



IRIS HRM Security and Workflow Reference

The configuration in this document pertains to Department 02-25 only. Department 01-GOV, 30-LEG, and 41-ACS workflow configurations generally follow the same Workflow as DOP-Payroll.

Doc Code	Document Description	Originates	Workflow Req'd
AACC	Automated Leave Accrual	DOF Only	No
ADDR	Employee Address	Central	No
ATTR	Employee Attributes	Department / Central	No
CHCK	Check Disposition	DOF Only	Yes
DEPTA	Employee Accounting Data	Department / Central	No*
DEPTD	Department Specific Data	Central	Yes
DL	Donated Leave	Central	No
EADJ	External Adjustments	DOF Only	Yes
ECMP	Employee Competency	Department	No
EEDH	Employee Education History	Department	No
EGRV	Employee Grievance Detail	Department / Central	No
EICF	Employee Identification Change Form	Central	No
EIND	Employee Incident Detail	Department / Central	No
EMER	Employee Emergency Contact	Central	No
EPEV	Employee Performance Evaluation	Department	Yes
ESMT	Employee Status Maintenance	Central	Yes
ETRP	Employee Training Profile	Department	No
EWRK	Employee Work History	Department	No
FAMC	Family Court-Family Court Arrears-Bankruptcy	DOF Only	No
GARN	Garnishment	DOF Only	No
HINS	Health Insurance Eligibility	Central	Yes
HRDOC	HRDOC Document	Department	Yes
LBNRL	Leave Bank Enroll Document	DOF Only	No
LCNS	Licenses and Certifications	Department / Central	No
LCRR	Labor Cost Redistribution Request	Department	No*
LDPM	Labor Distribution Profile Management	Department	No
LEAV	Leave Accrual	Central	Yes
LEVY	Tax Levy	DOF Only	No
LREQ	Employee Leave Request	Department	Yes
MISC	Miscellaneous Deductions	Central	Yes
MYADDR	ESS Employee Address	ESS	No

Doc Code	Document Description	Originates	Workflow Req'd
MYEICF	ESS Employee Identification Change Form	ESS	Yes
MYEMER	ESS Employee Emergency Contact	ESS	No
MYLREQ	ESS Employee Leave Request	ESS	Yes
MYNPD	ESS Net Pay Distribution	ESS	Yes
MYW4	ESS Employee W4	ESS	No
NEMP	New Employee	Department / Central	No
NHAP	New Hire Action Packet	DOF Only	Yes
NPD	Net Pay Distribution	DOF Only	No
OCHK	On-line Check	N/A	N/A
OPAY	Overload Payment Generator	Central	Yes
OTDED	One Time Deduction	Central	No
OTPAY	One-Time Payment	Department / Central	Yes
PAMG	Position Authorization Maintenance by Group	Central	Yes
PAMT	Position Authorization Maintenance	Department / Central	No
PAR	Personnel Action Request Document	Department	Yes
PASSDOC	Pass Information	Department	No
PDED	Pending Deduction	Central	No
PEND	Pending Payment	Central	Yes
PENS	Pension Profile	Central	No
PSMT	Position Status Maintenance	Department / Central	Yes
STRG	Supplemental Pay Trigger	DOF Only	Yes
TADI	Timesheet Interface	Department / Central	Yes
TADJ	Timesheet Adjustment	Department / Central	Yes
TAX	Employee Tax Parameters	Central	No
TIMEG	Timesheet Group Document	Department / Central	Yes
TIMEI	Timesheet	Department / Central	Yes
UDOC	User Maintenance Document	Department / Central	Yes
W2TG	IRS Trigger	DOF Only	Yes
WESMT	Employee Status Maintenance (Wizard)	Central	Yes

* These are documents where Workflow is not required, but Workflow has been set up for most Departments.

Note: Documents that originate Central includes those documents that created by staff in the Division of Retirement and Benefits (DRB).

