Administration

This role includes activities such as running the following reports:

- Notice Period Communication
- FGTS - GRR Redundancy Payment Statement
Canada

These are the roles for HRMS Canada.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
HR Manager Canada

Technical name: SAP_HR_PA_CA_HR-MANAGER

Tasks

The HR manager Canada is the main decision maker and person responsible for the HR department. He/she requires general statistical HR data that can be easily accessed from the system.

Activities in HR Canada

Activities for this role include:

- running compliance reports
- running benefits reports, such as the STD/LTD report.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

• Editing personnel calculation schemas, personnel calculation rules, and features
• Editing the payroll status (infotype 0003)
• Evaluating wage type characteristics
• Monitoring the assignment of wage types to G/L accounts
• Displaying payroll results
• Deleting the current payroll result
• Defining payroll processes with the HR Process Workbench and creating process models
• Archiving payroll data
• Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Canada

Technical name: SAP_HR_PY_CA_PAYROLL-SPEC

Tasks

The Payroll Specialist Canada is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll Canada component.

Integration

The Payroll Specialist Canada is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Canada
Technical name: SAP_HR_PY_CA_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator Canada is responsible for payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Canada
The role includes activities such as:
- Running payroll
- Making bank transfers
- Running monthly reports
- Performing year-end processing

Integration
The Payroll Process Administrator Canada is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Canada

Technical name: SAP_HR_PY_CA_PAYROLL-ADM

Tasks
The Payroll Administrator Canada is responsible for the day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Canada
The role includes activities such as:

- Maintaining master data for the employee(s)
- Displaying payroll accounts per employee

Integration
The Payroll Administrator Canada is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
HR Administrator Canada

Technical name: SAP_HR_PA_CA_HR-ADMINISTRATOR

Tasks
This person carries out the master data maintenance in the system at employee level for non-payroll related tasks.

Activities in HR Canada
Activities for this role include:
- running compliance reports
HR Administrator Benefits Canada

Technical name: HR_BN_CA_HR-ADMINISTRATOR

Tasks

This person carries out the master data maintenance in the system at employee level for benefits-related tasks.
HR Manager Benefits Canada

Technical name: SAP_HR_BN_CA_BEN-COMP-MANAGER

Tasks

The Benefits manager Canada designs and implements employee benefits programs in line with the demographic, social and financial needs of the employee population and according to company policy. This is always as a part of the total compensation package offered to each individual employee. The Benefits manager must liaise with benefits providers to find the best benefits for employees, and with employees themselves to be able to tailor the benefits package accordingly.
Payroll Manager Canada

Technical name: SAP_HR_PY_CA_PAYROLL-MANAGER

Tasks
The Payroll Manager Canada is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Canada
The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration
The Payroll Manager Canada is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
Employee Relation Manager Canada

Technical name: SAP_HR_PA_CA_EE-RELATION-MANAG

Tasks
The Employee Relations Manager Canada conducts negotiations between employers, employees and unions. His or her tasks include running reports to evaluate salaries and wages, and calculating termination payments.

Activities in Payroll Administration Canada
The role includes activities such as:

- Displaying payroll reports
- Calculating termination payments

Integration
The Employee Relations Manager Canada is a country-specific single role. The non-country-specific tasks are contained in the single role Employee Relations Manager. In order to cover all relevant activities, this role should be combined with the Employee Relations Manager.
Switzerland

The HRMS roles for Switzerland are as follows:

**Payroll**
- Switzerland: Payroll Administrator [Page 220]
- Switzerland: Payroll Process Administrator [Page 217]
- Switzerland: Payroll Specialist [Page 214]
- Switzerland: Payroll Manager [Page 211]

**Swiss Pension Fund**
- Switzerland: Pension Fund Administrator [Page 221]
- Switzerland: Pension Fund Process Administrator [Ext.]
Payroll Manager
Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PYPAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PYxx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Switzerland: Payroll Manager

Technical name: SAP_HR_PY_CH_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. This entails having a global overview of all organizational levels. It involves, for example, evaluating paid wages and salaries, and employee levels, as well as creating reports for individual employees.

Activities in Swiss Payroll
The Swiss Payroll Manager creates the following reports:

- Earnings statement
- Payroll accounts
- Payroll journal
- HR master data sheet
- Employee infotype overview
- Employee list with AHV number
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks
The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration
The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Switzerland: Payroll Specialist

Technical name: SAP_HR_PY_CH_PAYROLL-SPEC

Tasks
The Payroll Specialist is responsible for the payroll tasks that are considered critical and require specialist technical expertise. This includes running monthly payroll and transferring miscellaneous bank transfers. In addition, the specialist posts the payroll results to the accounts department.

Activities in Swiss Payroll
The role includes the following activities:

- Reversing bank transfers
- Changing table entries

Integration
This role is country-specific. To cover all the relevant activities of a payroll specialist, you must combine this role with the international Payroll Specialist role.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

**Tasks**

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

**Notes on Tailoring**

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

**Integration**

The composite roles Payroll Process Administrator, Payroll Administrator [Page 581], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll.

Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Switzerland: Payroll Process Administrator

Technical name: SAP_HR_PY_CH_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for payroll tasks for all employees. This includes running monthly payroll, and miscellaneous bank transfers. The administrator runs reports that make changes to the database, and is also responsible for the control record.

Activities in Swiss Payroll

The role includes the following activities:

- Documenting and checking consistency of absences
- Payroll (transferring data, reversing banks transfers)
- Creating the payroll log
- Creating the cash breakdown list
- Evaluating social insurance and tax
- Running payroll for external organizations

Integration

This role is country-specific. To cover all the relevant activities of a process administrator, you must combine this role with the international Payroll Process Administrator role.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Switzerland: Payroll Administrator

Technical name: SAP_HR_PY_CH_PAYROLL-ADM

Tasks
The Payroll Administrator is responsible for day-to-day payroll tasks. This includes creating lists, statistics and statements for the employees. The administrator also runs reports that do not cause changes to the database.

Activities in Swiss Payroll
The role includes the following activities:

- Starting the payroll simulation
- Documenting and checking consistency of payroll results
- Creating earnings statements, payroll accounts and payroll journals
- Creating lists and statistics

Integration
The Payroll Administrator role is country-specific. To cover all the relevant activities of a payroll administrator, you must combine this role with the international Payroll Administrator role.
Switzerland: Pension Fund Administrator

Technical name: SAP_HR_PA_PF_CH_PENSION-ADM

Tasks
The PF Administrator completes the tasks relating to pension fund management. This includes all tasks for individual employees. The administrator informs the employee about the current vested payments, determines the level of pension payments and checks contribution payments.

Activities in PF Management
The role includes the following activities:

- Determining pensions
- Calculating vested payments
- Valuating vested entitlements (for example, when an employee leaves the company)
- Checking contribution payments
Switzerland: Pension Fund Specialist

Technical name: SAP_HR_PA_PF_CH_PENSION-SPEC

Tasks

In addition to the tasks of the pension fund administrator, the pension fund specialist is responsible for defining pension fund regulations and legal changes.

Pension Fund Management Activities

The role includes the following activities:

- Managing accounts, including end-of-year interest calculation
- Integrating employee data from payroll
- Calculating/transferring labor mobility benefits
- Transferring pensions/invalidity pensions/dependent’s pensions
- Implementing pension fund regulations
Germany
These are the HRMS roles for the country version Germany.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Germany: Payroll Manager

Technical name: SAP_HR_PY_DE_PAYROLL-MANAGER

Tasks
The German Payroll Manager is responsible for the correct execution of the payroll run. The Payroll Manager has an overview of all payroll results. This includes running reports on paid wages and salaries, the number of severely challenged employees, and garnishments.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Germany: Payroll Specialist

Technical name: SAP_HR_PY_DE_PAYROLL-SPEC

Tasks

The German Payroll Specialist is responsible for all tasks relating to German payroll that require special technical knowledge of the SAP HR Payroll system.

Activities in German Payroll

The activities for this role include:

- Reversing bank transfers
- Importing municipal tax data
- Determining the start of the live start of the R/3-DEUEV
- Deleting DEUEV notifications
- Modifying retroactive accounting dates for all employees in the health insurance fund data

Integration

This role is country-specific. The non-country-specific tasks are contained in the role Payroll Specialist. To cover all the relevant activities, you must combine this role with the international Payroll Specialist role.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Germany: Payroll Process Administrator

Technical name: SAP_HR_PY_DE_PAYROLL-PROC-ADM

Tasks

The German Payroll Process Administrator performs payroll tasks for all employees. This encompasses all employees or larger employee groups (for example, payroll areas, personnel areas). This includes running monthly payroll, and miscellaneous bank transfers. The administrator also runs reports that cause changes to the database.

Activities in German Payroll

The activities for this role include:

• Running payroll
• Making bank transfers (for example, wages, salaries, social insurance contributions)
• Generating employment tax notifications, employment tax statements, trade tax breakdowns
• Generating statements of social insurance contributions paid
• Generating DEUEV notifications

Integration

This role is country-specific. The non-country-specific tasks are contained in the role Payroll Process Administrator. To cover all the relevant activities, you must combine this role with the Payroll Process Administrator role.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
**Payroll Administrator**

**Technical name:** SAP_HR_PY_PAYROLL-ADM

### Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

### Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

### Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  - Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  - Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

### Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

### Integration

The Payroll Administrator role is **international**. The additional **country-specific** tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Germany: Payroll Administrator

Technical name: SAP_HR_PY_DE_PAYROLL-ADM

Tasks
The German Payroll Administrator is responsible for all German payroll tasks that affect the payroll run. The payroll administrator is the contact person for all employee payroll questions. This includes creating lists, statistics and statements for the employees. The administrator also runs reports that do not cause changes to the database.

Activities in German Payroll
The activities for this role include:

• Generating remuneration statements, payroll accounts and payroll journals
• Creating lists and statistics (for example, severely challenged employees, capital formation)
• Generating statements (for example, earnings statements, housing subsidy statements, employment statements)
• Generating employee DEUEV notifications
• Maintaining entries for statutory and supplementary health insurance funds (for example, percentages, contribution classes, fixed contributions)

Integration
This role is country-specific. The non-country-specific tasks are contained in the role Payroll Administrator. To cover all the relevant activities, you must combine this role with the Payroll Administrator role.
Germany: Payroll Administrator Construction Industry

Technical name: SAP_HR_PY_DE_PAYROLL-ADM-BAU

Tasks

The Payroll Administrator undertakes the day-to-day tasks relating to the German construction industry in addition to German payroll. Therefore, this role is a special addition to the Payroll Administrator - Germany [Page 235] for the German Construction Industry Payroll component.

Payroll Activities in the German Construction Industry

The activities for this role include:

- Entering construction sites
- Entering construction crews
- Entering employee expenses
- Entering transaction data
- Calculating wage compensation

Integration

This role is based on the payroll administrator (SAP_HR_PY_DE_PAYROLL-ADM) role. Therefore, you should combine these two roles.
Germany: Payroll Process Administrator Construction Industry

Technical name: SAP_HR_PY_DE_PAYROLL-PROC-BAU

Tasks
The Payroll Process Administrator undertakes the day-to-day tasks relating to the German construction industry in addition to German payroll. Therefore, this role is a special addition to the Payroll Process Administrator - Germany [Page 232] for the German Construction Industry Payroll component.

Payroll Activities in the German Construction Industry
The activities for this role include:

- Carrying out social fund procedures
- Creating reduced hours compensation/winter compensation lists for the employment office and the health insurance fund
- Creating earnings statements and monthly reserves for the Workers’ Compensation Association

Integration
This role is based on the payroll process administrator (SAP_HR_PY_DE_PAYROLL-PROC-ADM) role. Therefore, you should combine these two roles.
Germany: Company Pension Scheme Administrator

Technical name: SAP_HR_PA_PF_DE_PENSION-ADM

Tasks
The Company Pension Scheme Administrator is the contact person for employee questions regarding company pensions (BAV). This includes all BAV-related tasks for individual employees. The administrator informs the employee about the current vested payments, determines the level of pension payments and checks contribution payments.

Payroll Activities in the German Company Pension Scheme
The activities for this role include:
- Determining pensions
- Calculating vested payments
- Valuating vested entitlements (for example, when an employee leaves the company)
- Checking contribution payments

Integration
This role is specific for the BAV, which has no composite role. If you use the BAV in your company, you must assign also this single role to your BAV administrators.
Germany: Process Administrator for Company Pension Scheme

Technical name: SAP_HR_PA_PF_DE_PENSION-PROC

Tasks

The Process Administrator for the company pension scheme (BAV), is responsible for company pension tasks for all employees. This includes the regular modifications to pension payments and all BAV bank transfers.

In addition, the process administrator manages the BAV database in which the employee data needed to determine pensions (for example, length of service, income, contributions), is stored.

Payroll Activities in the German Company Pension Scheme

The activities for this role include:

- Tailoring pensions
- Maintaining the BAV database
- Making bank transfers

Integration

This role is specific for the BAV, which has no composite role. If you use the BAV in your company, you must assign also this single role to your BAV process administrators.
Germany: Payroll Process Administrator for BVV

Technical name: SAP_HR_PY_DE_PAYROLL-PROC-BVV

Tasks

The Process Administrator for supplemental insurance for bank employees carries out tasks for all employees in connection with the BVV. This involves creating BVV contribution statements and transferring these contributions.

