

# Plant Maintenance Roles

## GENERAL PLANT MAINTENANCE

Agency PM CEN DGS Master Data Administrator<sup>1</sup>  
Plant Maintenance Master Data Administrator – County / District  
Plant Maintenance Payroll Entry

## HIGHWAY

Highway Long Term Planner  
Highway Master Data Administrator – Central Office  
Highway Notifier  
Highway RAR Administrator – Central Office  
Highway Standing Order Administrator – Central Office  
Highway Work Order Planner

## EQUIPMENT

Equipment Master Data Administrator (Fleet) – County/District  
Equipment Notification Approver – Central Office  
Equipment Notification Approver – County  
Equipment Notification Approver – District  
Equipment Notifier  
Equipment Preventative Maintenance Planner  
Equipment Repair Order Planner  
Equipment Warranty Administrator – Central Office  
Equipment Work Order Approver – County  
Equipment Work Order Approver – District

## SIGNS

Sign Inventory Field Data Processor  
Sign Inventory Notifier  
Sign Investor  
Sign Inventory Work Order Planner – County  
Sign Master Scheduler – Central Office  
Sign Production Floor Entry – Central Office  
Sign Production Scheduler – Central Office

## **FINANCE**

Plant Maintenance Processor – Central Office  
Plant Maintenance Reviewer – Central Office

## **MATERIALS**

Agency Material/ Service Master Records Processor  
Agency Material Master Classification Processor – Central Office  
Inventory Issuer  
Inventory Planner  
Physical Inventory Counter  
Physical Inventory Poster  
Plant Maintenance Requisition Approver  
R/3 Purchase Order Approver  
R/3 Purchaser Agency  
R/3 Receiver  
R/3 Requisitioner  
SRM Requisition Approver  
SRM Requisitioner

## **DISPLAY ROLES**

FI/CO/FM Viewer  
Finance Display (Procurement)  
Inventory Display  
Plant Maintenance Display  
Purchasing Display

## **FLEXIBLE REAL ESTATE**

Agency Flexible Real Estate Occupancy Facilities Administrator  
Central FRE Contract Payment Processor<sup>1</sup>  
Central FRE Adjustment Administrator<sup>1</sup>  
Central FRE Contract Administrator<sup>1</sup>  
Central FRE Contract Approver<sup>1</sup>  
Central FRE Contract Payment Processor<sup>1</sup>  
Central FRE Contract Renewal Termination Administrator<sup>1</sup>  
FRE Agency Contract Administrator  
FRE Agency Contract Create  
FRE Agency Non-Encumbered Contract Administrator  
FRE Agency Viewer/ Display

## **RELATED FUNCTION**

Works

## **About This Document:**

This document contains detailed descriptions of new and current SAP to-be roles that will be utilized as part of the SAP Plant Maintenance Project. These detailed descriptions, or “Role Requirements,” provide the following information for each to-be role:

- Purpose or definition of the to-be role;
- Rules for mapping the to-be role onto current PennDOT positions (e.g. some roles may not be combined with certain other roles);
- Responsibilities of any position that is assigned the role;
- The knowledge, skills, and abilities that any position should have in order to perform the role;
- A list of to-be processes in which a position with the role would participate;

## **Purpose:**

The purpose of providing such detailed descriptions is to:

- Facilitate the mapping of to-be roles to PennDOT positions;
- Facilitate the communication of job changes to employees;
- Provide information for updating the job descriptions of employees whose jobs are changing

## **Audience:**

The intended audiences for the Roles Requirements Document include the following groups:

- PennDOT Business Process Owners
- PennDOT Bureau of Human Resources staff
- Plant Maintenance Project Team

## **Assumptions:**

The following assumptions have been made during the development of these Role Requirements:

- The current list of roles may change between now and go-live. However, to give PennDOT adequate time to map to-be roles to current positions, the Project Team will release these Role Requirements on October 2, 2006, and notify impacted stakeholders of any changes made afterwards.
- Per the Workforce Transition Strategy, a role mapping should not necessitate a change in job classification.