AACC

- Originates: DOF Only (Interface submission)
- Workflow: None, Not Required
- Main Security Role(s) Submit: None
- Main Security Role(s) Approve: None

Automated Leave Accrual (AACC) gets loaded through an INTERFACE and does not have anyone doing manual creation or submit. Therefore no Workflow is established at this time.

ADDR

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DOP_PYRL_SUPPORT
- Main Security Roles Approve: N/A

Employee Address (ADDR) is used to enter the address information for an employee. This information gets submitted to Payroll from the Employee directly and there is an address authorization job that runs to verify any employee address entered in to the system.

ATTR

- Originates: Department / Central
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_RECT_TECH, DOP_PYRL_TECH
- Main Security Roles Approve: N/A

Employee Attributes (ATTR) is where the following Employee information is entered; veteran status, ethnicity, gender, education, Conviction, citizenship, etc.

Payroll enters most of the information and the DEPT_RECT_TECH has access to enter Education and Veteran Information.

CHCK

- Originates: Department / Central
- Workflow: Yes, Required*
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: DOF_SPECIALIST

Check Disposition (CHCK) is a DOF-Payroll specific document that deals with issuing checks. This document is not allowed to be entered by none DOF or DOF delegated security roles.

Approval Level	Role	Condition
1	Finance Approver	None

*NOTE: GOV_HR and LEG_HR have been given access to create and submit this document as well and can set up their own Workflow.

DEPTA

- Originates: Department
- Workflow: Yes, Not Required
- Main Security Roles Submit: DEPT_FISCAL_TECH
- Main Security Roles Approve: DEPT_FISCAL_APRV

Employee Accounting Data (DEPTA) allows the Department to add accounting information at the Employee level.

Approval Level	Role	Condition
1	DIV Fiscal Approver	None
2*	DEPT Fiscal Approver	None

*Note: Not all Departments have this document route to two approval levels.

DEPTD

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_PYRL_TECH
- Main Security Roles Approve: N/A

Department Specific Data (DEPTD) is where Payroll can record specific actions that record to the Employee History.

Due to the fact that this document updates the Employment history it was decided that only Payroll will be able to use this document, but only for entering certain information.

DL

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_PYRL_TECH
- Main Security Roles Approve: N/A

Donated Leave (DL) is the document that DOP Payroll uses for an employee to donate leave to a leave bank or to another employee.

EADJ

- Originates: DOF Only
- Workflow: Yes, Required
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: DOF_SPECIALIST

External Adjustments (EADJ) is a DOF-Payroll specific document that deals with payment adjustments. This is a DOF ONLY document and no other agencies have access to it.

Approval Level	Role	Condition
1	Finance Approver	None

ECMP

- Originates: Department
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_RECT_TECH
- Main Security Roles Approve: N/A

Employee Competencies (ECMP) is where Department HR can keep track of this information for Recruitment purposes.

EEDH

- Originates: Department
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_RECT_TECH
- Main Security Roles Approve: N/A

Employee Education History (EEDH) is where Department HR can keep track of this information for Recruitment purposes.

EGRV

- Originates: Department / Central
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_EMPL_REL, DOP_LABOR_REL
- Main Security Roles Approve: N/A

Employee Grievances (EGRV) allows Department HR and Labor Relations to keep track of grievances.

EICF

- Originates: Central
- Workflow: Yes, Required*
- Main Security Roles Submit: DOP_PYRL_TECH, DOF_TECHNICIAN
- Main Security Roles Approve: DOP_PYRL_APRV

Employee Identification Change Form (EICF) is what DOP Payroll uses to process a name change and what DOF uses to process a SSN change.

Approval Level	Role	Condition
1	Payroll Team Payroll Approver	None

*Workflow is only required for a Name Change and that is done by DOP Payroll

EIND

- Originates: Department / Central
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_EMPL_REL, DOP_LABOR_REL, DOP_CLASS_APRV
- Main Security Roles Approve: N/A

Employee Incidents (EIND) allows Department HR, Labor Relations, and Classification to track incidents. Classification only tracks the Classification Appeals.