Integration

This is a specific single role for the BVV, which has no composite role. If you use the BVV in your company, you must assign also this single role to your BVV process administrators.
Germany: Payroll Process Administrator for Press Insurance

Technical name: SAP_HR_PY_DE_PAYROLL-PROC-PVW

Tasks

The Payroll Process Administrator for Press Members carries out tasks for all employees in connection with Press members' life insurance (PVW). This involves creating PVW contribution statements and transferring these contributions.

Integration

This role is specific for the PVW, which has no composite role. If you use the PVW in your company, you must assign also this single role to your PVW process administrators.
Germany: Payroll Process Administrator – Public Sector

Technical name: SAP_HR_PY_DE_PS_PAYROLL-PROC

Tasks

The Process Administrator for Public Sector Payroll undertakes the day-to-day tasks relating to the public sector, in addition to German payroll. Therefore, this role is a special addition to the Payroll Process Administrator - Germany [Page 232] for the German Public Sector Payroll component.

Activities in German Public Sector Payroll

The activities for this role include:

- Processing public sector supplemental pensions
  - Generating notifications, data carriers and contribution statements
  - Preparing bank transfers
  - Estimating overtime averages
  - Maintaining supplementary pension tables and features
- Generating statements
- Reclassifying pay scales according to age and pay scale membership period
- Generating proposal lists for case group advancement
- Processing one-time payments for pay scale increases
- Converting further pay scale increases (indirect and direct wage types)

Integration

This role is based on the German Payroll Process Administrator (SAP_HR_PY_DE_PAYROLL-PROC-ADM) role. Therefore, you should combine these two roles.
Germany: Payroll Administrator – Public Sector

Technical name: SAP_HR_PY_DE_PS_PAYROLL-ADM

**Tasks**

The *Public Sector Payroll Administrator* has additional authorizations for the German public sector. Therefore, this role is a special addition to the *Payroll Administrator - Germany* [Page 235] for the *German Public Sector Payroll* component.

**Activities in German Public Sector Payroll**

This role has the authorization to maintain employee data for the following areas:

- Public Sector supplemental pensions
- Public Sector pensions
- Supplements and special rules regarding public sector basic pay
- Family-related and Cost-of-living bonuses
- Public Sector child allowance
- Public Sector statistics

**Integration**

This role is based on the *Payroll Administrator* (SAP_HR_PY_DE_PAYROLL-ADM) role. Therefore, you should combine these two roles.
HR Administrator for Public Sector

Technical name: SAP_HR_PA_DE_PS_HR

Tasks

The HR Administrator for Public Sector maintains public sector employee data. The administrator is responsible for employee data needed for public sector payroll, except for child allowance and pension fund recipient data.

This role is a special addition to the Personnel Administrator for the German Public Sector Payroll component.

Activities in Personnel Administration

The activities for this role include:

- Maintaining data for supplemental pensions for the public sector and physicians
- Maintaining supplements and special rules regarding public sector basic pay
- Maintaining family-related and cost-of-living bonuses
- Maintaining semi-retirement data
- Maintaining data for rehabilitants
- Evaluating second jobs
- Displaying stored collective agreements

Integration

Personnel Administrator for the Public Sector

You can implement three complementary roles to process German public sector employee data:

<table>
<thead>
<tr>
<th>Role</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Administrator for Public Sector Child Allowance [Page 246]</td>
<td>Processes employee child allowance data</td>
</tr>
<tr>
<td>HR Administrator for Public Sector Pensions [Page 248]</td>
<td>Processes employee pension payments data</td>
</tr>
<tr>
<td>HR Administrator for Public Sector</td>
<td>Processes other public sector employee data (other than child allowance and pension data)</td>
</tr>
</tbody>
</table>

Personnel Administrator

The Personnel Administrator for Public Sector is based on the Personnel Administrator role (SAP_HR_PA_HR-ADMINISTRATOR). Therefore, you can combine these two roles.

The Personnel Administrator forms the basis for all three public sector roles:
HR Administrator for Public Sector

Personnel Administrator

HR Public Sector Administrator

HR Administrator for Public Sector Child Allowance

HR Administrator for Public Sector Pensions
HR Administrator for Public Sector Child Allowance

Technical name: SAP_HR_PY_DE_PS_KINDERGELD-ADM

Tasks

The HR Administrator for Public Sector Child Allowance checks each employee’s entitlement to receive child allowance and determines how much allowance each receives. This administrator also creates statistics on child allowance recipients and sends them to the Federal Finance Office.

Therefore, this role is a special addition to the Personnel Administrator [Page 39] for the German Public Sector Payroll component.

Activities in Personnel Administration

The activities for this role include:

- Creating and maintaining data on employee’s children
- Creating and maintaining relevant data for calculating child allowance
- Creating and storing child allowance statistics

Integration

Personnel Administrator for the Public Sector

You can implement three complementary roles to process German public sector employee data:

<table>
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<td>Processes other public sector employee data (other than child allowance and pension data)</td>
</tr>
</tbody>
</table>

Personnel Administrator

The Personnel Administrator for Public Sector Child Allowance is based on the Personnel Administrator role (SAP_HR_PA_HR-ADMINISTRATOR). Therefore, you can combine these two roles.

The Personnel Administrator forms the basis for all three public sector roles:
HR Administrator for Public Sector Pensions

Technical name: SAP_HR_PA_DE_PS_VERSORG-ADM

Tasks
The HR Public Sector Pensions Administrator is responsible for pension payments for retired public sector employees and their dependents. The activities for this role include:

• Checking pension payment entitlements
• Fixing and recording pension payment levels
• Calculating supplemental pensions and miscellaneous income
• Collating pension information
• Determining dependents upon death of the retired public sector employee

This role is a special addition to the Personnel Administrator [Page 39] for the German Public Sector Payroll component.

Activities in Personnel Administration
The activities for this role include:

• Creating and maintaining pension payment data
• Entering pensions and other income to calculate ion payments
• Coordinating the pension information process
• Including dependents in the pension plan
• Creating pension recipient statistics

Integration
Personnel Administrator for the Public Sector
You can implement three complementary roles to process German public sector employee data:

<table>
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</tr>
<tr>
<td>HR Administrator for Public Sector [Page 244]</td>
<td>Processes other public sector employee data (other than child allowance and pension data)</td>
</tr>
</tbody>
</table>

Personnel Administrator
The Personnel Administrator for Public Sector Pensions is based on the Personnel Administrator role (SAP_HR_PA_HR-ADMINISTRATOR). Therefore, you can combine these two roles.

The Personnel Administrator forms the basis for all three public sector roles:
HR Administrator for Public Sector Pensions

Personnel Administrator

HR Public Sector Administrator

HR Administrator for Public Sector Child Allowance

HR Administrator for Public Sector Pensions
HR Public Sector Analyst

Technical name: SAP_HR_PA_DE_PS_HR-ANALYST

Tasks

The HR Public Sector Analyst carries out various evaluations for the public sector. This includes creating and maintaining public sector statistics.

This role is a special addition to the HR Analyst role for the German Public Sector Payroll component.

Activities in Personnel Administration

The activities for this role include:

- Maintain regulatory and statistical exceptions
- Generate public sector statistics for:
  - Colleges
  - ISKD (IT Support for Cost Accounting within Employment Law)
  - Hospitals
  - Personnel
  - Full time personnel
  - Child allowances
  - Pension recipients

Integration

This role is based on the HR Analyst (SAP_HR_REPORTING) role. Therefore, you can combine these two roles.
Denmark

These are the roles for HRMS Denmark.
**Payroll Manager**

Technical name: SAP_WP_PAYROLL-MANAGER

**Tasks**

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the *payroll run*.

**Notes on Tailoring**

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

**Integration**

The composite roles *Payroll Manager*, *HR System Specialist* [Page 574], *Payroll Process Administrator* [Page 577] and *Payroll Administrator* [Page 580] together cover all tasks for *payroll*. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Human Resources (HR)

Payroll Manager Denmark

Payroll Manager Denmark
Technical name: SAP_HR_PY_DK_PAYROLL-MANAGER

Tasks
The Payroll Manager Denmark is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Denmark
The role includes activities such as:
- Displaying payroll reports
- Performing end-of-year processing

Integration
The Payroll Manager Denmark is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:
- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Denmark

Technical name: SAP_HR_PY_DK_PAYROLL-SPEC

Tasks
The Payroll Specialist Denmark is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll Denmark component.

Integration
The Payroll Specialist Denmark is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

**Tasks**

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

**Activities in Personnel Time Management**

- Start time evaluation

**Activities in Payroll**

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to *Accounting*
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from *Human Resources* to external systems using the Interface Toolbox

**MiniApps**

This MiniApp *Payroll Areas* (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

**Integration**

The *Payroll Process Administrator* role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles *Payroll Process Administrator <country>* (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and *Payroll Process Administrator (Other Countries)* [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role *Payroll Process Administrator* together with one of these country-specific roles.
Payroll Process Administrator Denmark

Technical name: SAP_HR_PY_DK_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator Denmark is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Denmark
The role includes activities such as:
- Running the payroll including making bank transfers via PBS
- Running monthly reports
- Performing end-of-year processing

Integration
The Payroll Process Administrator Denmark is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Denmark

Technical name: SAP_HR_PY_DK_PAYROLL-ADM

Tasks
The Payroll Administrator Denmark is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Denmark
The role includes activities such as:
- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration
The Payroll Administrator Denmark is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Spain

Here you find descriptions of roles for the HRMS country-version for Spain.
Payroll Manager

Technical name: SAP_WL_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager - Spain

Technical name: SAP_HR_PY_ES_PAYROLL-MANAGER

Tasks

The Payroll Manager - Spain has all necessary resources available to obtain a general overview of payroll results at all organizational levels. To do this, the Payroll Manager performs evaluations that provide information on wages and salaries paid, the number of challenged employees, garnishment amounts, and so on.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks
The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration
The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist - Spain

Technical name: SAP_HR_PY_ES_PAYROLL-SPEC

Tasks
In the payroll environment, the Payroll Specialist – Spain performs all critical tasks. These demand an in-depth knowledge of technical aspects of SAP-HR payroll.

Payroll Activities - Spain
This role includes the following activities:

• Managing entitlements to special payment transfer
• Converting payroll currency
Payroll Process Administrator
Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator - Spain

Technical name: SAP_HR_PY_ES_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator - Spain performs global tasks in the payroll environment. These affect all employees. In particular, the Payroll Process Administrator is in charge of running payroll periodically and of carrying out payments and corresponding transfers. Moreover, the Payroll Process Administrator performs all programs that change data in the database.

Payroll Activities - Spain

The role includes the following activities:

- Running payroll
- Making payments and transfers (wages and salaries, taxes, contributions to social insurance, and so on)
- Creating certificates and employment tax (IRPF) payments and deductions models for the tax administration
- Creating notifications and contribution models for social insurance and preparing corresponding data to send to social insurance administration (TGSS) using the RED system.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator
Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:
- Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:
- With centralized Time Management:
  - Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  - Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

  If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:
- Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator - Spain

Technical name: SAP_HR_PY_ES_PAYROLL-ADM

Tasks

In the payroll process environment, the Payroll Administrator – Spain performs the subsequent activities. In particular, the Payroll Administrator creates evaluations and statistics and generates statements for employees by running programs that do not affect the database.

Payroll Activities - Spain

This role includes the following activities:

- Creating remuneration statements, payroll accounts, and payroll journals
- Creating lists and statistics (planned training hours and so on)
- Creating official statements for employees (deduction statements and so on)
France

This is a list of roles for the French country version of HRMS payroll.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
**Payroll Manager**

Technical name: SAP_HR_PY_PAYROLL-MANAGER

**Tasks**

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

**Activities in Personnel Administration**

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

**Integration**

The Payroll Manager role is **international**. The additional **country-specific** tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Administrator - France

Technical name: SAP_HR_PY_FR_PAYROLL-MANAGER

Tasks
The payroll administrator has a global overview of the payroll results. To achieve this, the administrator performs the operations required to indicate the amounts of wages paid, the number of challenged employees and, when applicable, the garnishment amount.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:
- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist - France
Technical name: SAP_HR_PY_FR_PAYROLL-SPEC

Tasks
The payroll specialist is responsible for critical payroll activities that require specific technical knowledge.

Activities in Customizing for Payroll
This role involves the following activities:
• Calculating the contribution amount
• Converting currency
• Managing Training and events
• Using the SAP/ADP-GSI payroll interface
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administers the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99 PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll process Administrator - France

Technical name: SAP_HR_PY_FR_PAYROLL-PROC-ADM

Tasks
The payroll process administrator is responsible for all activities concerning payroll for a group of employees. Every month the process administrator runs payroll and makes the corresponding transfers.

They are authorized to run the programs that update the database.

