

EP Self-Service Assignments Payroll - HRS2050

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This page allows you to control the payroll fields available for updating or viewing on the EmployeePortal Self-Service Profile page. The data is controlled by payroll frequency. The user can access the EmployeePortal Self-Service Profile page by clicking their name in the upper-left corner or by clicking in the EmployeePortal application.

The fields on the page are grouped in categories such as **Direct Deposit Bank Accounts** so that one approver will approve or disapprove all elements of the employee's accounts.

If an approver is terminated, the LEA needs to update the approver ID to another approver ID. Changes pending the prior approver's approval need to be moved to the new approver, and an email message will be sent to the new approver.

Set payroll fields:

Field	Description
Payroll	Click to select a payroll frequency for which to set self-service assignments and click **Retrieve**. The data for the specified payroll frequency is displayed.
Option	Click to select the code to determine if data can be updated, viewed, or not displayed at all on the EmployeePortal Self-Service Profile page. *U - Update* - The user can submit changes to all information listed in the category. *I - Inquiry* - The user can only view the information listed in the category and cannot submit changes. *N - None* - The user cannot view or make changes to any information listed in the category.
Approver ID	Click to select the user ID of the person authorized to approve data changes in the category displayed. **Notes**: The **Approver ID** field or the **Auto** check box must be completed; one is required. If **Auto** is selected, the **Approver ID** field remains blank and is disabled.
Auto	Select to allow users to automatically update the information listed in the category without requiring approval. **Notes**: The **Approver ID** field or the **Auto** check box must be completed; one is required. If **Auto** is selected, the **Approver ID** field remains blank and is disabled. If the **Option** field is set to **Inquiry**, **Auto** remains blank.
Doc Required	Select if documentation is required before a change can be implemented for a specific field. An email message will be sent to the employee regarding the documentation needed.

Field	Description
Required Field	Select if the field displayed is required. If a field is required, it may not be left blank on the EmployeePortal Self-Service Profile page.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.


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