EMER

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DOP_PYRL_SUPPORT
- Main Security Roles Approve: N/A

Employee Emergency Contact (EMER) is where DOP Payroll enters the emergency contact information through IRIS HRM.

EPEV

- Originates: Department / Central
- Workflow: Yes, Required*
- Main Security Roles Submit: DEPT_EMPL_REL
- Main Security Roles Approve: DEPT_EM_REL_APRV

Employee Performance Evaluation (EPEV) is a cover sheet so that the Department HR can attach and upload the paper Employee Performance Evaluation so that it can be visible from the Employee Self Service.

Approval Level	Role	Condition
1	Department HR Approver	None

*Director of DOP made the determination that Workflow will be required for EPEV submission and even when there is only one person who can process the approval.

ESMT

- Originates: Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH
- Main Security Roles Approve: DOP_PYRL_APRV

Employee Status Maintenance (ESMT) is the main document to keep track of Employee history (position assignment, pay class, pay status, work status, work location, etc.).

Approval Level	Role	Condition
1	History Overwrite*	To Date < 12/31/9999
2	General Payroll Approver	Home Dept = 02, 03, 04, 05, 07, 08
3	Resources Payroll Approver	Home Dept = 10, 11, 18
4	Protection Payroll Approver	Home Dept = 09, 12, 20
5	HSS Payroll Approver	Home Dept = 06
6	DOT Payroll Approver	Home Dept = 25

*Approval Level 1 of History Overwrite is a DOF specific approval when someone is trying to insert history. This is required on any ESMT Workflow including GOV, ACS, and LEG.

ETRP

- Originates: Department
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_RECT_TECH
- Main Security Roles Approve: N/A

Employee Training Profile (ETRP) is where Department HR can keep track of this information for Recruitment purposes.

EWRK

- Originates: Department
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_RECT_TECH
- Main Security Roles Approve: N/A

Employee Work History (EWRK) is where Department HR can keep track of this information for Recruitment purposes.

FAMC

- Originates: DOF Only
- Workflow: None, Not Required
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: N/A

Family Court-Family Court Arrears-Bankruptcy (FAMC) is a DOF-Payroll specific document that deals with court ordered payments, etc. This is a DOF ONLY document and no other agencies have access to it.

GARN

- Originates: DOF Only
- Workflow: None, Not Required
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: N/A

Garnishment (GARN) is a DOF-Payroll specific document that deals with pay garnishments. This is a DOF ONLY document and no other agencies have access to it.

HINS

- Originates: Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH
- Main Security Roles Approve: DOF_TECHNICIAN

Health Insurance Eligibility (HINS) is a document to just say whether an employee is eligible for health insurance.

Approval Level	Role	Condition
1	History Overwrite*	To Date < 12/31/9999

*Approval Level 1 of History Overwrite is a DOF specific approval when someone is trying to insert history. This includes GOV, ACS, and LEG.

HRDOC

- Originates: Department
- Workflow: Yes, Required
- Main Security Roles Submit: DEPT_RECT_TECH, DOP_PYRL_TECH
- Main Security Roles Approve: DOF_SYS_ADMIN

HRDOC Document (HRDOC) is the employee user maintenance document. It is used by Department HR and Payroll to get a new employee set up with ESS Only access by setting them up with a user account.

Approval Level	Role	Condition
1	DOF HRM UDOC Rejection Group	(Application Authority <>64 AND Locked Flag = Active) OR (External Directory ID ISNULL AND Locked Flag = Active) OR (Existing User LDAP Flag <>true AND Locked Flag=Active) OR (Security Role ID <> ANY, EMPLOYEE AND Locked Flag = Active) OR (Home Unit ISNULL AND Locked Flag = Active)

LBNRL

- Originates: DOF Only
- Workflow: None, Not Required
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: N/A

Leave Bank Enrollment (LBNRL) is a DOF-Payroll specific document that deals with enrolling employees to leave banks that they can donate to. This is a DOF ONLY document and no other agencies have access to it.