Activities in Customizing for Payroll
This role involves the following activities:
- Running payroll
- Making transfers for payroll payments
- Calculating contribution and reserve amounts
- Managing leave
- Compensation for leave (sick leave, maternity leave, leave due to an accident at work)
- Creating lists and statistics and printing statements
- Managing employee profit sharing
- Calculating training costs (Declaration 2483)
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Manager - France

Technical name: SAP_HR_PY_FR_PAYROLL-ADM

Tasks

The payroll manager is responsible for all subsequent payroll activities. The manager, therefore, draws up the lists, prepares the statistical reports, and prints out the employee statements. They are only authorized to run those programs that do not update the database.

Activities in Customizing for Payroll

This role involves the following activities:

- Printing payslips, payroll account, and payroll journal
- Managing garnishments
- Managing employee absences
- Creating lists and statistics and printing statements (letter of intent).
- Managing employee profit sharing
- Issuing lunch vouchers
Personnel Administration Manager - France

Technical name: SAP_HR_PA_FR_HR-MANAGER

Tasks
The personnel administration manager is responsible for all the administrative tasks involved in the management of employees in the company and for monitoring employees' personnel files (entries, leavings, and so on).

They are also authorized to perform certain activities associated with employee payroll.

Activities in Customizing for Payroll
This role involves the following activities:

- Calculating reserve amount
- Managing employee absences and leave
- Creating lists and statistics and printing statements
- Managing employee profit sharing
Great Britain

These are the roles for HRMS Great Britain.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Great Britain

Technical name: SAP_HR_PY_GB_PAYROLL-MANAGER

Tasks

The Payroll Manager Great Britain is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time, and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Great Britain

The role includes activities such as:

- Printing remuneration statements
- Performing on-demand payments

Integration

The Payroll Manager Great Britain is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Great Britain

Technical name: SAP_HR_PY_GB_PAYROLL-SPEC

Tasks

The Payroll Specialist Great Britain is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll Great Britain component.

Integration

The Payroll Specialist Great Britain is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

• Start time evaluation

Activities in Payroll

The activities for this role include:

• Releasing payroll
• Checking, correcting if necessary, and exiting the payroll run
• Managing the data medium for wage and salary payments
• Posting payroll results to Accounting
• Displaying payroll results
• Maintaining the payroll control record
• Starting payroll processes using the HR Process Workbench
• Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Great Britain

Technical name: SAP_HR_PY_GB_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator Great Britain is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Great Britain
The role includes activities such as:
• Running the payroll
• Making bank transfers
• Running monthly reports
• Performing end-of-year processing

Integration
The Payroll Process Administrator Great Britain is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:
• Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:
• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:
• Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Great Britain

Technical name: SAP_HR_PY_GB_PAYROLL-ADM

Tasks

The Payroll Administrator Great Britain is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Great Britain

The role includes activities such as:

- Printing individual remuneration statements
- Printing individual legal notifications
- Running employee remuneration statements
- Running employee reports, such as payroll simulations

Integration

The Payroll Administrator Great Britain is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Hong Kong

These are the roles for HRMS Hong Kong.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:
- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Hong Kong

Technical name: SAP_HR_PY_HK_PAYROLL-MANAGER

Tasks

The Payroll Manager Hong Kong is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Hong Kong

The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration

The Payroll Manager Hong Kong is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks
The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration
The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
**Payroll Specialist**

Technical name: SAP_HR_PY_PAYROLL-SPEC

**Tasks**

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

**Activities in Payroll**

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

**Integration**

The Payroll Specialist role is **international**. The additional **country-specific** tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administers the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Hong Kong

Technical name: SAP_HR_PY_HK_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator Hong Kong is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Hong Kong

The role includes activities such as:

• Running the payroll
• Making bank transfers
• Running monthly reports
• Performing end-of-year processing

Integration

The Payroll Process Administrator Hong Kong is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Hong Kong

Technical name: SAP_HR_PY_HK_PAYROLL-ADM

Tasks
The Payroll Administrator Hong Kong is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Hong Kong
The role includes activities such as:

- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration
The Payroll Administrator Hong Kong is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Payroll Administrator for Loans

Technical name: SAP_HR_PY_PAYROLL-LOAN-ADM

Tasks
The payroll administrator for loans runs reports for the employer loans. These reports include, for example, the account statement, which shows all transactions and the current loan balances, and the loan overview, which creates a list of all loans for each employee.

Activities in Payroll
The activities for this role include:
- Displaying an overview of employer loans
- Displaying an account statement of employer loans

Integration
If, in your enterprise, an employee carries out the general tasks of a payroll administrator as well as the tasks for the loans administrator, you can include the Payroll Administrator for Loans role in the composite role Payroll Administrator.

The role Payroll Administrator for Loans is already included in the composite role Payroll Administrator that is available in the mySAP.com Workplace.

If the tasks are carried out by different employees, you should not include the role Payroll Administrator for Loans in the composite role Payroll Administrator.
Indonesia

These are the roles for HRMS Indonesia.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Indonesia

Technical name: SAP_HR_PY_ID_PAYROLL-MANAGER

Tasks
The Payroll Manager Indonesia is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Indonesia
The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration
The Payroll Manager Indonesia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:
- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
**Payroll Process Administrator**

Technical name: SAP_WP_PAYROLL-PROC-ADM

**Tasks**

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

**Notes on Tailoring**

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

**Integration**

The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Indonesia

Technical name: SAP_HR_PY_ID_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator Indonesia is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Indonesia

The role includes activities such as:

- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing

Integration

The Payroll Process Administrator Indonesia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:
• Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:
• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:
• Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Indonesia

Technical name: SAP_HR_PY_ID_PAYROLL-ADM

Tasks
The Payroll Administrator Indonesia is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Indonesia
The role includes activities such as:
- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration
The Payroll Administrator Indonesia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Employee Relations Manager

Technical name: SAP_WP_EE-RELATIONS-MANAGER

Tasks

The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

One international and single role and one or more country-specific single roles belong to this composite role. You should always combine these single roles to enable the Employee Relations Manager to carry out the required tasks correctly.

Integration

The composite role Employee Relations Manager contains the following international single roles:

- Employee Relations Manager International (SAP_HR_PA_EE-RELATIONS-MANAGER)

To depict the Employee Relations Manager composite role's country-specific activities in the area of Personnel Administration, the following countries are provided with the appropriate single roles:

- **Argentina**: SAP_HR_PA_AR_EE-RELATION-MNGR
- **Australia**: SAP_HR_PA_AU_EE-RELATIONS
- **Brazil**: SAP_HR_PA_BR_EE-RELATION-MAN
- **Indonesia**: SAP_HR_PA_ID_EE-RELATIONS
- **Canada**: SAP_HR_PA_CA_EE-RELATION-MANAG
- **Mexico**: SAP_HR_PA_MX_EE-RELATION-MAN
- **New Zealand**: SAP_HR_PA_NZ_EE-RELATIONS
- **Singapore**: SAP_HR_PA_SG_EE-RELATIONS
- **USA**: SAP_HR_PA_US_EE-RELATION-MANAG
- **Venezuela**: SAP_HR_PA_VE_EE-RELATION-MANAG
Employee Relations Manager

Technical name: SAP_HR_PA_EE-RELATIONS-MANAGER

Tasks
The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Activities in Personnel Administration
The role includes activities such as:
- Displaying employee details
- Displaying organization and staffing information
- Displaying time, wage and salary data
- Running periodic and ad-hoc reports
- Scheduling and conducting training

Integration
The Employee Relations Manager is a non-country-specific single role. The country-specific tasks are contained in the single role Employee Relations Manager XX, where XX is the country. In order to cover all relevant activities, this role should be combined with the relevant country-specific Employee Relations Manager (for example, the single role Employee Relations Manager Australia).
Employee Relations Manager Indonesia

Technical name: SAP_HR_PA_ID_EE-RELATIONS

Tasks

The Employee Relations Manager Indonesia (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include running reports to evaluate salaries and wages, and calculating termination payments.

Activities in Indonesia

The role includes activities such as:

- Displaying payroll reports
- Calculating termination payments

Integration

The Employee Relations Manager Indonesia is a country-specific single role. The non-country-specific tasks are contained in the single role Employee Relations Manager. In order to cover all relevant activities, this role should be combined with the Employee Relations Manager.
Payroll Administrator for Loans

Technical name: SAP_HR_PY_PAYROLL-LOAN-ADM

Tasks
The payroll administrator for loans runs reports for the employer loans. These reports include, for example, the account statement, which shows all transactions and the current loan balances, and the loan overview, which creates a list of all loans for each employee.

Activities in Payroll
The activities for this role include:

- Displaying an overview of employer loans
- Displaying an account statement of employer loans

Integration
If, in your enterprise, an employee carries out the general tasks of a payroll administrator as well as the tasks for the loans administrator, you can include the Payroll Administrator for Loans role in the composite role Payroll Administrator.

The role Payroll Administrator for Loans is already included in the composite role Payroll Administrator that is available in the mySAP.com Workplace.

If the tasks are carried out by different employees, you should not include the role Payroll Administrator for Loans in the composite role Payroll Administrator.
Ireland

These are the roles for HRMS Ireland.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 374], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Ireland

Technical name: SAP_HR_PY_IE_PAYROLL-MANAGER

Tasks
The Payroll Manager Ireland is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time, and keeping an overview of the payroll results. His or her tasks also involve running reports to evaluate salaries and wages.

Activities in Payroll Ireland
The role includes activities such as printing remuneration statements.

Integration
The Payroll Manager Ireland is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Ireland

Technical name: SAP_HR_PY_IE_PAYROLL-SPEC

Tasks

The Payroll Specialist Ireland is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll Ireland component.

Integration

The Payroll Specialist Ireland is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

• Start time evaluation

Activities in Payroll

The activities for this role include:

• Releasing payroll
• Checking, correcting if necessary, and exiting the payroll run
• Managing the data medium for wage and salary payments
• Posting payroll results to Accounting
• Displaying payroll results
• Maintaining the payroll control record
• Starting payroll processes using the HR Process Workbench
• Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Ireland

Technical name: SAP_HR_PY_IE_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator Ireland is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Ireland
The role includes activities such as:
- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing

Integration
The Payroll Process Administrator Ireland is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:

- With centralized Time Management:
  - Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  - Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator [Other Countries] [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Ireland

Technical name: SAP_HR_PY_IE_PAYROLL-ADM

Tasks

The Payroll Administrator Ireland is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Ireland

The role includes activities such as:

- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration

The Payroll Administrator Ireland is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Japan

These are roles for HRMS Japan.
HR Manager

Technical name: SAP_WP_HR-MANAGER

Tasks

The HR Manager is responsible for developing, employing, and managing the workforce in accordance with the strategy of the enterprise. He or she reports directly to the managing directors, and is responsible for the strategic orientation of the Human Resources Management Department. As an internal service provider, the HR Manager advises managing directors and other managers at the enterprise on all important HR and labor law issues. In a multinational enterprise, he or she coordinates international HR policy and devises guidelines for local HR strategies.

The range of tasks performed by the HR Manager include functions in the following areas, all of which are supported by modern HR methodologies:

- Recruitment and employment
- Employee relations
- Payroll, compensation systems, and benefits
- Personnel development
- Education and training programs
- Time management
- Workforce planning

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role’s single roles together.

Integration

The HR Manager composite role contains the following international single roles:

- HR Manager Personnel Administration (SAP_HR_PA_HR-MANAGER)
- HR Manager Recruitment (SAP_HR_RC_HR-MANAGER)
- HR Manager Organizational Management (SAP_HR_OS_HR-MANAGER)
- HR Manager Compensation Management (SAP_HR_CM_HR-MANAGER)
- HR Manager Benefits (SAP_HR_BN_HR-MANAGER)
- HR Manager Personnel Cost Planning (SAP_HR_CP_HR-MANAGER)
- HR Manager Personnel Development (SAP_HR_PD_HR-MANAGER)
- HR Manager Training (SAP_HR_PE_HR-MANAGER)

To depict the HR Manager composite role’s country-specific activities in the area of Personnel Administration, the following countries are provided with the appropriate single roles:

- Belgium: SAP_HR_PA_BE_HR-MANAGER
To depict the HR Manager composite role's country-specific activities in the area of Benefits, the following countries are provided with the appropriate single roles:

- **Canada:** SAP_HR_BN_CA_HR-MANAGER
- **USA:** SAP_HR_BN_US_HR-MANAGER
HR Manager Personnel Administration

Technical name: SAP_HR_PA_HR-MANAGER

Tasks

This role includes all the activities performed by an HR Manager in the Personnel Administration area.

The task domain typically includes:

- Task-oriented administration of staff in accordance with enterprise structure
- Monitoring master data administration
- Monitoring headcount changes

Activities in Personnel Administration

The activities that the HR Manager Personnel Administration can perform correspond to the transactions contained in the corresponding role menu. In the case of HR Manager Personnel Administration, these include:

- Displaying master data
- Using standard reports to evaluate information on master data and the organizational unit

Integration

The single role HR Manager Personnel Administration is part of the composite role HR Manager.
HR Manager Japan

Technical name: SAP_HR_PY_JP_HR-MANAGER

Tasks
The HR Manager Japan is responsible for formulate and recommend HR objectives and methods in several or perhaps all of the following: personnel administration, staff selection and training, labour relations, wage and salary administration, security, health and safety, employee benefits, and remuneration.