The appropriate Plant Maintenance Configuration Team has approved all functional-specific Role Requirements.

There are additional responsibilities related to the Works Function. BOS will provide additional direction and information about the Works responsibility.

# **General Plant Maintenance**

# Agency PM CEN DGS Master Data Administrator<sup>1</sup>

YDC>AGY\_PM\_CEN\_DGS\_MSTR\_DATA\_

## **Purpose/Definition:**

The Plant Maintenance Master Data Administrator – Central Office has the ability to maintain master data as follows:

- For fleet equipment. This would include Classes and Characteristics (ECC Codes), Warranties, Work Centers, Task Lists (Standards), Equipment, and Measurement Points (Fuel/Mileage Counters) and Preventive Maintenance activities.
- For tools and radios. This would include Classes and Characteristics (ECC Codes), Warranties, Work Centers, Task Lists (Standards), Equipment, and Measurement Points (Fuel/Mileage Counters).
- For signs, controlling and managing sign shop work centers, sign shop bill of materials, sign shop reference operation sets, and sign shop activity prices and signs equipment masters.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

Optional Roles – A position assigned this role could also be assigned the following roles:

- Plant Maintenance Display 7800 (YDC>PM\_DISPLAY\_7800)
- Finance Display (Procurement) (YBC>FINANCE\_DISP\_COPA)
- Inventory Display (YBC>INVENTORY\_DISP\_COPA)
- Purchasing Display (YBC>PURCHASING\_DISP\_COPA)

## **Responsibilities:**

- Maintain Equipment Work Centers
- Maintain Classes
- Maintain Characteristics
- Maintain Warranties
- Maintain Catalogs and Code Groups
- Maintain Functional Locations
- Maintain Equipment

<sup>1</sup>This role is centrally controlled.

- Maintain Bills of Materials for Functional Locations and Equipment
- Maintain Measurement Points
- Maintain Task Lists
- Maintain Preventive Maintenance Strategies
- Maintain Preventive Maintenance Cycle Sets
- Maintain Preventive Maintenance Batch Processing
- Mass Deletion Flag Set – Preventive Maintenance Plans
- Maintain Historical Work Order Data
- Maintain Permits
- Create and modify sign shop work centers
- Create and modify sign shop Bill Of Materials (BOMs)
- Modify sign shop reference operation sets for sign manufacturing
- Update sign shop employee manufacture rates
- Update sign graphics

### **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of maintenance management.
- Ability to maintain master data.
- Knowledge of sign shop employees involved in the manufacturing of signs, including the hourly rate associated with each employee.
- Knowledge of inventory management and materials planning techniques, including Material Requirements Planning techniques and methods for manufactured signs.
- Knowledge of sign Bill of Materials, including required conversions for units of measure and identification of materials required to manufacture signs.

### **Processes Involved In:**

- Master Data (TB-EQU001)
- Preventive Maintenance Scheduling (TB-EQU011)
- Master Data (TB-SIM001)
  - Activity Prices
  - Reference Operation Sets
  - Bill of Materials
  - Document Information Records (sign graphics)

### **Training Prerequisites:**

- TBD

# **Plant Maintenance Master Data Administrator – County / District**

YDC>AGY\_PM\_MASTR\_DATA\_ADM\_XXXX

## **Purpose/Definition:**

The Plant Maintenance Data Administrator, County / District has the ability to maintain:

- Highway specific master data for counties and districts. This would include Functional Locations (County – State Route details), work centers (Foreman, including capacity and staff allocated), routings and task lists (standards).
- Master data specific to tools and radios in their district or county. This would include Classes and Characteristics (ECC Codes), Warranties, Work Centers, Task Lists (Standards), Equipment, and Measurement Points (Fuel/Mileage Counters).
- Master data to control and manage sign inventory task lists, sign inventory work centers, signs document information records, sign inventory material masters, and signs equipment masters.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles

## **Responsibilities:**

- Creation and update of master data, including:
  - Functional Locations
  - Work centers
  - Maintenance Planner Groups
  - Roadway Assignments
  - Class and characteristics
  - Maintenance Assemblies (Material)

- Routings
- Bills of Material
- Task Lists
- Revisions
- Permits
- Maintain Warranties
- Maintain Equipment
- Maintain Bills of Materials for Functional Locations and Equipment
- Create and modify sign inventory task lists for sign maintenance
- Create and modify sign inventory work centers
- Modify Material Requirements Planning settings for signs material masters at the county level
- Create and modify signs equipment masters < photos inventory sign modify and>

### **Required Knowledge, Skills, and Abilities:**

- Good working knowledge of all SAP Highway processes and the usage and interaction of the master and transactional data.
- Broad knowledge of maintenance management.
- Ability to maintain master data.
- Knowledge of performance standards for signs related program/activities, including how to interpret information from the Foreman's manual.
- Knowledge of sign foreman codes in the county, including how to identify responsibilities associated with each foreman group.
- Knowledge of inventory management and materials planning techniques, including Material Requirements Planning techniques for stocked signs at the County level.
- Knowledge of sign inventory management, including required attributes for sign records and State Route (SR) mapping to Functional Location.

### **Processes Involved In:**

- Master Data (TB-HWY000)
  - Functional Locations
  - Work centers
  - Maintenance Planner Groups
  - Roadway Assignments
  - Class and characteristics
  - Maintenance Assemblies
  - Routings
  - Bills of Material
  - Task Lists
  - Revisions
  - Permits
- Master Data (TB-EQU001)
- Master Data (TB-SIM001)
  - Signs Equipment Masters
  - Task List

- Document Information Records (sign photos)

**Training Prerequisites:**

- TBD

# Plant Maintenance Payroll Entry

YDC>PM\_HR\_PAYROLL\_7800

## **Purpose/Definition:**

The Payroll Entry – Plant Maintenance role has the ability to review a completed highway, signs and equipment payroll and enters or updates this data into the SAP payroll transaction. Role also has the ability to add/change information on the 6146 for the purpose of pre-printing accurate information on daily payrolls.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:

## **Responsibilities:**

- Capture information from the completed paper payroll/diary to Plant Maintenance Equipment and Highway and Contractor Payrolls in R/3
- Correct payroll information in R/3
- This includes the following data being processed:
  - Labor, including overtime details
  - Leave
  - Departmental equipment used
  - Goods Issue for stock material
  - Goods receipt for concurrent receipts, including rental equipment
  - General details such as comments, break details

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of work order process, including how work orders are created
- Knowledge of payroll entry processes, including how to identify specific payroll codes
- Broad knowledge of inventory management processes, including how payroll entries affect the county inventory and affect costs attributed to the work order.

## **Processes Involved In:**

- TB-EQU008 Equipment Repair / Work Order
- TB-HWY004 Highway Maintenance Process
- TB-SIM002 New Sign Placement
- TB-SIM003 Sign Maintenance
  - List Edit Display of Work Orders
  - Payroll

**Training Prerequisites:**

- TBD

**Highway**

# Highway Long Term Planner

YDC>PM\_HW\_LT\_PLANNER\_7800

## **Purpose/Definition:**

The Long Term Planner has the ability to enter long term planning (AWP) details and review the outputs from these entries, e.g., capacity of labor and equipment, materials required and estimated costs.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles

## **Responsibilities:**

- Enter the Annual Work Plan information (i.e. Planned Production Units (PPU's) by Program, Cost Function and Method, by month).
- Adjust/balance the planned workload to balance budget, resources, material and time constraints.
- Ongoing review of the planned and actual production and assisting in the developing of short term (period and weekly plans) work plans.