LCNS

- Originates: Department / Central
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_RECT_TECH, DOP_PYRL_TECH
- Main Security Roles Approve: N/A

Licenses and Certifications (LCNS) is where Department HR can keep track of this information for Recruitment purposes. It is also where DOP Payroll keeps track of visa information.

LCRR

- Originates: Department
- Workflow: Yes, Not Required
- Main Security Roles Submit: DEPT_FISCAL_TECH
- Main Security Roles Approve: DEPT_FISCAL_APRV

Labor Cost Redistribution Request (LCRR) lets you enter a single line accounting correction after a payroll run. This information then gets sent over to the IRIS FIN system to move the money around.

Approval Level	Role	Condition
1	DIV Fiscal Approver	None
2*	DEPT Fiscal Approver	None

*Note: Not all Departments have this document route to two approval levels.

LDPM

- Originates: Department
- Workflow: Yes, Not Required
- Main Security Roles Submit: DEPT_FISCAL_TECH
- Main Security Roles Approve: DEPT_FISCAL_APRV

Labor Distribution Profile Management (LDPM) is where you keep track of the accounting distribution for the Department. These are profiles that can be used in other document to say how the accounting should be processed at Payroll run.

Approval Level	Role	Condition
1	DIV Fiscal Approver	None
2*	DEPT Fiscal Approver	None

*Note: Not all Departments have this document route to two approval levels.

LEAV

- Originates: Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH,
- Main Security Roles Approve: DOP_PYRL_APRV

Leave Accrual (LEAV) is what DOP Payroll uses to adjust Leave accrual rate and manual adjust leave.

Approval Level	Role	Condition
1	Payroll Team Payroll Approver	None

LEVY

- Originates: DOF Only
- Workflow: None, Not Required
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: N/A

Tax Levy (LEVY) is a DOF-Payroll specific document that deals with tax levies. This is a DOF ONLY document and no other agencies have access to it.

LREQ

- Originates: Department
- Workflow: Yes, Required
- Main Security Roles Submit: DEPT_TIMEKEEPER
- Main Security Roles Approve: DOP_PYRL_SUPPORT

Leave Request (LREQ) is only used to submit a request for donated leave or leave cash-in.

Note: This has been configured, but the use will most likely be phased in at a later date.

Approval Level	Role	Condition
15	Payroll Team Payroll Support	None

MISC

- Originates: Central
- Workflow: Yes, Required*
- Main Security Roles Submit: 02_DRB_DED_TECH, 05_ACPE_DED_TECH, DOP_PYRL_TECH, DOF_TECHNICIAN
- Main Security Roles Approve: 02_DRB_DED_APRV, 02_DRB_LOAD_APRV 05_ACPE_DED_APRV

Miscellaneous Deductions (MISC) is the document used to process a variety of deductions. This document can be done by a wide range of employees and depending on who is entering the document it either needs to hit Workflow or it doesn't.

Dept: 02 Unit: Z85A (Not Required)

Approval Level	Role	Condition
1	02 DRB High Limit Update Load	None

This workflow is to have someone approve corrections to the MISC that are for the High Limit Adjustments that get loaded through an Interface.

Dept: 02 Unit: Z85B (Not Required)

Approval Level	Role	Condition
1	02 DRB Deferred Comp Load	None

This workflow is to have someone approve corrections to the MISC that are for the Deferred Comp that get loaded through an Interface.

Dept: 02 Unit: Z999 (Not Required)

Approval Level	Role	Condition
1	02 DRB High Limit Update Load	Document ID >=IS AND Document ID <=IS99999999999999999999 AND

		Deduction Type <> D52C, D521, D522, D05C, D057, D058
1	02 DRB Deferred Comp Load	Document ID >=IS AND Document ID <=IS99999999999999999999 AND Deduction Type = D52C, D521, D522, D05C, D057, D058

This Workflow is set up so that if the DRB MISC interface gets loaded with a unit of Z999 that they still go to the correct approval group for processing.