Activities in Payroll Japan
The role includes activities such as:

- Displaying employee's personnel information
- Displaying employee's appraisal information

Integration
The HR Manager Japan is a country-specific single role. The non-country-specific tasks are contained in the single role HR Manager. In order to cover all relevant payroll activities, this role should be combined with the HR Manager.
Payroll Manager
Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
**Payroll Manager**

Technical name: SAP_HR_PY_PAYROLL-MANAGER

**Tasks**

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

**Activities in Personnel Administration**

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

**Integration**

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Japan

Technical name: SAP_HR_PA_JP_PAYROLL-MANAGER

Tasks

The Payroll Manager Japan is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing Japan specific pay scale maintenance.

Activities in Payroll Japan

The role includes activities such as:

- Displaying payroll reports
- Performing pay scale re-creation (base up)
- Performing automatic pay increase
- Performing pay scale change based on appraisal data
- Performing pay scale change based on promotion indicator

Integration

The Payroll Manager Japan is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Japan

Technical name: SAP_HR_PY_JP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator Japan is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly payroll and Shoyo payroll reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees, as this is the responsibility of the Payroll Administrator.

Activities in Payroll Japan

The role includes activities such as:

- Running the monthly payroll
- Making bank transfers of monthly payroll
- Running the periodical and non-periodical Shoyo payroll
- Making bank transfers of periodical and non-periodical Shoyo payroll
- Displaying the payroll account
- Printing remuneration statements
- Creating payment data file for residence tax
- Running deduction reports for monthly and Shoyo payroll
- Printing legal notifications for end-of-year processing

Integration

The Payroll Process Administrator Japan is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.

Payroll processes of Year End Adjustment are contained in the single roles Payroll Process Administrator Regular Y.E.A. Japan and Payroll Process Administrator Provisional Y.E.A. Japan. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator Regular YEA Japan and Payroll Process Administrator Provisional Y.E.A. Japan depending on how your company practice Year End Adjustment process.
Payroll Process Administrator Regular Y.E.A. Japan

Technical name: SAP_HR_PY_JP_PAYROLL-PROC-YEA

Tasks
The Payroll Process Administrator Regular Y.E.A. Japan is responsible for the country-specific payroll activities of Regular Year End Adjustment relating to a group of employees. His or her tasks include overseeing the Regular Year End Adjustment payroll process, executing December monthly payroll with Year End Adjustment or Shoyo payroll with Year End Adjustment, and making bank transfers of monthly or Shoyo payroll. Note that he or she is not responsible for activities relating to individual employees, as this is the responsibility of the Payroll Administrator.

Activities in Payroll Japan
The role includes activities such as:
- Running the Regular Year End Adjustment with monthly or Shoyo payroll in December
- Making bank transfers of monthly or Shoyo payroll
- Running Year End Adjustment Correction
- Displaying the payroll account
- Displaying the payroll journal
- Printing remuneration statements
- Running deduction reports for monthly or Shoyo payroll

Integration
The Payroll Process Administrator Regular Y.E.A. Japan is a country-specific single role that covers only Regular Year End Adjustment. Payroll processes other than Regular Year End Adjustment and Provisional Year End Adjustment are contained in the single roles Payroll Process Administrator Japan and Payroll Process Administrator Provisional Y.E.A. Japan. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator Japan. You only need to combine this single role with Payroll Process Administrator Provisional Y.E.A. Japan if your company practices Regular Year End Adjustment.
Payroll Process Administrator Provisional Y.E.A. Japan

Technical name: SAP_HR_PY_JP_PAYROLL-PROC-PYE

Tasks
The Payroll Process Administrator Provisional Y.E.A. Japan is responsible for the country-specific payroll activities of Provisional Year End Adjustment relating to a group of employees. His or her tasks include overseeing the Provisional Year End Adjustment payroll process, executing estimation of December monthly payroll, Provisional Year End Adjustment with Shoyo payroll and making bank transfers of Shoyo payroll. Note that he or she is not responsible for activities relating to individual employees, as this is the responsibility of the Payroll Administrator.

Activities in Payroll Japan
The role includes activities such as:

- Running the estimation of December monthly payroll
- Running the Provisional Year End Adjustment with Shoyo payroll in December
- Making bank transfers of Shoyo payroll
- Displaying the payroll account
- Displaying the payroll journal
- Printing remuneration statements
- Running deduction reports for Shoyo payroll

Integration
The Payroll Process Administrator Provisional Y.E.A. Japan is a country-specific single role that covers only Provisional Year End Adjustment. Payroll processes other than Provisional Year End Adjustment and Regular Year End Adjustment are contained in the single roles Payroll Process Administrator Japan and Payroll Process Administrator Regular Y.E.A. Japan. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator Japan and Payroll Process Administrator Regular Y.E.A. Japan.

⚠️
You only need to combine this single role with Payroll Process Administrator Japan and Payroll Process Administrator Regular Y.E.A. Japan if your company practices Provisional Year End Adjustment.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:
- Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:
- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:
- Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Japan

Technical name: SAP_HR_PY_JP_PAYROLL-ADM

Tasks
The Payroll Administrator Japan is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Japan
The role includes activities such as:

- Running individual retirement liquidation payroll
- Making bank transfer of individual retirement liquidation
- Running individual retirement allowance payroll
- Making bank transfer of individual retirement allowance
- Printing individual legal notifications for the retirement liquidation and allowance
- Printing individual remuneration statements
- Displaying the payroll journal
- Displaying the payroll account

Integration
The Payroll Administrator Japan is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Japan

Technical name: SAP_HR_PY_JP_PAYROLL-SPEC

Tasks
The Payroll Specialist Japan is responsible for carrying out payroll activities that are particularly critical and requires technical knowledge about the Payroll Japan component.

Integration
The Payroll Specialist Japan is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Social Insurance Process Administrator

Technical name: SAP_HR_PA_JP_SI-PROC-ADM

Tasks
The Social Insurance Process Administrator Japan is responsible for the country-specific social insurance administration activities relating to a group of employees. His or Her tasks include overseeing the Santei/Geppen (Social Insurance Grade and Standard Compensation Amount) evaluation, executing the Santei/Geppen evaluation report, printing legal notifications and updating social insurance grade and standard compensation amount data for a group of employees. Note that he or she is not responsible for activities relating to individual employees, as this is the responsibility of Social Insurance Administrator Japan.

Activities in Payroll Japan
This role includes activities such as:
• Running the Santei/Geppen evaluation
• Performing Santei Adjustment
• Printing Santei and Geppen forms or creating data files
• Updating employees' social insurance grade and standard compensation amount data via batch input

Integration
The Social Insurance Process Administrator Japan is a country-specific single role. There is no non-country-specific single role for social insurance process administration. You can combine Social Insurance Process Administrator Japan with other administration roles in SAP HR or use this as independent role.
Social Insurance Administrator Japan

Technical name: SAP_HR_PA_JP_SI-ADMINISTRATOR

Tasks

The Social Insurance Administrator Japan is responsible for the country-specific day-to-day social insurance administration activities relating to individual employees. His or Her tasks include displaying reports and social insurance information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees, as this is the responsibility of Social Insurance Process Administrator Japan.

Activities in Payroll Japan

This role includes activities such as:

- Maintaining individual employees' social insurance basic information
- Printing individual legal notifications for Health/Pension Insurance
- Displaying individual employees' social insurance related information
- Displaying individual employees' Nursing Insurance status
- Maintaining individual employees' Nursing Insurance status
- Displaying individual employees' information for Unemployment Insurance
- Displaying Labor Insurance fee information

Integration

The Social Insurance Administrator Japan is a country-specific single role. There is no non-country-specific single role for social insurance administration. You can combine Social Insurance Administrator Japan with other administration roles in SAP HR or use this as independent role.
Mexico

In this section, you will find the description of roles defined for the Mexican payroll version.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Mexico

Technical name: SAP_HR_PY_MX_PAYROLL-MANAGER

Definition
The roles of the Payroll Manager Mexico include part of the function of the Benefits and Compensations Manager.

The Payroll Manager is responsible for the payroll procedure and employee wage and salary payment. Therefore, to carry out these functions, they must process reports related to such payments as wages, salaries, and taxes.

Activities
Within the Mexican payroll frame, the Payroll Manager must execute reports and issue listings, such as:

- Payroll
- Remuneration statement
- Payroll account
- Payroll journal
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:

• Editing personnel calculation schemas, personnel calculation rules, and features
• Editing the payroll status (infotype 0003)
• Evaluating wage type characteristics
• Monitoring the assignment of wage types to G/L accounts
• Displaying payroll results
• Deleting the current payroll result
• Defining payroll processes with the HR Process Workbench and creating process models
• Archiving payroll data
• Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Mexico
Technical name: SAP_HR_PY_MX_PAYROLL-SPEC

Definition
The Payroll Specialist is responsible for monitoring the statutory changes that affect payroll and its results, maintaining schemas and/or payroll customizing, including in personnel calculation rules and tables.

Activities
Within the Mexican payroll frame, the Payroll Specialist is responsible for controlling payroll results according to legal specifications.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Mexico

Technical name: SAP_HR_PY_MX_PAYROLL-PROC-ADM

Definition

The Payroll Process Administrator is responsible for performing employee group reports. The Payroll Process Administrator is also responsible for such activities as initial payroll processes, including such activities as: Payroll processing, Posting to accounting, Processing corresponding to reports on tax, Social Insurance, and Wage and salary payment.

The Payroll Process Administrator also has an in depth understanding of the payroll process and of the reports related to this process.

Activities

Within the Mexican payroll frame, the Payroll Process Administrator is responsible for:

- Running payroll together with all the subsequent necessary activities, such as issuing remuneration statements, the payroll account, and transfers to FI/CO.
- Performing and issuing all lists corresponding to tax, annual tax adjustment, and state tax calculation.
- Running leave payment payroll for employee groups, as well as payments and transfers to FI/CO.
- Performing and issuing all lists corresponding to Social Insurance, such as generation of IMSS (Mexican Institute for Social Insurance) notification, deleting IMSS notification records, integrated daily wage calculation, IMSS and INFONAVIT (Housing Fund) contributions, generating absence and incapacity lists.
- Generating initial file, FONACOT (National Fund for Workers' Commercial Credits) issuing and payments.
- Off-cycle background processing, payroll continuation
- Off-cycle background processing, discontinue payments
- Printing remuneration statements
- Carrying out FI/CO posting transfers
- Creating DME
- Generating payment notifications
- Printing/generating payroll results
- Printing remuneration statements
- Printing for the payroll journal
- Performing severance payment calculation in the event of termination
- Generating cash breakdown list
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:
• Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:
• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:
• Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Mexico

Technical name: SAP_HR_PY_MX_PAYROLL-ADM

Definition

The Payroll Administrator is responsible for maintaining employee data, for example, master data and executing employee reports. In general, the Payroll Administrator carries out activities according to and for employee requirements.

Activities

Within the Mexican payroll frame, the Payroll Administrator is responsible for:

- Processing individual leave payment per employee
- Maintaining employee data necessary for settlement
- Performing Workbench off-cycle payroll
- Performing check printing
- Generating payment and interest accounting status
- Generating consistency of work report
- Generating Social Insurance (IMSS) notifications
- Consistency of ISR (Income Tax) payments and deductions
Human Resources Manager Mexico

Technical name: SAP_HR_PA_MX_HR-MANAGER

Definition
The Human Resources Manager is responsible for taking decisions in the Human Resources Department to maintain employee quality and appropriate numbers, in order to provide an adequate labor force for the organization. Therefore, statistics reports that can easily be extracted from the system are required.

Activities
This role includes activities such as:

- Generating employee reports
- Generating reports on employees who have entered/left the company

Integration
This role contains activities specific to Mexico. Those activities that are non country-dependent are grouped in Human Resources Manager role. To cover all activities relevant to payroll, this role should be combined with role Human Resources Manager.
Employee Relation Manager Mexico

Technical name: SAP_HR_PA_MX_EE-RELATION-MAN

Tasks
The Personnel Internal Relations Manager is responsible for guaranteeing employee work satisfaction, and for carrying out negotiations, such as, between the employer and employees, the employer and unions, and amongst employees. The Personnel Internal Relations Manager is also responsible for solving individual problems and inter-personnel problems within the organization, such as, for establishing wage agreements.