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of PennDOT's Annual Work Planning process, including the Foreman's and Maintenance Manual.
- Knowledge in constraint based planning, i.e. the ability to balance, resources (labor and equipment), material and time constraints.
- Basic knowledge in the PennDOT budget process.
- Ability to work within a team environment to establish short term (period and weekly plans) work plans.

**Processes Involved In:**

- Planning, Production and Monitoring (TB-HWY003)
  - Enter/Update independent demands
  - Review Capacity load
  - Review Material Reports
  - Review Costing Reports
- Master Data (TB-HWY000)
  - Work center (capacity)
  - Routing

**Training Prerequisites:**

- TBD

# Highway Master Data Administrator – Central Office

YDC>PM\_HW\_MDA\_CENT\_7800

## **Purpose/Definition:**

The Master Data Administrator – Central Office has to ability to maintain Highway specific master data, for all the Counties, District as well as Statewide information. This would include all functions outlined for the Master Data Administrator – Highways, e.g. statewide standards, creation of new Assemblies (Program – Cost Function and methods), new programs for 213 Activities

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following role:
  - Agency Material/Service Master Records Processor

## **Responsibilities:**

- Creation and update of highway specific master data, including:
  - Functional Locations
  - Work centers
  - Maintenance Planner Groups
  - Roadway Assignments
  - Class and characteristics
  - Routings
  - Task Lists
  - Revisions
  - Permits
  - Catalog Profiles

### **Required Knowledge, Skills, and Abilities:**

- Good working knowledge of all SAP Highway processes and the usage and interaction of the master and transactional data.

### **Processes Involved In:**

- Master Data (HWY000)
  - Functional Locations
  - Work centers
  - Maintenance Planner Groups
  - Roadway Assignments
  - Class and characteristics
  - Routings
  - Task Lists
  - Revisions
  - Permits
  - Catalog Profiles

### **Training Prerequisites:**

- TBD

# Highway Notifier

YDC>PM\_NOTIFIER\_7800\_HW

## **Purpose/Definition:**

The Notifier has the ability to create, update and list notifications. This is all types of notifications, including:

- Roadway Information (RI), including Surface Improvement (213) Activities
- Cyclic Maintenance
- Reimbursable Activity
- Agility – Performed
- Agility – Received

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Create and update notifications of work to be performed.
- Update the specific requirements for each notifications type, e.g. driver details for reimbursable activities, or roadway details for the 213 activities.
- Review status and updates of planned work.

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of PennDOT's maintenance process, including the Foreman's and Maintenance Manual.

**Processes Involved In:**

- Roadway Information (TB-HWY002)
  - Create/update Notification
  - Create/update 213 details
  - List Edit of Notifications
- Damage Claim Process (TB-HWY005)
  - Create/update Reimbursable Activities (RAR) notification details
- Agility (TB-HWY007)
  - Create/update Agility notification details

**Training Prerequisites:**

- TBD

# Highway RAR Administrator – Central Office

YDC>PM\_HW\_RAR\_ADMIN\_7800

## **Purpose/Definition:**

The RAR Administrator - Highways has the ability to create, update and list notifications related to RAR (Reimbursable Activities) activities (RA notification type). This role will also have the authority to review and approve billing status and update unit cost. .

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
  - Agency Financial Reviewer - AR
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Create and update notifications of work to be performed.
- Update the specific requirements for each notifications type, e.g. driver details or CRASH Report number.
- Update the status to
- Review status and updates of planned work.

## **Required Knowledge, Skills, and Abilities:**

- Good working knowledge of the RAR process.
- Broad knowledge of PennDOT's maintenance process, including the Foreman's and Maintenance Manual.
- Understanding of the PennDOT's Document Management process.