Dept: 02 Div: ZDRB Unit: ??? (Required)

Approval Level	Role	Condition
1	02 DRB Deductions Approver	None

This workflow is to verify MISC that are manually entered and submitted.

Dept: 05 Unit: ??? (Required)

Approval Level	Role	Condition
1	05 Deduction Approver ACPE	None

This is workflow to verify MISC that are manually entered and submitted

*NOTE: Only DRB and ACPE are required to have any workflow set up for the submission of MISC documents, DOP Payroll and DOF can do the data entry without it going through workflow.

MYADDR

- Originates: ESS
- Workflow: None, Not Required
- Main Security Roles Submit: EMPLOYEE
- Main Security Roles Approve: N/A

ESS Employee Address (MYADDR) is the document that designates that the Employee updated their own address through ESS.

MYEICF

- Originates: ESS
- Workflow: Yes, Required
- Main Security Roles Submit: EMPLOYEE
- Main Security Roles Approve: DOP_PYRL_APRV

ESS Employee Identification Change Form (MYEICF) is the document an Employee can use to request a name change through ESS.

Approval Level	Role	Condition
15	Payroll Team Payroll Technician	None

MYEMER

- Originates: ESS
- Workflow: None, Not Required
- Main Security Roles Submit: EMPLOYEE
- Main Security Roles Approve: N/A

ESS Employee Emergency Contact (EMER) is the document an Employee can use to update their emergency contact information through ESS.

NOTE: This document does not have a way to be approved from within the document itself so we have chosen to not have this go through Workflow. If Workflow gets added later than there might be issues since you cannot approve from within the document.

MYLREQ

- Originates: ESS
- Workflow: Yes, Required
- Main Security Roles Submit: EMPLOYEE
- Main Security Roles Approve: DOP_PYRL_SUPPORT

ESS Leave Request (MYLREQ) is used to submit a Leave request from ESS for Leave Cash-in or Donated Leave.

Note: This has been configured, but the use will most likely be phased in at a later date.

Approval Level	Role	Condition
1	Payroll Team Payroll Support	None

MYNPD

- Originates: ESS
- Workflow: Yes, Required
- Main Security Roles Submit: EMPLOYEE
- Main Security Roles Approve: DOF_TECHNICIAN

ESS Net Pay Distribution (MYNPD) is the document an Employee can use to update or request direct deposit.

Approval Level	Role	Condition
15	Finance Approver	None

MYW4

- Originates: ESS
- Workflow: None, Not Required
- Main Security Roles Submit: EMPLOYEE
- Main Security Roles Approve: N/A

ESS Employee W4 (MYADDR) is the document that an employee can use to update their W4 tax form.

Note: At this time submission of this document has been disabled as it will not be utilized at Go Live.

NEMP

- Originates: Department / Central
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_RECT_TECH, DOP_PYRL_TECH
- Main Security Roles Approve: N/A

New Employee (NEMP) this document is used to either add a new employee or to add a new appointment to an existing employee. Department HR will use it to add a new employee through a PREHIRE action.

NHAP

- Originates: Central
- Workflow: Yes, Required*
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: DOF_SPECIALIST

New Hire Action Packet (NHAP) is an auto generated document when certain actions happen at the ESMT to create a deductions checklist. The NHAP is then picked up by DOF to process the deductions and check off that they have been done.

Approval Level	Role	Condition
1	Finance Approver	None

*NOTE: LEG_HR have been given access to create and submit this document as well and can set up their own Workflow.

NPD

- Originates: DOF Only
- Workflow: None, Not Required
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: N/A

Net Pay Distribution (NPD) is a DOF-Payroll specific document that deals with direct deposit setup. This is a DOF ONLY document.

NOTE: LEG_HR have been given access to create and submit this document as well and can set up their own Workflow.