Activities
Within the Mexican payroll frame, the Internal Relations Manager process reports such as:

- Listing of contributions to Social Insurance
- Listing of contributions to unions

The aim is to use the information provided in these listings for negotiations and agreements with unions, Social Insurance, Infonavit, and other government offices.
Malaysia

These are the roles for HRMS Malaysia.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:
- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Malaysia

Technical name: SAP_HR_PY_MY_PAYROLL-MANAGER

Tasks

The Payroll Manager Malaysia is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Malaysia

The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration

The Payroll Manager Malaysia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Malaysia

Technical name: SAP_HR_PY_MY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator Malaysia is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Malaysia
The role includes activities such as:

- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing

Integration
The Payroll Process Administrator Malaysia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
**Payroll Administrator**

Technical name: SAP_HR_PY_PAYROLL-ADM

**Tasks**

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

**Activities in Personnel Administration**

The activities for this role include:

- Maintaining HR master data

**Activities in Personnel Time Management**

The activities for this role include:

- With centralized Time Management:
  - Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  - Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the **Time Administrator** [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

**Activities in Payroll**

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

**Integration**

The Payroll Administrator role is **international**. The additional **country-specific** tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role **Payroll Administrator** together with one of these country-specific roles.
Payroll Administrator Malaysia

Technical name: SAP_HR_PY_MY_PAYROLL-ADM

Tasks

The Payroll Administrator Malaysia is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Malaysia

The role includes activities such as:

- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration

The Payroll Administrator Malaysia is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Payroll Administrator for Loans

Technical name: SAP_HR_PY_PAYROLL-LOAN-ADM

Tasks

The payroll administrator for loans runs reports for the employer loans. These reports include, for example, the account statement, which shows all transactions and the current loan balances, and the loan overview, which creates a list of all loans for each employee.

Activities in Payroll

The activities for this role include:

- Displaying an overview of employer loans
- Displaying an account statement of employer loans

Integration

If, in your enterprise, an employee carries out the general tasks of a payroll administrator as well as the tasks for the loans administrator, you can include the Payroll Administrator for Loans role in the composite role Payroll Administrator.

The role Payroll Administrator for Loans is already included in the composite role Payroll Administrator that is available in the mySAP.com Workplace.

If the tasks are carried out by different employees, you should not include the role Payroll Administrator for Loans in the composite role Payroll Administrator.
The Netherlands

The following outlines the roles for the HRMS country version Netherlands.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager

**Payroll Manager**

Technical name: SAP_HR_PY_NL_PAYROLL-MANAGER

**Tasks**

The Payroll Manager Netherlands is responsible for correct payroll processing. They have an overview of the payroll results. As the Payroll Manager is responsible for processing payroll, they are only interested in those overviews relevant to labor costs.

**Activities in Payroll Accounting Netherlands**

The role includes the following activities:

- Checking payroll journals
- Comparing status registers
- Checking premium reduction result overviews
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator

Technical name: SAP_HR_PY_NL_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator Netherlands carries out their daily tasks at the group level in payroll processing. They are responsible for running the payroll and the additional tasks relating to payroll processing. They normally carry out their tasks for all employees or a larger group of employees (such as the payroll unit and personnel group). The specific responsibilities include periodic payroll processing, including all transfers.

Activities in Payroll Accounting Netherlands

The role includes the following activities:

- Initializing the payroll run
- Processing taxes and social insurance contributions
- Generating annual statements
- Comparing status registers
- Generating statistics for the CBS (Dutch Census Bureau)
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator

Technical name: SAP_HR_PY_NL_PAYROLL-ADM

Tasks
The Payroll Administrator Netherlands carries out all tasks concerned with the payroll process. They are the contact for payroll accounting for all employees within the organization. The specific responsibilities include generating overviews, statistics, and forms at the employee level.

Activities in Payroll Accounting Netherlands
The role includes the following activities:

- Generating remuneration statements, payroll accounts, and payroll journals
- Generating overviews and statistics (including: wage tax and premium reduction overviews)
- Generating forms (including: employer insurance statement and the fixed-term contract statement)
- Annual statement employee
Norway

The following is a list of roles that are relevant for the HRMS country version Norway:

- Payroll Administrator Norway [Page 419]
- HR Manager Norway [Page 410]
- Payroll Process Administrator Norway [Page 416]
- Payroll Specialist Norway [Page 413]
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
HR Manager Norway

Technical name: SAP_HR_PY_NO_HR-Manager

Tasks

This role contains the Norwegian-specific transactions that an HR Manager potentially runs for information on the status of her or his employees. These are mainly reports including non-salary information, such as vacation lists or sickness overviews.
HR System Specialist
Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks
The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration
The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Human Resources (HR)  
SAP AG  

Payroll Specialist

Payroll Specialist
Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:

• Editing personnel calculation schemas, personnel calculation rules, and features
• Editing the payroll status (infotype 0003)
• Evaluating wage type characteristics
• Monitoring the assignment of wage types to G/L accounts
• Displaying payroll results
• Deleting the current payroll result
• Defining payroll processes with the HR Process Workbench and creating process models
• Archiving payroll data
• Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Norway

Technical name: SAP_HR_PY_NO_PAYROLL-SPEC

Tasks

This role contains Norwegian-specific actions for special payroll handling. It includes special overview reports for checking customizing and uploading programs for official statistics.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Norway

Technical name: SAP_HR_PY_NO_PAYROLL-ADM

Tasks

This role contains the Norwegian-specific actions required for payroll process administration. Actions in this role allow the process administrator to run payroll and subsequent activities as well as reports to create legally required lists.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:
• Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:
• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:
• Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Norway

Technical name: SAP_HR_PY_NO_PAYROLL-ADM

Tasks

This role combines the actions required for Norwegian payroll administration. It includes the reports for selecting data on individual employees - for example Tax Card Import, Deduction Lists, Reimbursement Reporting, and others.
New Zealand

These are the roles for HRMS New Zealand.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:
- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager New Zealand

Technical name: SAP_HR_PY_NZ_PAYROLL-MANAGER

Tasks

The Payroll Manager New Zealand is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll New Zealand

The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration

The Payroll Manager New Zealand is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
Human Resources (HR)

HR System Specialist

**HR System Specialist**

Technical name: SAP_WP_HR-SYSTEM-SPEC

**Tasks**

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

**Notes on Tailoring**

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

**Integration**

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administers the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp *Payroll Areas* (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The *Payroll Process Administrator* role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles *Payroll Process Administrator <country>* (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and *Payroll Process Administrator (Other Countries)* [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role *Payroll Process Administrator* together with one of these country-specific roles.
Payroll Process Administrator New Zealand

Technical name: SAP_HR_PY_NZ_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator New Zealand is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll New Zealand

The role includes activities such as:

- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing

Integration

The Payroll Process Administrator New Zealand is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
**Payroll Administrator**

Technical name: SAP_WP_PAYROLL-ADM

**Tasks**

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

**Notes on Tailoring**

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

**Integration**

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator New Zealand

Technical name: SAP_HR_PY_NZ_PAYROLL-ADM

Tasks

The Payroll Administrator New Zealand is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll New Zealand

The role includes activities such as:

- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration

The Payroll Administrator New Zealand is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Employee Relations Manager

Tasks
The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Notes on Tailoring
The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together. One international and single role and one or more country-specific single roles belong to this composite role. You should always combine these single roles to enable the Employee Relations Manager to carry out the required tasks correctly.

Integration
The composite role Employee Relations Manager contains the following international single roles:
- Employee Relations Manager International (SAP_HR_PA_EE-RELATIONS-MANAGER)

To depict the Employee Relations Manager composite role's country-specific activities in the area of Personnel Administration, the following countries are provided with the appropriate single roles:
- Argentina: SAP_HR_PA_AR_EE-RELATION-MNGR
- Australia: SAP_HR_PA_AU_EE-RELATIONS
- Brazil: SAP_HR_PA_BR_EE-RELATION-MAN
- Indonesia: SAP_HR_PA_ID_EE-RELATIONS
- Canada: SAP_HR_PA_CA_EE-RELATION-MANAG
- Mexico: SAP_HR_PA_MX_EE-RELATION-MAN
- New Zealand: SAP_HR_PA_NZ_EE-RELATIONS
- Singapore: SAP_HR_PA_SG_EE-RELATIONS
- USA: SAP_HR_PA_US_EE-RELATION-MANAG
- Venezuela: SAP_HR_PA_VE_EE-RELATION-MANAG
Employee Relations Manager

Technical name: SAP_HR_PA_EE-RELATIONS-MANAGER

**Tasks**

The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

**Activities in Personnel Administration**

The role includes activities such as:

- Displaying employee details
- Displaying organization and staffing information
- Displaying time, wage and salary data
- Running periodic and ad-hoc reports
- Scheduling and conducting training

**Integration**

The Employee Relations Manager is a non-country-specific single role. The country-specific tasks are contained in the single role Employee Relations Manager XX, where XX is the country. In order to cover all relevant activities, this role should be combined with the relevant country-specific Employee Relations Manager (for example, the single role Employee Relations Manager Australia).
Employee Relations Manager New Zealand

Technical name: SAP_HR_PY_NZ_EE-RELATIONS

Tasks

The Employee Relations Manager New Zealand (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include running reports to evaluate salaries and wages, and calculating termination payments.

Activities in Payroll New Zealand

The role includes activities such as:

- Displaying payroll reports
- Calculating termination payments

Integration

The Employee Relations Manager New Zealand is a country-specific single role. The non-country-specific tasks are contained in the single role Employee Relations Manager. In order to cover all relevant activities, this role should be combined with the Employee Relations Manager.
Philippines

These are the roles for HRMS Philippines.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager
Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:
- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Philippines

Technical name: SAP_HR_PY_PH_PAYROLL-MANAGER

Tasks
The Payroll Manager Philippines is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time, and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Philippines
The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration
The Payroll Manager Philippines is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Philippines

Technical name: SAP_HR_PY_PH_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator Philippines is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Philippines

The role includes activities such as:

- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing

Integration

The Payroll Process Administrator Philippines is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Philippines

Technical name: SAP_HR_PY_PH_PAYROLL-ADM

Tasks
The Payroll Administrator Philippines is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Philippines
The role includes activities such as:
- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration
The Payroll Administrator Philippines is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Payroll Administrator for Loans

Technical name: SAP_HR_PY_PAYROLL-LOAN-ADM

Tasks

The payroll administrator for loans runs reports for the employer loans. These reports include, for example, the account statement, which shows all transactions and the current loan balances, and the loan overview, which creates a list of all loans for each employee.

Activities in Payroll

The activities for this role include:

- Displaying an overview of employer loans
- Displaying an account statement of employer loans

Integration

If, in your enterprise, an employee carries out the general tasks of a payroll administrator as well as the tasks for the loans administrator, you can include the Payroll Administrator for Loans role in the composite role Payroll Administrator.

The role Payroll Administrator for Loans is already included in the composite role Payroll Administrator that is available in the mySAP.com Workplace.

If the tasks are carried out by different employees, you should not include the role Payroll Administrator for Loans in the composite role Payroll Administrator.
Portugal

These are the roles for HRMS Portugal.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Portugal

Technical name: SAP_HR_PY_PT_PAYROLL-MANAGER

Tasks

The Payroll Manager Portugal is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing surveys and lists.

Activities in Payroll Portugal

The role includes activities such as:

- Displaying payroll reports, like
  - Remuneration Statement
  - Remuneration Sheet
- Performing surveys and lists, like
  - Social Balance
  - Overtime Record
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Portugal
Technical name: SAP_HR_PY_PT_PAYROLL-SPEC

Tasks
The Payroll Specialist Portugal is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll Portugal component.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Portugal

Technical name: SAP_HR_PY_PT_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator Portugal is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Portugal

The role includes activities such as:

• Running the payroll
• Making bank transfers
• Running monthly reports
• Completing surveys and lists
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
**Payroll Administrator**

Technical name: SAP_HR_PY_PAYROLL-ADM

**Tasks**

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

**Activities in Personnel Administration**

The activities for this role include:

- Maintaining HR master data

**Activities in Personnel Time Management**

The activities for this role include:

- With centralized Time Management:
  
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

  If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

**Activities in Payroll**

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

**Integration**

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Portugal

Technical name: SAP_HR_PY_PT_PAYROLL-ADM

Tasks

The Payroll Administrator Portugal is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Portugal

The role includes activities such as:

- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications
HR Manager Portugal
Technical name: SAP_HR_PA_PT_HR-MANAGER

Tasks
The HR Manager Portugal is responsible for the Human Resources Department. He or she requires overview statistics that can be easily subtracted from the system.