**Processes Involved In:**

- Roadway Information (TB-HWY002)
  - Create/update Notification
  - List Edit of Notifications
- Damage Claim Process (TB-HWY005)
  - Create/update Reimbursable Activities (RAR) notification details
  - Create an Invoice (automated process)

**Training Prerequisites:**

- TBD

# Highway Standing Order Administrator – Central Office

YDC>PM\_HW\_SO\_ADMIN\_7800

## **Purpose/Definition:**

The Highway Standing Order Administrator – Central Office has the ability to create, change and technically complete (TECO) standing work orders. Standing orders are those that typically are not for specific jobs and will remain open for an extended period of time.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.
- Users will be restricted to specific Order types and plants.

## **Responsibilities:**

- Creation and updating of standing work orders.
- Review of standing orders to ensure they are being used in an appropriate manner.
- Update the user defined status, and technically complete the standing order when it is no longer required.

## **Required Knowledge, Skills, and Abilities:**

- Basic knowledge of PennDOT's Scheduling and Weekly Planning process.
- Basic knowledge of the PennDOT budget process.
- Ability to work within a team environment to establish short term (period and weekly plans) work plans.

**Processes Involved In:**

- Highway Maintenance Process (TB-HWY004)
  - List Edit of Work Orders
  - Creation/update of work orders

**Training Prerequisites:**

- TBD

# Highway Work Order Planner

YDC>PM\_HW\_WO\_PLANNER\_7800

## Purpose/Definition:

The Work Order Planner has the ability to create (move) a notification to a work order (Weekly Plan) and perform the necessary planning. This would include updating the work order if necessary and the printing of the weekly payrolls. This role does not have any Material Receiving capabilities.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - R/3 Purchaser Agency\*
  - SRM Agency Purchaser\*
  - SRM Requisition Approver\*
  - R/3 Contract Approver\*
  - SRM Procurement Document Approver\*
  - R/3 Receiver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - \*Department-wide waiver supersedes conflict

## Responsibilities:

- Listing of all outstanding notifications and when necessary generating a work order for the necessary activities.
- Updating the work orders with any additional details, e.g. addition or change in the materials or equipment required.
- Allocate work by Foreman for the future, typically upcoming week and pre-print the weekly payroll diaries and associated documents.

### **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of PennDOT's Scheduling and Weekly Planning process.
- Knowledge of labor contracts.
- Knowledge in constraint based planning, i.e. the ability to balance, resources (labor and equipment), material and time constraints.
- Basic knowledge in the PennDOT budget process.
- Basic knowledge in the PennDOT procurement and inventory process.
- Ability to work within a team environment to establish short term (period and weekly plans) work plans.

### **Processes Involved In:**

- Highway Maintenance Process (TB-HWY004)
  - List Edit of Work Orders
  - Creation/update of work orders
  - Assigning work and alternative activities to Foreman
  - Printing of payroll diaries
- Master Data (TB-HWY000)
  - Work center (capacity) (Display only)
  - Task List (Display only)

### **Training Prerequisites:**

- TBD

# **Equipment**

# **Equipment Master Data Administrator (Fleet) – County/District**

## **Purpose/Definition:**

The Equipment Master Data Administrator (Fleet) – County/District has the ability to maintain master data specific to fleet equipment in their district or county. This would include Classes and Characteristics (ECC Codes), Warranties, Work Centers, Task Lists (Standards), Equipment, and Measurement Points (Fuel/Mileage Counters). This role cannot create new equipment masters.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Maintain Work Centers
- Maintain Warranties
- Maintain Functional Locations
- Change Fleet Equipment
- Maintain Non-Fleet Equipment
- Maintain Bills of Materials for Functional Locations and Equipment
- Maintain Measurement Points
- Maintain Task Lists Required

## **Knowledge, Skills, and Abilities:**

- Broad knowledge of maintenance management.
- Ability to maintain master data.