OCHK

- Originates: N/A
- Workflow: N/A
- Main Security Roles Submit: N/A
- Main Security Roles Approve: N/A

Online Check (OCHK) is being used to calculate what payment would be, but has been configured on DCTRL to not allow the SUBMIT action. At this time there is no reason to have Workflow set up for this document.

OPAY

- Originates: Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH,
- Main Security Roles Approve: DOP_PYRL_APRV

Overload Payment Generator (OPAY) is a way to either give or take away extra pay over multiple payments.

Approval Level	Role	Condition
1	Payroll Team Payroll Approver	None

OTDED

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DOP_PYRL_TECH, DOF_TECHNICIAN
- Main Security Roles Approve: N/A

One-Time Deduction (OTDED) is a way to set up a one-time deduction to run with the payroll.

OTPAY

- Originates: Department / Central
- Workflow: Yes, Required
- Main Security Roles Submit: DEPT_FISCAL_TECH, DOP_PYRL_TECH
- Main Security Roles Approve: DEPT_FISCAL_APRV, DOP_PYRL_APRV

One-Time Payment (OTPAY) allows for the submission of a one-time extra payment to run at Payroll. For the Department it is how they process the taxable travel pay.

Department

Approval Level	Role	Condition
1	DOA-DOF OTPAY Review	((Event <> 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, or 390 AND Home Unit <> Z40P) OR (Event Code = 371, 372, 373, 374, 375, 376, 379, 381, 390 AND Home Unit <> Z40P))
2	DIV Fiscal Approver	None
3*	DEPT Fiscal Approver	None

*Note: Not all Departments have this document route to two approval levels and two approval levels are not required.

Central

Approval Level	Role	Condition
1	DOA-DOF OTPAY Review	((Event <> 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, or 390 AND Home Unit <> Z40P) OR (Event Code = 371, 372, 373, 374, 375, 376, 379, 381, 390 AND Home Unit <> Z40P))
2	Payroll Team Payroll Approver	None

PAMG

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DOP_CLASS
- Main Security Roles Approve: N/A

Position Authorization Maintenance by Group (PAMG) is not really being used at this time, but it gives Classification the ability to set groups of positions and manage them that way.

PAMT

- Originates: Department / Central
- Workflow: None, Not Required
- Main Security Roles Submit: DOP_CLASS
- Main Security Roles Approve: N/A

Position Authorization Maintenance (PAMT) is used to designate the number of authorized incumbents in to a position.

PAR

- Originates: Department
- Workflow: Yes, Required
- Main Security Roles Submit: DEPT_AGENCY_REP
- Main Security Roles Approve: DOP_PYRL_SUPPORT

Personnel Action Request (PAR) is a way in system for Departments to put together a cover sheet and attach the PARF for submission to DOP-Payroll.

Note: This has been configured, but will probably not be utilized right at Go Live.

Approval Level	Role	Condition
15	Payroll Team Payroll Support	None

PASSDOC

- Originates: Department
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_AGENCY_REP
- Main Security Roles Approve: N/A

Pass Information (PASSDOC) allows Departments to keep track of cards and equipment that employees have been given.

PDED

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DOP_PYRL_TECH, DOF_TECHNICIAN
- Main Security Roles Approve: N/A

Pending Deduction (PDED) is where you can either delete or put a pending deduction on hold so that it doesn't run at payroll run.

PEND

- Originates: Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH
- Main Security Roles Approve: DOF_SPECIALIST

Pending Pay (PDED) is where you can either delete or put a pending payment on hold. If a Pending Pay is deleted there are follow up actions that might need to occur, therefore it has been determined that at first it will be required to go through DOF Payroll.

Approval Level	Role	Condition
1	Finance Approver	None

PENS

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DEPT_PYRL_TECH
- Main Security Roles Approve: N/A

Pension Profile (PENS) is what DOP Payroll uses to designate which retirement program the employee is enrolled under. This document also gets created in an interface process from DRB.

