SYSTEM OVERVIEW

IRIS HR/Payroll includes five major components: Organizational Management, Personnel Administration, Time Management, Benefits, and Payroll.

**Organizational Management**
There are three primary objects used in Organizational Management.
- Organizational Units
- Jobs
- Positions

These objects build what is called the Organizational Structure for the University (a hierarchical view of the University and its reporting relationships). Each object has defining attributes that are inherited by the employees linked to them in the structure. Pay grades, cost distribution, and eligibility attributes are examples of inherited attributes.

**Personnel Administration**
Basic personnel procedures within master data administration, such as hiring employees, performing organizational reassignments, and entering the data required for employees who leave the enterprise, are represented by separate personnel Actions. For each personnel Action, there are relevant Infotypes for which data must be reviewed and entered. These Infotypes display sequentially for users to process.

**Time Management**
Time Management allows for the recording and valuation of time for employees at the University. The primary tool for time entry is the CATS (Cross Application Time Sheet) entry screen. This screen allows for the entry of attendance and absence hours. A few areas of the University use time feed systems rather than CATS and interface with HR/Payroll.

Time Management also tracks leave quota balances for all eligible employees.

**Payroll** offers the ability to process payroll for employees using data from Personnel Administration, Benefits, and Time Management.

The system is marked by integration within and across these components. While University employees may carry out responsibilities in a particular component, actions they take and data they enter affect other components and even other IRIS modules.

UK employees display, change, or create data in any HR module by using transaction codes, or T Codes. Working with a small number of T Codes, users can navigate to and access screens called Infotypes (logical groupings of information). A considerable amount of HR/Payroll is considered Master Data, information that is entered once and maintained efficiently thereafter with single, rather than multiple, entry actions. Information from each component forms Employee Master Data.
Access to HR/Payroll is based on assigned security **Roles**. Currently, HR/Payroll end-user roles are described with these functional titles:

- Business Officer – with position creation;
- Business Officer – without position creation;
- Time Entry
- Time Approval
- Employee Verification/Customer Service
- Department Head – display only of employee master data

In addition to the role assigned, the user must also be assigned to a node in the Organizational Structure to be given the correct Structural authorizations.