## **Processes Involved In:**

- Master Data (TB-EQU001)

## **Training Prerequisites:**

- TBD

# Equipment Notification Approver – Central Office

YDC>PM\_EQ\_NOTI\_APPR\_7800\_EQD

## Purpose/Definition:

The Equipment Notification Approver – Central Office has the ability to approve the following notifications:

- A1 Defective Equipment
- ED Equipment Disposal
- M8 Modification Request
- M7 Advance Approval

The control is by authorization code(s) of the following user status profiles based on type of notification, assigned to the notifications, specifically for the Equipment Division (EQD) representative.

Notification Type	User Status Profile
A1 Defective Equipment	[EQ_DEFEC]
ED Equipment Disposal	[EQ_838]
M8 Modification Request	[EQ_MODIF]
M7 Advance Approval	[EQ_810A]

Some of the above notifications also require the approval of the County and the District. Separate roles have been defined for these additional approval levels. Although this role includes the ability to maintain work orders, more than likely positions assigned this role will not affect changes to the work order associated to the notification. SAP, however, being an integrated product requires the relationship among the two.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:

- Plant Maintenance Requisition Approver\*
- R/3 Purchaser Agency\*
- SRM Agency Purchaser\*
- SRM Requisition Approver\*
- R/3 Purchase Order Approver \*
- R/3 Contract Approver\*
- SRM Procurement Document Approver\*
- R/3 Receiver
- SRM Receiver
- SRM Goods Acceptance Recipient
- \*Department-wide waiver supersedes conflict
- This role does not have any material receiving capabilities.

### **Responsibilities:**

- Maintain Notifications
- Maintain Work Orders

### **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of maintenance management.
- Equipment Division

### **Processes Involved In:**

- Master Data (TB-EQU001)
- A1-Defective Equipment Notification (TB-EQU003)
- M7-810 Advance Approval Notification (TB-EQU006)
- Equipment Repair / Work Order (TB-EQU008)
- ED-Equipment Disposal Notification (TB-EQU009)
- M8-Modification Request Notification (TB-EQU009)
- Preventive Maintenance Scheduling (TB-EQU011)

### **Training Prerequisites:**

- TBD

# Equipment Notification Approver – County

YDC>PM\_EQ\_NOTI\_APPR\_7800\_CEM

## Purpose/Definition:

The Equipment Notification Approver – County has the ability to approve the following notifications:

- A1 Defective Equipment
- ED Equipment Disposal
- M8 Modification Request
- E5 Equipment Transfer
- M7 Advance Approval

The control is by authorization code(s) of the following user status profiles based on type of notification, assigned to the notifications, specifically for the County approval.

Notification Type	User Status Profile
A1 Defective Equipment	[EQ_DEFEC]
ED Equipment Disposal	[EQ_838]
M8 Modification Request	[EQ_MODIF]
E5 Equipment Transfer	[EQ_TRANS]
M7 Advance Approval	[EQ_810A]

Some of the above notifications also require the approval of the District and the Equipment Division (EQD). Separate roles have been defined for these additional approval levels. Although this role includes the ability to maintain work orders, more than likely positions assigned this role will not effect changes to the work order associated to the notification. SAP, however, being an integrated product requires the relationship among the two.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - SRM Requisition Approver\*

- R/3 Purchaser Agency\*
- SRM Agency Purchaser\*
- R/3 Purchase Order Approver\*
- R/3 Contract Approver\*
- SRM Procurement Document Approver
- R/3 Receiver
- SRM Receiver
- SRM Goods Acceptance Recipient
- \*Department-side waiver supersedes conflict
- This role does not have any material receiving capabilities.

### **Responsibilities:**

- Maintain Notifications
- Maintain Work Orders

### **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of maintenance management.

### **Processes Involved In:**

- Master Data (TB-EQU001)
- A1-Defective Equipment Notification (TB-EQU003)
- M7-810 Advance Approval Notification (TB-EQU006)
- Equipment Repair / Work Order (TB-EQU008)
- ED-Equipment Disposal Notification (TB-EQU009)
- M8-Modification Request Notification (TB-EQU009)
- E5-Equipment Transfer Notification (TB-EQU010)
- Preventive Maintenance Scheduling (TB-EQU011)

### **Training Prerequisites:**

- TBD

# Equipment Notification Approver – District

YDC>PM\_EQ\_NOTI\_APPR\_7800\_DEM

## Purpose/Definition:

The Equipment Notification Approver – District has the ability to approve the following notifications:

- A1 Defective Equipment
- ED Equipment Disposal
- M8 Modification Request
- M7 Advance Approval

The control is by authorization code(s) of the following user status profiles based on type of notification, assigned to the notifications, specifically for the District approval.

