

Positions, Roles, and Security in SAP

Employees may be required to perform many duties within SAP, much of it depending on their positions and roles.

For **financial responsibilities**, training in each specific transaction or transactional area that the employee will use is mandatory BEFORE an employee may receive his or her role – essentially, the go-ahead from SAP Security to perform the duties associated with a position.

For an employee who will be responsible for financial transactions, the hiring department will need to submit a security form requesting a role or roles be assigned to the new employee. This security form, as well as instructions for completing it, are available by going to www.fas.txstate.edu, and choosing Forms on the left side of the page. The various financial roles are indicated on the security form.

For **human resources**, or HR-related responsibilities, roles are embedded into a position, meaning that as soon as a person fills a position, he or she should be able to perform any HR tasks associated with it. Training is not mandatory for these positions.

A temporary SAP password is issued to all new employees in order for them to gain access to ESS, or Employee Self Service, where employees can enter their own time, pull up electronic pay stubs, and change personal data.

A security form is not necessary for HR roles unless the position is a new one, in which case the department should have already submitted a New Position Data Form (or NPDP) to HR requesting the position be created. The NPDP is available on the Human Resources Web site.

Training in SAP

SAP training is highly recommended for any new employee entering any position. SAP is an effective and highly functional tool that's utility increases with its users' knowledge of it. In other words, knowledge is power when it comes to SAP. A complete list of training opportunities is available by going to www.fas.txstate.edu, and clicking on the Workshops and Labs link on the left side of the page.