Activities in the Personnel Administration Portugal
The HR Manager processes surveys and lists that are not relevant for the payroll run, like the Mater Data Sheet, for example.
**Sweden**

These are the roles for HRMS Sweden.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Sweden

Technical name: SAP_HR_PY_SE_PAYROLL-MANAGER

Tasks

The Payroll Manager Sweden is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Sweden

The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing
- Employer's contribution and tax cumulate report (RPCSTAS0)
- SPP monthly insurance events report (RPLSPPS0)
- Annual Tax Statement (RPCKU1S0)

Integration

The Payroll Manager Sweden is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist Sweden

Technical name: SAP_HR_PY_SE_PAYROLL-SPEC

Tasks

The Payroll Specialist Sweden is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll Sweden component. The activities include running the reports:

- Batch input yearly update from SIF - (RPISIFS0)
- Batch input for Infotype Taxes (0273) - (RPITAXS0)
- Transfer statistics file from TemSe - (RPSDWLS0)

Integration

The Payroll Specialist Sweden is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

**Tasks**

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

**Notes on Tailoring**

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

**Integration**

The composite roles *Payroll Process Administrator*, *Payroll Administrator* [Page 580], *HR System Specialist* [Page 574], and *Payroll Manager* [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administers the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Sweden

Technical name: SAP_HR_PY_SE_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator Sweden is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Sweden
The role includes activities such as:

- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing

Reports include:

Payroll administrator
- Payroll Driver - Sweden (RPCALCS0)
- Preliminary DME Program for Several Payments Runs (SE) - (RPCDTAS0)
- Preliminary DME Program for Separate Payment Run (SE) - (RPCDTBS0)
- Data Medium Exchange: Canceling Transfers - (RPCDTFS0)
- Remuneration Statements - (RPCEDTS0)
- Payment Medium Sweden - Domestic Vendor Bank Giro (BGC) - (RFFOSE_B)
- Payment Medium (Sweden) - Foreign Vendor Payments via BGC - (RFFOSE_H)
- Payment Medium Sweden - Domestic Vendor PostGiro - (RFFOSE_P)
- Absence legal adjustments (SE) - (RPIABSS0)

Employer's contribution reporting
- Calculation of employer's contribution and tax cumulated - (RPCSTAS0)
- Garnishment Report - (RPLGAXS0)

Other periods
- Report and file to AMF - (RPLAMFS0)
- Request tax info from CSR - (RPLRQTS0)

Statistics
- RFV sickness pay statistics - (RPSRFVS0)
- SCB - Economic Cycle Statistics - (RPSSBKS0)
Payroll Process Administrator Sweden

- SCB salary structure statistics - (RPSSBMS0)
- Short period employment statistics - (RPSSBSS0)
- SAF - Membership / Part-Ownership - (RPSSFDS0)
- SAF employee statistics file - (RPSSFMS0)
- SAF time usage statistics file - (RPSSFTS0)

Integration

The Payroll Process Administrator Sweden is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:
• Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:
• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:
• Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Sweden

Technical name: SAP_HR_PY_SE_PAYROLL-ADM

Tasks

The Payroll Administrator Sweden is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Sweden

The role includes activities such as:

- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements (RPCEDTS0)
- Printing individual legal notifications
- Simulating payrolls (RPCALCS0)

Integration

The Payroll Administrator Sweden is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
HR Manager Sweden

Technical name: SAP_HR_PA_SE_HR-MANAGER

Tasks
The HR Manager Sweden is responsible for processing country-specific information related to Personnel Administration.

Activities in Personnel Administration Sweden
The role includes such activities as running the following reports:

- Vacation and compensation debt (RPCVACS0)
- Overtime report (RPTOVTS0)
Singapore

These are the roles for HRMS Singapore.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration
The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Singapore

Technical name: SAP_HR_PY_SG_PAYROLL-MANAGER

Tasks
The Payroll Manager Singapore is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Singapore
The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration
The Payroll Manager Singapore is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administers the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

• Start time evaluation

Activities in Payroll

The activities for this role include:

• Releasing payroll
• Checking, correcting if necessary, and exiting the payroll run
• Managing the data medium for wage and salary payments
• Posting payroll results to Accounting
• Displaying payroll results
• Maintaining the payroll control record
• Starting payroll processes using the HR Process Workbench
• Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Singapore

Technical name: SAP_HR_PY_SG_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator Singapore is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Singapore

The role includes activities such as:

- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing

Integration

The Payroll Process Administrator Singapore is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Singapore

Technical name: SAP_HR_PY_SG_PAYROLL-ADM

Tasks
The Payroll Administrator Singapore is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Singapore
The role includes activities such as:

- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration
The Payroll Administrator Singapore is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Employee Relations Manager

Technical name: SAP_WP_EE-RELATIONS-MANAGER

Tasks

The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

One international and single role and one or more country-specific single roles belong to this composite role. You should always combine these single roles to enable the Employee Relations Manager to carry out the required tasks correctly.

Integration

The composite role Employee Relations Manager contains the following international single roles:

- Employee Relations Manager International (SAP_HR_PA_EE-RELATIONS-MANAGER)

To depict the Employee Relations Manager composite role's country-specific activities in the area of Personnel Administration, the following countries are provided with the appropriate single roles:

- Argentina: SAP_HR_PA_AR_EE-RELATION-MNGR
- Australia: SAP_HR_PA_AU_EE-RELATIONS
- Brazil: SAP_HR_PA_BR_EE-RELATION-MAN
- Indonesia: SAP_HR_PA_ID_EE-RELATIONS
- Canada: SAP_HR_PA_CA_EE-RELATION-MANAG
- Mexico: SAP_HR_PA_MX_EE-RELATION-MAN
- New Zealand: SAP_HR_PA_NZ_EE-RELATIONS
- Singapore: SAP_HR_PA_SG_EE-RELATIONS
- USA: SAP_HR_PA_US_EE-RELATION-MANAG
- Venezuela: SAP_HR_PA_VE_EE-RELATION-MANAG
Employee Relations Manager

Technical name: SAP_HR_PA_EE-RELATIONS-MANAGER

Tasks

The Employee Relations Manager (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include negotiating and setting wage levels, displaying records and reports, advising and training managers on industrial relations practice.

Activities in Personnel Administration

The role includes activities such as:

- Displaying employee details
- Displaying organization and staffing information
- Displaying time, wage and salary data
- Running periodic and ad-hoc reports
- Scheduling and conducting training

Integration

The Employee Relations Manager is a non-country-specific single role. The country-specific tasks are contained in the single role Employee Relations Manager XX, where XX is the country. In order to cover all relevant activities, this role should be combined with the relevant country-specific Employee Relations Manager (for example, the single role Employee Relations Manager Australia).
Employee Relations Manager Singapore

Technical name: SAP_HR_PA_SG_EE-RELATIONS

Tasks
The Employee Relations Manager Singapore (also called Industrial Relations Manager) conducts negotiations between employers, employees and unions. His or her tasks include running reports to evaluate salaries and wages, and calculating termination payments.

Activities in Payroll Singapore
The role includes activities such as:
- Displaying payroll reports
- Calculating termination payments

Integration
The Employee Relations Manager Singapore is a country-specific single role. The non-country-specific tasks are contained in the single role Employee Relations Manager. In order to cover all relevant activities, this role should be combined with the Employee Relations Manager.
Training Manager

Technical name: SAP_WP_TRAINING_MANAGER

Tasks

The manager in the area of Training is the strategic partner to the human resources manager, the personnel development manager, and the line manager. The training manager has an extensive knowledge of the training area and is in a position to tailor the education and training objectives to the strategic goals of the enterprise. The training manager is responsible for all planning activities and the overall coordination of training activities in the enterprise.

The task domain typically includes:

- Planning and coordinating all training activities in the enterprise
- Planning training on the basis of training needs in the enterprise
- Designing an enterprise-specific training curriculum
- Scheduling suitably-qualified instructors
- Managing budgets and costs
- Managing resources
- Selecting internal and external training organizers
- Selecting internal and external training venues
- Creating training plans
- Coordinating training plans with personnel development plans
- Developing appraisal sheets and models for the training area
- Monitoring training plans and appraisals

Notes on Tailoring

The composite role is only available in the mySAP.com workplace. In the standard system, you create your own composite role by grouping all of this composite role's single roles together.

Integration

The composite role Training Manager contains the following international single roles:

- Training Manager (SAP_HR_PE_TRAININGMANAGER)
- Training Manager Personnel Development (SAP_HR_PE_TRAININGMANAGER)

To depict the Training Manager composite role's country-specific activities in the area of Training, the following countries are provided with the appropriate single roles:

- Singapore: SAP_HR_PE_SG_TRAININGMANAGER
**Training Manager**

Technical name: SAP_HR_PE_TRAININGMANAGER

**Tasks**

This role includes all of the activities performed by a manager in the area of training.

The task domain typically includes:

- Planning and coordinating all training activities in the enterprise
- Planning training on the basis of training needs in the enterprise
- Designing an enterprise-specific training curriculum
- Scheduling suitably-qualified instructors
- Managing budgets and costs
- Managing resources
- Selecting internal and external training organizers
- Selecting internal and external training venues

**Activities in Training**

The role of *Training Manager* involves using the transactions contained in the corresponding role menu including activities such as:

- Planning business events
- Monitoring business events
- Monitoring attendance bookings
- Monitoring resources
- Reporting in the training area

**Integration**

The single role *Training Manager* is part of the composite role *Training Manager*. 
Training Manager Singapore

Training Manager Singapore
Technical name: SAP_HR_PE_SG_TRAININGMANAGER

Tasks
The Training Manager Singapore conducts all activities performed by a manager in the area of training for the enterprise. These would include:

- Planning and coordinating all training activities
- Planning training on the basis of training needs
- Designing an enterprise-specific training curriculum
- Scheduling suitably-qualified instructors
- Managing budgets and costs
- Managing resources
- Selecting internal and external training providers and venues

Activities in Training Singapore
The role of the Training Manager involves using the transactions contained in the corresponding role menu including activities such as:

- Planning and monitoring business events
- Monitoring attendance bookings and resources
- Reporting in the training area

Integration
The Training Manager Singapore is a country-specific single role. The non-country-specific tasks are contained in the single role Training Manager. In order to cover all relevant activities, this role should be combined with the Training Manager.
Payroll Administrator for Loans

Technical name: SAP_HR_PY_PAYROLL-LOAN-ADM

Tasks

The payroll administrator for loans runs reports for the employer loans. These reports include, for example, the account statement, which shows all transactions and the current loan balances, and the loan overview, which creates a list of all loans for each employee.

Activities in Payroll

The activities for this role include:

- Displaying an overview of employer loans
- Displaying an account statement of employer loans

Integration

If, in your enterprise, an employee carries out the general tasks of a payroll administrator as well as the tasks for the loans administrator, you can include the Payroll Administrator for Loans role in the composite role Payroll Administrator.

The role Payroll Administrator for Loans is already included in the composite role Payroll Administrator that is available in the mySAP.com Workplace.

If the tasks are carried out by different employees, you should not include the role Payroll Administrator for Loans in the composite role Payroll Administrator.
Payroll Process Administrator Singapore Public Sector

Technical name: SAP_HR_PY_SG_PS_PAYROLL-PROC

Tasks

The Payroll Process Administrator Singapore Public Sector performs the duties that arise in the public sector area in addition to Payroll Singapore. This processing agent is therefore a special supplement to Payroll Process Administrator Singapore role for the component Payroll Singapore Public Sector.

Activities in Payroll Singapore Public Sector

The role includes authorizations and activities such as:

- Maintain employee data for Public Sector leave scheme
- Running the reports for payscale structure
  - Generate the salary structures for Public Sector
  - Adjust the salary structures across civil service
  - Plan the adjustment
  - Adjust the directly valuated wage types

Integration

The Payroll Process Administrator Singapore (SAP_HR_PY_SG_PAYROLL-PROC-ADM) is the basis for the Payroll Process Administrator Singapore Public Sector. It is therefore best to combine these roles.
Personnel Administrator Public Sector Singapore

Technical name: SAP_HR_PA_SG_PS_HR-ADM

Tasks

The Personnel Administrator Public Sector Singapore maintains the additional employee data in the public sector area. This personnel agent is therefore a special supplement to HR Administrator Personnel Administration for the component Payroll Singapore Public Sector.

Activities in Personnel Administration

The role includes authorizations such as:

- Maintain employee data for staff suggestion scheme
- Maintain employee data for personal particulars
- Manage and carry out appointment letters

Integration

The HR Administrator Personnel Administration (SAP_HR_PA_HR-ADMINISTRATOR) is the basis for the Personnel Administrator Public Sector Singapore. It is therefore best to combine these roles.
Taiwan
These are the roles for HRMS Taiwan.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99 PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Taiwan

Technical name: SAP_HR_PY_TW_PAYROLL-MANAGER

Tasks
The Payroll Manager Taiwan is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Taiwan
The role includes activities such as:
- Displaying payroll reports
- Performing end-of-year processing

Integration
The Payroll Manager Taiwan is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
**Payroll Specialist**

Technical name: SAP_HR_PY_PAYROLL-SPEC

**Tasks**

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

**Activities in Payroll**

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

**Integration**

The Payroll Specialist role is **international**. The additional **country-specific** tasks are contained in the single role **Payroll Specialist <country>** (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the **Payroll Administrator** or the **Payroll Process Administrator**.
Payroll Specialist Taiwan

Technical name: SAP_HR_PY_TW_PAYROLL-SPEC

Tasks

The Payroll Specialist Taiwan is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll Taiwan component.