Notification Type	User Status Profile
A1 Defective Equipment	[EQ_DEFEC]
ED Equipment Disposal	[EQ_838]
M8 Modification Request	[EQ_MODIF]
M7 Advance Approval	[EQ_810A]

Some of the above notifications also require the approval of the County and the Equipment Division (EQD). Separate roles have been defined for these additional approval levels. Although this role includes the ability to maintain work orders, more than likely positions assigned this role will not affect changes to the work order associated to the notification. SAP, however, being an integrated product requires the relationship among the two.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - R/3 Purchaser Agency\*
  - SRM Agency Purchaser\*
  - SRM Requisition Approver\*

- R/3 Purchase Order Approver \*
- R/3 Contract Approver\*
- SRM Procurement Document Approver\*
- R/3 Receiver
- SRM Receiver
- SRM Goods Acceptance Recipient
- \*Department-wide waiver supersedes conflict
- This role does not have any material receiving capabilities.

### **Responsibilities:**

- Maintain Notifications
- Maintain Work Orders

### **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of maintenance management.

### **Processes Involved In:**

- Master Data (TB-EQU001)
- A1-Defective Equipment Notification (TB-EQU003)
- M7-810 Advance Approval Notification (TB-EQU006)
- Equipment Repair / Work Order (TB-EQU008)
- ED-Equipment Disposal Notification (TB-EQU009)
- M8-Modification Request Notification (TB-EQU009)
- Preventive Maintenance Scheduling (TB-EQU011)

### **Training Prerequisites:**

- TBD

# Equipment Notifier

YDC>PM\_NOTIFIER\_7800\_EQ

## **Purpose/Definition:**

The Notifier has the ability to create, update and list notifications. This is all types of notifications, including:

- A1 – Defective Equipment
- E5 – Equipment Transfer
- ED – Equipment Disposal
- M7 – 810 Advanced
- M8 – Modification Request
- W1 – Equipment Repair

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Create and update notifications of work to be performed.
- Update the specific requirements for each notifications type.
- Review status and updates of planned work.

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of PennDOT's maintenance process, including the Foreman's and Maintenance Manual.

**Processes Involved In:**

- A1-Defective Equipment Notification (TB-EQU003)
- E5-Equipment Transfer Notification (TB-EQU010)
- ED-Equipment Disposal Notification (TB-EQU009)
- M7-810 Advance Approval Notification (TB-EQU006)
- M8-Modification Request Notification (TB-EQU007)
- V0-Theft or Vandalism Notification (TB-EQU002)
- W1 – Scheduled and Unscheduled Notification (TB-EQU004)
- Equipment Repair / Work Order (TB-EQU008)

**Training Prerequisites:**

- TBD

# Equipment Preventative Maintenance Planner

YDC>PM\_EQ\_PRMNT\_PLAN\_7800

## Purpose/Definition:

The Equipment Preventative Maintenance Planner has the ability to maintain preventive maintenance master data. This would include Task Lists, Standard Text, and Maintenance Plans. Additionally, they would have the Repair Order Planner role.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Equipment Repair Order Planner
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - R/3 Purchaser Agency\*
  - SRM Agency Purchaser\*
  - SRM Requisition Approver\*
  - R/3 Purchase Order Approver \*
  - R/3 Contract Approver\*
  - SRM Procurement Document Approver\*
  - R/3 Receiver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - \*Department-wide waiver supersedes conflict

