Overview of HR/Payroll Tabs in the EBS Portal

Based on your Enterprise Role and access to the systems, certain HR/Payroll tabs will be available to you in the EBS Portal. Although available tabs may differ from user to user, the tabs provide you the ability to perform additional functions within the HR-Payroll System.

Every MSU employee will have a Home tab (which contains the HR-Payroll Inbox) and an Employee Self Service (ESS) tab. Those individuals who have direct reports will also see a Manager Self Service (MSS) tab.

Other roles in the Human Resources/Payroll System include:

- HR Workflow Approver.
- Time Entry Specialist.
- Unit Administrator.
- Unit Time Administrator.

**HR Workflow Approver** – Individuals with this role should see the Home and ESS tabs. Personnel action forms, pay changes and cost redistribution transactions that require your attention will appear **only** in the HR-Payroll Inbox on the Home tab. Once initiated, all HR-Payroll workflow items that require approval will be routed to the HR-Payroll Inbox of the approver(s).

**HR Time Entry Specialist** – Individuals with this role will see the Home, ESS and HR-Payroll System tabs. Individuals will be able to perform transactions specific to time entry.

**HR Unit Administrator** – Individuals with this role will have a Home, ESS and Unit Administrator tab. Individuals will be able to perform hire/appointments, rehires/reappointments, pay and cost changes and other personnel status changes.

**HR Unit Time Administrators** - Individuals with this role will have a Home, ESS and Unit Time Administrator tab. Individuals will be able to perform transactions specific to time entry and time approval.