Integration

The Payroll Specialist Taiwan is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator Taiwan

Technical name: SAP_HR_PY_TW_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator Taiwan is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Taiwan

The role includes activities such as:

- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing

Integration

The Payroll Process Administrator Taiwan is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  - Transferring time management-relevant documents for the employee to the system

- With decentralized Time Management:
  - Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator

Payroll Administrator Taiwan
Technical name: SAP_HR_PY_TW_PAYROLL-ADM

Tasks
The Payroll Administrator Taiwan is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Taiwan
The role includes activities such as:
• Displaying the payroll journal
• Displaying the payroll account
• Printing individual remuneration statements
• Printing individual legal notifications

Integration
The Payroll Administrator Taiwan is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Thailand

These are the roles for HRMS Thailand.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager Thailand

Technical name: SAP_HR_PY_TH_PAYROLL-MANAGER

Tasks
The Payroll Manager Thailand is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll Thailand
The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration
The Payroll Manager Thailand is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks
As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll
The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration
The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management

- Start time evaluation

Activities in Payroll

The activities for this role include:

- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps

This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration

The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator for Thailand

Technical name: SAP_HR_PY_TH_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator for Thailand is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll Thailand
The role includes activities such as:

• Running the payroll
• Making bank transfers
• Running monthly reports
• Performing end-of-year processing

Integration
The Payroll Process Administrator for Thailand is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

• Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

• Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator Thailand

Technical name: SAP_HR_PY_TH_PAYROLL-ADM

Tasks
The Payroll Administrator Thailand is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll Thailand
The role includes activities such as:

- Displaying the payroll journal
- Displaying the payroll account
- Printing individual remuneration statements
- Printing individual legal notifications

Integration
The Payroll Administrator Thailand is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
**USA**

These are the roles for HRMS USA.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager United States

Technical name: SAP_HR_PY_US_PAYROLL-MANAGER

Tasks

The Payroll Manager United States is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll United States

The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing

Integration

The Payroll Manager United States is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of *Human Resources*. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for *Human Resources* and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team (Page 576) (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles *HR System Specialist*, *Payroll Manager* (Page 571), *Payroll Process Administrator* (Page 577), and *Payroll Administrator* (Page 580) together cover all tasks for *payroll*. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist United States

Technical name: SAP_HR_PY_US_PAYROLL-SPEC

Tasks

The Payroll Specialist United States is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll United States component.

Integration

The Payroll Specialist United States is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator United States

Technical name: SAP_HR_PY_US_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator United States is responsible for payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll United States

The role includes activities such as:

- Running payroll
- Making bank transfers
- Running monthly reports
- Performing year-end processing

Integration

The Payroll Process Administrator United States is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks

The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration

The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management

The activities for this role include:

- With centralized Time Management:
  - Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  - Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll

The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration

The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator United States

Technical name: SAP_HR_PY_US_PAYROLL-ADM

Tasks
The Payroll Administrator United States is responsible for the day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in Payroll United States
The role includes activities such as:

• Maintaining master data for the employee(s)
• Displaying payroll accounts per employee

Integration
The Payroll Administrator United States is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
HR Manager United States
Technical name: SAP_HR_PA_US_HR-MANAGER

Tasks
The HR Manager United States is the main decision maker and person responsible for the HR department. This person requires general statistical HR data that can be easily accessed from the system.

Activities in HR United States
Activities for this role include:
- running compliance reports
- running benefits reports, such as Equal Opportunity and OSHA reports
HR Administrator United States

Technical name: SAP_HR_PA_US_HR-ADMINISTRATOR

Tasks
This person carries out the master data maintenance in the system at employee level for non-payroll related tasks.

Activities in HR United States
Activities for this role include:
- running recruitment reports
- running compliance reports
HR Administrator Benefits United States

Technical name: SAP_HR_BN_US_HR-ADMINISTRATOR

Tasks
This person carries out the master data maintenance in the system at employee level for benefits-related tasks.
HR Manager Benefits United States

Technical name: SAP_HR_BN_US_BEN-COMP-MANAGER

Tasks

The Benefits manager United States designs and implements employee benefits programs in line with the demographic, social and financial needs of the employee population and according to company policy. This is always as a part of the total compensation package offered to each individual employee. The Benefits manager must liaise with benefits providers to find the best benefits for employees, and with employees themselves to be able to tailor the benefits package accordingly.
Employee Relation Manager United States

Technical name: SAP_HR_PA_US_EE-RELATION-MANAG

Tasks

The Employee Relations Manager United States conducts negotiations between employers, employees and unions. His or her tasks include running reports to evaluate salaries and wages, and calculating termination payments.

Activities in Payroll Administration United States

The role includes activities such as:

- Displaying payroll reports
- Calculating termination payments

Integration

The Employee Relations Manager United States is a country-specific single role. The non-country-specific tasks are contained in the single role Employee Relations Manager. In order to cover all relevant activities, this role should be combined with the Employee Relations Manager.
Venezuela

These are the roles defined for HRMS-Venezuela
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager- Venezuela

Technical name: SAP_HR_PY_VE_PAYROLL-MANAGER

Definition
This role is part of the Compensation and Benefits Manager role. The Payroll Manager is responsible for payroll procedure and employee payment. To perform the functions, this role requires a high reporting level, directly related to money and wage.

Activities
This role includes activities such as:

- Generating pay statements
- Generating payroll accounts.
- Generating payroll journals.
- Generating payment and interest account status.
- Maintaining interest rate table.
- Performing off-cycle payroll for interest payment.
- Generating profit share declaration document.
- Paying quarterly company contribution to INCE. (National Institute for Educational Co-operation).
- Paying quarterly employee contribution to INCE. (National Institute for Educational Co-operation).

Integration
The role of Payroll Manager-Venezuela, is country-specific. Those activities that are not specific to Venezuela are contained in role Payroll Manager. To cover all activities relevant to the payroll, you must combine this role with Payroll Manager.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

• Editing personnel calculation schemas, personnel calculation rules, and features
• Editing the payroll status (infotype 0003)
• Evaluating wage type characteristics
• Monitoring the assignment of wage types to G/L accounts
• Displaying payroll results
• Deleting the current payroll result
• Defining payroll processes with the HR Process Workbench and creating process models
• Archiving payroll data
• Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist - Venezuela

Technical name: SAP_HR_PY_VE_PAYROLL-SPEC

Definition
This role is responsible for maintaining legal changes that affect payroll.

Activities
This role includes activities such as:
- Generating payroll results reports.
- Accessing Temse files
- Generating file for SANE (National Company Self-accounting System) system of IVSS (Venezuelan Institute of Social Insurance).

Integration
The role of Payroll Specialist - Venezuela, is specific to Venezuela. Those activities that are not specific to Venezuela are contained in the Payroll Specialist role. To cover all activities relevant to the payroll, you must combine this role with the Payroll Specialist role.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator - Venezuela

Technical name: SAP_HR_PY_VE_PAYROLL-PROC-ADM

Definition
The Payroll Process Administrator is responsible for employee group reports. The Payroll Process Administrator is also responsible for initial payroll procedure, including activities such as processing of payroll, posting to accounting, social insurance reports and payroll payment. The Payroll Process Administrator has a sound understanding of the payroll procedure, which enables him or her to execute highly complex reports related to this procedure.

Activities
This role includes activities such as:
- Processing group leave.
- Background processing of off-cycle payroll; payroll continuation.
- Background processing of off-cycle payroll; discontinue payments.
- Running payroll for Venezuela.
- Printing remuneration statements.
- Carrying out accounting transfer.
- Creating DME (data medium exchange).
- Generating payment notifications.
- Printing/generating payroll results.
- Printing payroll account.
- Printing payroll journal.
- Generating cash breakdown list.
- Generating Form AR-C: Income Tax (ISLR) deduction statement.
- Generating Form AR-I: Annual tax statement.
- Maintaining interest rates.
- Carrying out interest payment.
- Recalculating and paying interest.
- Annual interest recalculation per employee.
- Generating IVSS Form 14-02.
- Generating IVSS Form 14-03.

Integration
The role of Payroll Process Administrator - Venezuela, is country-specific. Those activities that are not specific to Venezuela are contained in role Payroll Process Administrator. To cover all activities relevant to the payroll, you must combine this role with Payroll Process Administrator.
Payroll Process Administrator - Venezuela
Payroll Administrator
Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:

• Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:

• With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system

• With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

  If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:

• Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll administrator - Venezuela

Technical name: SAP_HR_PY_VE_PAYROLL-ADM

Definition
The Payroll administrator is responsible for maintaining employee data and reports. By definition, this person works for the requirements of employees.

Activities
This role includes activities such as:
- Performing off-cycle Workbench
- Performing check printing.
- Generating payment and interest account status.
- Generating Consistency of Work report.
- Generating update listing.
- Creating declaration of accidents document.

Integration
The role of Payroll administrator-Venezuela, is country-specific. Those activities that are not specific to Venezuela are contained in role Payroll administrator. To cover all activities relevant to the payroll, you must combine this role with Payroll administrator.
Employee Relations Manager - Venezuela

Technical name: SAP_HR_PY_VE_EE-Relation-Manager

Definition
This person holds negotiations between employees and employer. The responsibilities include coordinating wage level negotiations, as well as employee equal opportunities.

Activities
This role includes activities such as:
• Profit share declaration document.
• Employee contribution to INCE. (National Institute for Educational Co-operation).
• Quarterly company contribution to INCE. (National Institute for Educational Co-operation).
• Apprentices report (art.270)
• Profit share declaration document.
• Collective contract report.
• Juvenile Workers Register (art. 265)
• Worked hours report.
• Generation of LPH (Housing Policy Act) list.

Integration
The role of Employee Relations Manager-Venezuela is country-specific. Those activities not specific to Venezuela are contained in role Employee Relations Manager. To cover all activities relevant to the payroll, you must combine this role with Employee Relations Manager.
Human Resources Manager- Venezuela

Technical name: SAP_HR_PY_VE_HR-MANAGER

Definition

This person is responsible for taking decisions in the Human Resources Department. The statistics reports are required, which can easily be extracted from the system. These reports do not contain any monetary or wage-related information.

Activities

This role includes activities such as:

- Generating apprentices report (Art. 270)
- Generating juveniles report (Art. 265).

Integration

The role of Human resources Manager-Venezuela is country-specific. Those activities not specific to Venezuela are contained in role Human Resources Manager. To cover all activities relevant to the payroll, you must combine this role with Human Resources Manager.
South Africa

These are the roles for HRMS South Africa.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration

The activities for this role include:

- Displaying the HR master data
- Displaying the personnel files

Integration

The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager South Africa

Technical name: SAP_HR_PY_ZA_PAYROLL-MANAGER

Tasks
The Payroll Manager South Africa is responsible for payroll policy, making sure that salaries and wages are paid accurately and on time and keeping an overview of the payroll results. His or her tasks involve running reports to evaluate salaries and wages and performing end-of-year processing.

Activities in Payroll South Africa
The payroll manager role in South Africa is often a mixture of Payroll Process Manager and a Payroll Manager. The role includes activities such as:

- Displaying payroll reports
- Performing end-of-year processing
- Running Employment Equity Reports
  - Workforce Analysis
  - Income Differentials
- Salary Packaging activities

Integration
The Payroll Manager South Africa is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Manager. In order to cover all relevant payroll activities, this role should be combined with the Payroll Manager.
**HR System Specialist**

Technical name: SAP_WP_HR-SYSTEM-SPEC

**Tasks**

The HR System Specialist is an expert in both the content and technical aspects of *Human Resources*. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for *Human Resources* and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

**Notes on Tailoring**

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role **Member of Customizing Project Team** [Page 576](#) (SAP_BC_CUS_CUSTOMIZER).

**Integration**

The composite roles *HR System Specialist*, *Payroll Manager* [Page 571](#), *Payroll Process Administrator* [Page 577](#), and *Payroll Administrator* [Page 580](#) together cover all tasks for *payroll*. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
**Payroll Specialist**

Technical name: SAP_HR_PY_PAYROLL-SPEC

**Tasks**

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

**Activities in Payroll**

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

**Integration**

The Payroll Specialist role is **international**. The additional **country-specific** tasks are contained in the single role **Payroll Specialist <country>** (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Payroll Specialist South Africa

Technical name: SAP_HR_PY_ZA_PAYROLL-SPEC

Tasks

The Payroll Specialist South Africa is responsible for carrying out payroll activities which are particularly critical and require technical knowledge about the Payroll South Africa component.

The Payroll Specialists activities include running the following reports:

- Age Letter Reminder - Batch Input
- Tax Certificates
  - Tax Certificates: Exclude/Include Employees
  - Tax Certificates - Administration
  - Employee / Tax Certificate Report
  - Number Range Maintenance
- Deduction schedule
  - Create Deduction Schedule
  - Process Deduction Schedule

Integration

The Payroll Specialist South Africa is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Specialist. In order to cover all relevant payroll activities, this role should be combined with the Payroll Specialist.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Process Administrator, Payroll Administrator [Page 380], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
• Start time evaluation

Activities in Payroll
The activities for this role include:
• Releasing payroll
• Checking, correcting if necessary, and exiting the payroll run
• Managing the data medium for wage and salary payments
• Posting payroll results to Accounting
• Displaying payroll results
• Maintaining the payroll control record
• Starting payroll processes using the HR Process Workbench
• Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator South Africa

Technical name: SAP_HR_PY_ZA_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator South Africa is responsible for the country-specific payroll activities relating to a group of employees. His or her tasks include overseeing the payroll process, executing monthly reports and making bank transfers. Note that he or she is not responsible for activities relating to individual employees as this is the responsibility of the Payroll Administrator.