PSMT

- Originates: Department / Central
- Workflow: Yes, Required
- Main Security Roles Submit: DEPT_FISCAL_TECH, DEPT_RECT_TECH, DOP_CLASS
- Main Security Roles Approve: DEPT_FISCAL_APRV, DEPT_EMPL_REL, DOP_CLASS_APRV

Position Status Maintenance (PSMT) is the document to keep track of all the various position information in IRIS HRM, including the accounting information that should be set up at the position level.

Department

Approval Level	Role	Condition
1	History Overwrite*	(To Date < "12/31/9999") OR (Home Unit >= 0 AND Home Unit <=Y~~~)
2	DIV Fiscal Approver	Position Action = AC (Account Change)
3	DEPT HR Approver	(Position Status <> New AND Time Class = EMEXE, EXPT, LTEXE, TEMPS, EXEMP) OR (Position Action <> NEW AND Time Class = EMEXE, EXPT, LTEXE, TEMPS, EXEMP) OR (Position Action Reason <> NEW AND Time Class = EMEXE, EXPT, LTEXE, TEMPS, EXEMP)
15	Class Ops Approver	(Position Status <> New AND Time Class <> EMEXE, EXPT, LTEXE, TEMPS, EXEMP) OR (Position Action <> NEW AND Time Class <> EMEXE, EXPT, LTEXE, TEMPS, EXEMP) OR (Position Action Reason <> NEW AND

Time Class <> EMEXE, EXPT, LTEXE, TEMPS, EXEMP)

Note: The Department HR Approver level is for Exempt positions only to verify that no other actions are being taken. The Class Ops Approver confirms for all other positions to make sure that another action is not being taken at the same time. The NEW conditions are there because to create a new position you first have to create a SHELL and that initial NEW position should not go through Workflow.

Central

Approval Level	Role	Condition
1	History Overwrite*	(To Date < "12/31/9999") OR (Home Unit >= 0 AND Home Unit <=Y~~~)
2	Class Ops Approver	(Position Status <> New AND Position Action Reason <> FXD, FXU, TIM, TRO, UNT, AA, CDL, EXT, IN, INF, RA, SUP) OR (Position Action <> NEW AND Position Action Reason <> FXD, FXU, TIM, TRO, UNT, AA, CDL, EXT, IN, INF, RA, SUP) OR (Position Action Reason <> NEW, FXD, FXU, TIM, TRO, UNT, AA, CDL, EXT, IN, INF, RA, SUP)

*History Overwrite is the approval group to check when users try to insert history.

When a position is created via a batch process the PSMT document header is the Department and Unit of the position itself.

STRG

- Originates: DOF Only
- Workflow: Yes, Required
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: DOF_SPECIALIST

Supplemental Trigger (STRG) is used to set up a supplemental pay for an employee.

Approval Level	Role	Condition
1	Finance Approver	None

Currently this document is only done in DOF Payroll, but they might open up the STRG to be submitted by DOP Payroll as well.

TADI

- Originates: Department / Central
- Workflow: Yes, Required
- Main Security Roles Submit: DEPT_TIMEKEEPER, DOP_PYRL_TECH
- Main Security Roles Approve: DOP_TIME_APRV

Timesheet Interface (TADI) is a clone of the TADJ to distinguish all of timesheets that are being loaded via an Interface from any of the other Time Documents.

Approval Level	Role	Condition
15	Payroll Team Timesheet Approver	None

Note: Departments cannot add their own approval levels to this Document because DOP Payroll needs to be able to reject, modify, and submit the document to have it go directly to the Payroll Team Timesheet Approver and cannot hit an approval level in the Departments.

TADJ

- Originates: Department / Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH
- Main Security Roles Approve: DOP_TIME_APRV

Timesheet Adjustment (TADJ) document can be used as a primary timesheet, but is more likely going to be used as an adjustment to an already submitted Timesheet and will be done mostly by DOP Payroll.

Approval Level	Role	Condition
15	Payroll Team Timesheet Approver	None

Note: Departments cannot add their own approval levels to this Document because DOP Payroll needs to be able to reject, modify, and submit the document and have it go directly to the Payroll Team Timesheet Approver and cannot hit an approval level in the Departments.