Activities in Payroll South Africa

The role includes activities such as:

- Running the payroll
- Making bank transfers
- Running monthly reports
- Performing end-of-year processing
  - Reporting
    - Regional Service Council Report
    - Payroll Journal
    - Payroll audit trail
    - Payroll account
    - Wagetype statement
    - Compensation for Occupation Injuries and Diseases (COIDA)
    - Age Letter Reminder
    - Insurance Deduction Schedule
    - Medical Aid Deduction Schedule
    - Pension Fund Deduction Schedule
    - Payroll master data
    - Personnel data
  - Payroll Processing
    - Simulation payroll accounting
    - Start Payroll
  - Payroll post-processing
    - Remuneration statement
    - Payroll transfer prelim Prog. DME
    - Advance Payment Run
Payroll Process Administrator South Africa

- Payroll transfer-first DME
- Tax reporting
  - Tax calculation
- Social Insurance reporting
  - Social Insurance

Integration

The Payroll Process Administrator South Africa is a country-specific single role. The non-country-specific tasks are contained in the single role Payroll Process Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Process Administrator.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks

The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:

- Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:

- With centralized Time Management:
  - Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  - Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:

- Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator South Africa

Technical name: SAP_HR_PY_ZA_PAYROLL-ADM

Tasks

The Payroll Administrator (Clerk) South Africa is responsible for the country-specific day-to-day payroll activities relating to individual employees. His or her tasks include displaying reports and payroll information as well as printing legal notifications. Note that he or she is not responsible for activities relating to groups of employees as this is the responsibility of the Payroll Process Administrator.

Activities in South Africa

The role includes such activities such as:
- Regional Service Council Report
- Payroll Journal
- Payroll audit trail
- Wagetype statement
- Compensation for Occupation Injuries and Diseases (COIDA)
- Age Letter Reminder
- Insurance Deduction Schedule
- Medical Aid Deduction Schedule
- Employee Detail per Deduction Schedule
- Pension Fund Deduction Schedule
- Payroll master data
- Personnel data

Integration

The Payroll Administrator South Africa is a country-specific role. The non-country-specific tasks are contained in the single role Payroll Administrator. In order to cover all relevant payroll activities, this role should be combined with the Payroll Administrator.
Other Countries

Here you can find the roles for the countries for which no individual HRMS country version exists.
Payroll Manager

Technical name: SAP_WP_PAYROLL-MANAGER

Tasks

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Manager can carry out the required tasks correctly.

Integration

The composite roles Payroll Manager, HR System Specialist [Page 574], Payroll Process Administrator [Page 577] and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Manager

Technical name: SAP_HR_PY_PAYROLL-MANAGER

Tasks
The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, it is necessary to display the master data or personnel files for the employee.

Activities in Personnel Administration
The activities for this role include:
• Displaying the HR master data
• Displaying the personnel files

Integration
The Payroll Manager role is international. The additional country-specific tasks are contained in the single roles Payroll Manager <country> (SAP_HR_PY_xx_PAYROLL-MANAGER) and Payroll Manager (Other Countries) [Page 573] (SAP_HR_PY_99_PAYROLL-MANAGER). You should only use the role Payroll Manager together with one of these country-specific roles.
Payroll Manager (Other Countries)

Technical name: SAP_HR_PY_99_PAYROLL-MANAGER

Tasks

The Payroll Manager (Other Countries) role is a country-specific role for all countries without a separate country role Payroll Manager <country>.

The Payroll Manager is responsible for the correct execution of the payroll run. As the decision-maker, the Payroll Manager gains an overview of the results of the payroll run. To do this, he or she runs reports for all employees.

Activities in Payroll

The activities for this role include:

- Displaying the remuneration statement
- Displaying the payroll account
- Displaying the payroll journal

Integration

The role Payroll Manager (Other Countries) includes country-specific tasks. The additional international tasks are included in the role Payroll Manager (Page 572) (SAP_HR_PY_PAYROLL-MANAGER). You should only use the role Payroll Manager (Other Countries) together with this international role.
HR System Specialist

Technical name: SAP_WP_HR-SYSTEM-SPEC

Tasks

The HR System Specialist is an expert in both the content and technical aspects of Human Resources. In addition to setting up the system and identifying and removing problems and malfunctions, the HR System Specialist is also responsible for making the required Customizing settings for Human Resources and for checking these settings using various reports. The HR System Specialist also carries out periodical activities, for example, archiving payroll data.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the HR System Specialist can carry out the required tasks correctly.

To enable Customizing, the HR System Specialist requires the single role Member of Customizing Project Team [Page 576] (SAP_BC_CUS_CUSTOMIZER).

Integration

The composite roles HR System Specialist, Payroll Manager [Page 571], Payroll Process Administrator [Page 577], and Payroll Administrator [Page 580] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Specialist

Technical name: SAP_HR_PY_PAYROLL-SPEC

Tasks

As an expert in the content and technical side of payroll, the Payroll Specialist sets up the system for payroll and is responsible for finding and resolving malfunctions and problems. The Payroll Specialist carries out Customizing for Payroll and uses different reports to check the settings. He or she also deals with the interfaces and carries out periodical activities, for example, the archiving of payroll data.

Activities in Payroll

The activities for this role include:

- Editing personnel calculation schemas, personnel calculation rules, and features
- Editing the payroll status (infotype 0003)
- Evaluating wage type characteristics
- Monitoring the assignment of wage types to G/L accounts
- Displaying payroll results
- Deleting the current payroll result
- Defining payroll processes with the HR Process Workbench and creating process models
- Archiving payroll data
- Customizing the Interface Toolbench (transfer from data from Human Resources to external systems)

Integration

The Payroll Specialist role is international. The additional country-specific tasks are contained in the single role Payroll Specialist <country> (SAP_HR_PY_xx_PAYROLL-SPEC).

To perform the required tasks, the Payroll Specialist may require additional authorizations that are not assigned to this role. If this is the case, you must combine the role with other roles, for example, the Payroll Administrator or the Payroll Process Administrator.
Customizing Project Team Member

Technical name: SAP_BC_CUS_CUSTOMIZER

Tasks
The Customizing project team member makes the system settings which configure the SAP System in a company. He or she does this by systematically carrying out and documenting Customizing projects.

The role has the following tasks:

- Perform the project IMG activities
- Test the system settings
- Maintain status information and project documentation

Modification
This role only contains basic functions. It is a template for a Customizing project. You should copy it for each Customizing project.

You also need a role with authorization for the IMG activities in a Customizing project. Create a new role and assign it to a Customizing project or project view. The authorization profile depends on the IMG activities in the Customizing project.

You need two roles for each Customizing project: a copy of the role SAP_BC_CUS_CUSTOMIZER and a role with the authorizations for the Customizing project (or project view).

You can put these two roles in a composite role.

Integration
The Customizing project team members and Customizing project administrator are part of a Customizing project team.
Payroll Process Administrator

Technical name: SAP_WP_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator controls and supervises the complete payroll process. He or she runs payroll, checks, and, if necessary, corrects the payroll run. The Payroll Process Administrator is responsible for the payment of wages and salaries and for posting to Accounting as well as for running reports at the employee level.

Notes on Tailoring

International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Process Administrator can carry out the required tasks correctly.

Integration

The composite roles Payroll Process Administrator, Payroll Administrator [Page 580], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Process Administrator

Technical name: SAP_HR_PY_PAYROLL-PROC-ADM

Tasks
The Payroll Process Administrator is responsible for all international tasks related to the control of the payroll process. If necessary, the Payroll Process Administrator repeats time evaluation to ensure that all time data is up-to-date for payroll and also administrates the payroll runs for each payroll area. He or she also starts and checks posting to Accounting and runs reports at the employee level, for example, creation of the wage type statement.

Activities in Personnel Time Management
- Start time evaluation

Activities in Payroll
The activities for this role include:
- Releasing payroll
- Checking, correcting if necessary, and exiting the payroll run
- Managing the data medium for wage and salary payments
- Posting payroll results to Accounting
- Displaying payroll results
- Maintaining the payroll control record
- Starting payroll processes using the HR Process Workbench
- Transferring data from Human Resources to external systems using the Interface Toolbox

MiniApps
This MiniApp Payroll Areas (MA_MCODE_W) is assigned to this role. It lists all payroll areas for which errors occurred during the payroll run. For each payroll area, the system displays the number of employees for whom the payroll run was not successful.

Integration
The Payroll Process Administrator role is international. The additional country-specific tasks, for example, statutory reports and the payment process, are contained in the roles Payroll Process Administrator <country> (SAP_HR_PY_xx_PAYROLL-PROC-ADM) and Payroll Process Administrator (Other Countries) [Page 579] (SAP_HR_PY_99_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator together with one of these country-specific roles.
Payroll Process Administrator (Other Countries)

Technical name: SAP_HR_PY_99_PAYROLL-PROC-ADM

Tasks

The Payroll Process Administrator (Other Countries) role is a country-specific role for all countries without a specific country role Payroll Process Administrator <country>.

The Payroll Process Administrator (Other Countries) is responsible for all country-specific tasks related to the control of the payroll process. He or she simulates and then starts payroll, then creates and prints the remuneration statements for the employees. The Payroll Process Administrator collects the payment-relevant data for the payment of wages and salaries and also runs reports on the employee level, for example, the payroll account and payroll journal.

Activities in Payroll

The activities for this role include:

- Simulating payroll
- Starting payroll
- Creating remuneration statements
- Creating files for the payment of wages and salaries

Integration

The role Payroll Process Administrator (Other Countries) includes country-specific tasks. The additional international tasks are included in the role Payroll Process Administrator (SAP_HR_PY_PAYROLL-PROC-ADM). You should only use the role Payroll Process Administrator (Other Countries) together with this international role.
Payroll Administrator

Technical name: SAP_WP_PAYROLL-ADM

Tasks
The Payroll Administrator performs all payroll tasks carried out at the employee level. For example, the Payroll Administrator enters payroll data for the employee in the system and then checks this data. He or she can also give employees for whom he is responsible payroll information and answer any questions they may have. If required, the Payroll Administrator can run reports for individual employees.

Notes on Tailoring
International and country-specific single roles belong to this composite role. You should always combine these single roles so that the Payroll Administrator can carry out the required tasks correctly.

Integration
The composite roles Payroll Administrator, Payroll Process Administrator [Page 577], HR System Specialist [Page 574], and Payroll Manager [Page 571] together cover all tasks for payroll. Depending on how comprehensive the payroll activities are within your enterprise, you must assign several or all single roles belonging to this composite role to an employee.
Payroll Administrator

Technical name: SAP_HR_PY_PAYROLL-ADM

Tasks
The Payroll Administrator performs the international payroll tasks at the employee level and processes the payroll-relevant master and time data. For example, he or she enters absence data for an employee into the system. The payroll administrator also checks the payroll results and identifies, for example, whether an employee received overtime payments in the past payroll periods. If necessary, this administrator also runs reports for individual employees, for example, to check the bank details or payments and deductions for an employee.

Activities in Personnel Administration
The activities for this role include:
- Maintaining HR master data

Activities in Personnel Time Management
The activities for this role include:
- With centralized Time Management:
  Transferring time management-relevant documents for the employee to the system
- With decentralized Time Management:
  Enhancing time data to include sensitive payment and administrative data, for example, data on continued pay

If Time Management is decentralized, the Time Administrator [Page 107] enters the time data in the system. If necessary, the Payroll Administrator enhances this data.

Activities in Payroll
The activities for this role include:
- Check wage types from the payroll results (Wage Type Reporter)

Integration
The Payroll Administrator role is international. The additional country-specific tasks are contained in the roles Payroll Administrator <country> (SAP_HR_PY_xx_PAYROLL-ADM) and Payroll Administrator (Other Countries) [Page 582] (SAP_HR_PY_99_PAYROLL-ADM). You should only use the role Payroll Administrator together with one of these country-specific roles.
Payroll Administrator (Other Countries)

Technical name: SAP_HR_PY_99_PAYROLL-ADM

Tasks

The Payroll Administrator (Other Countries) role is a country-specific role for all countries without a specific country role Payroll Administrator <country>.

The Payroll Administrator (Other Countries) performs the country-specific payroll tasks at the employee level. The Payroll Administrator (Other Countries) simulates payroll to check that all data has been entered correctly, checks the remuneration statement and payroll account for individual employee and, if required, prints these out.

Activities in Payroll

The activities for this role include:

- Simulating payroll
- Checking remuneration statements for individual employees
- Checking the payroll account for individual employees

Integration

The role Payroll Administrator (Other Countries) includes country-specific tasks. The additional international tasks are included in the role Payroll Process Administrator [Page 581] (SAP_HR_PY_PAYROLL-ADM). You should only use the role Payroll Administrator (Other Countries) together with this international role.
Payroll Administrator for Loans

Technical name: SAP_HR_PY_PAYROLL-LOAN-ADM

Tasks

The payroll administrator for loans runs reports for the employer loans. These reports include, for example, the account statement, which shows all transactions and the current loan balances, and the loan overview, which creates a list of all loans for each employee.

Activities in Payroll

The activities for this role include:

- Displaying an overview of employer loans
- Displaying an account statement of employer loans

Integration

If, in your enterprise, an employee carries out the general tasks of a payroll administrator as well as the tasks for the loans administrator, you can include the Payroll Administrator for Loans role in the composite role Payroll Administrator.

The role Payroll Administrator for Loans is already included in the composite role Payroll Administrator that is available in the mySAP.com Workplace.

If the tasks are carried out by different employees, you should not include the role Payroll Administrator for Loans in the composite role Payroll Administrator.