TAX

- Originates: Central
- Workflow: None, Not Required
- Main Security Roles Submit: DOF_TECHNICIAN, DOP_EFF_DEDT_TECH
- Main Security Roles Approve: N/A

TAX information is where an Employees TAX declarations can be added as well as any additional TAX that needs to be considered in an Employees checks.

TIMEG

- Originates: Department / Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH, DEPT_TIMEKEEPER
- Main Security Roles Approve: DOP_TIME_APRV

Timesheet Group (TIMEG) document can be used as a way to submit multiple timesheets using one document. This document has limited use due to the functionality.

Approval Level	Role	Condition
15	Payroll Team Timesheet Approver	None

Note: Departments cannot add their own approval levels to this Document because DOP Payroll needs to be able to reject, modify, and submit the document and have it go directly to the Payroll Team Timesheet Approver and cannot hit an approval level in the Departments.

TIMEI

- Originates: Department / Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH, DEPT_TIMEKEEPER
- Main Security Roles Approve: DOP_TIME_APRV

Timesheet (TIMEI) is the main document used to record Employees time. The TIMEI document can be submitted either from the Employee Self Service (ESS) or from within IRISHRM. The two conditions that are set up are to distinguish between when the Timesheet is submitted via ESS or when it is submitted by the Timekeeper or Payroll.

Approval Level	Role	Condition
1	Division Supervisor	Employee ID = Submitter ID
2	Division Timekeeper	Employee ID = Submitter ID
14	Payroll Team Timesheet Approver	Employee ID = Submitter ID
15	ESS Payroll Team Timesheet Approver	Employee ID <> Submitter ID

Note: There cannot be an approval level that has no conditions set up on it because if the Document is rejected at the Payroll Approver level then they need to be able to modify and submit and have the document go back to the Payroll Approver level.

UDOC

- Originates: Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOF_SYS_ADMIN
- Main Security Roles Approve: DOF_SYS_ADMIN

User Maintenance Document (UDOC) is used to set up and maintain the user records for IRIS HRM.

Dept: 02 Unit: 4050

Approval Level	Role	Condition
1	DOF HRM UDOC Rejection Group	(Application Authority <>64, 2, 66, 98 AND Locked Flag = Active) OR (External Directory ID ISNULL AND Locked Flag = Active) OR (Existing User LDAP Flag <>true AND Locked Flag=Active) OR (Document Attachments = 0) OR (Phone Extension ISNULL AND Locked Flag = Active)
2	DOF HRM UDOC Rejection Group	(Locality IS NULL) OR (Home Unit ISNULL AND Locked Flag = Active)
3	DOF HRM UDOC Approver	None

W2TG

- Originates: DOF Only
- Workflow: Yes, Required
- Main Security Roles Submit: DOF_TECHNICIAN
- Main Security Roles Approve: DOF_SPECIALIST

W2 Trigger (W2TG) is used to trigger a W2 document for an Employee.

Approval Level	Role	Condition
1	Finance Approver	None

WESMT

- Originates: Central
- Workflow: Yes, Required
- Main Security Roles Submit: DOP_PYRL_TECH
- Main Security Roles Approve: DOP_PYRL_APRV

Wizard Generated Employee Status Maintenance (WESMT) is the document that gets created when a user uses a Wizard that would generate an ESMT.

Approval Level	Role	Condition
1	History Overwrite*	To Date < 12/31/9999
2	General Payroll Approver	Home Dept = 02, 03, 04, 05, 07, 08
3	Resources Payroll Approver	Home Dept = 10, 11, 18
4	Protection Payroll Approver	Home Dept = 09, 12, 20
5	HSS Payroll Approver	Home Dept = 06
6	DOT Payroll Approver	Home Dept = 25

*Approval Level 1 of History Overwrite is a DOF specific approval when someone is trying to insert history. This is required on any ESMT Workflow including GOV, ACS, and LEG.