## Responsibilities:

- Create Standard Text
- Maintain Maintenance Plans
- Maintenance Plan Cost Reporting
- Task Lists Costs Reporting
- Mass Print of Task Lists
- Maintain Measurement Documents

- Maintain Notifications
- Maintain Work Orders

**Required Knowledge, Skills, and Abilities:**

- Broad knowledge of maintenance management

**Processes Involved In:**

- V0-Theft or Vandalism Notification (TB-EQU002)
- A1-Defective Equipment Notification (TB-EQU003)
- W1-Scheduled and Unscheduled Notification (TB-EQU004)
- 838 Repair Request Process (TB-EQU005)
- M7-810 Advance Approval Notification (TB-EQU006)
- M8-Modification Request Notification (TB-EQU007)
- Equipment Repair / Work Order (TB-EQU008)
- ED-Equipment Disposal (TB-EQU009)
- E5-Equipment Transfer (TB-EQU010)
- Preventive Maintenance Scheduling (TB-EQU011)

**Training Prerequisites:**

- TBD

# Equipment Repair Order Planner

YDC>PM\_EQ\_REP\_ORD\_PL\_7800

## **Purpose/Definition:**

The Equipment Repair Order Planner has the ability to create (move) a notification to a Work Order and perform the necessary planning, e.g., task list (time standard), plan internal labor requirements, plan stock materials required, plan external purchases, and estimate costs.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - R/3 Purchaser Agency\*
  - SRM Agency Purchaser\*
  - SRM Requisition Approver\*
  - R/3 Purchase Order Approver \*
  - R/3 Contract Approver\*
  - SRM Procurement Document Approver\*
  - R/3 Receiver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - \*Department-wide waiver supersedes conflict
- This role does not have any material receiving capabilities.

## **Responsibilities:**

- Create Standard Text
- Maintain Measurement Documents
- Maintain Notifications
- Maintain Work Orders

**Required Knowledge, Skills, and Abilities:**

- Broad knowledge of maintenance management.
- Ability to plan work

**Processes Involved In:**

- V0-Theft or Vandalism Notification (TB-EQU002)
- A1-Defective Equipment Notification (TB-EQU003)
- W1-Scheduled and Unscheduled Notification (TB-EQU004)
- 838 Repair Request Process (TB-EQU005)
- M7-810 Advance Approval Notification (TB-EQU006)
- M8-Modification Request Notification (TB-EQU007)
- Equipment Repair / Work Order (TB-EQU008)
- ED-Equipment Disposal (TB-EQU009)
- E5-Equipment Transfer (TB-EQU010)

**Training Prerequisites:**

- TBD

# **Equipment Warranty Administrator – Central Office**

YDC>PM\_EQ\_WARR\_ADMIN\_7800

## **Purpose/Definition:**

The Equipment Warranty Administrator – Central Office has the ability to maintain master data specific to fleet equipment warranties. This includes Warranties only.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Maintain Warranties

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of maintenance management.
- Ability to maintain master data.

## **Processes Involved In:**

- Master Data (TB-EQU001)

## **Training Prerequisites:**

- TBD

# Equipment Work Order Approver – County

YDC>PM\_EQ\_WO\_APPR\_7800\_PME1CEM

## Purpose/Definition:

The Equipment Work Order Approver – County has the ability to approve the PME1 work orders for 838 repair requests. The control is by authorization code(s) of the user status profile [EQ\_REPAR] assigned to the notifications, specifically for the County approval. Approval is also required from the District.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - R/3 Purchaser Agency\*
  - SRM Agency Purchaser\*
  - SRM Requisition Approver\*
  - R/3 Purchase Order Approver \*
  - R/3 Contract Approver\*
  - SRM Procurement Document Approver\*
  - R/3 Receiver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - \*Department-wide waiver supersedes conflict
- This role does not have any material receiving capabilities.

## Responsibilities:

- Maintain Notifications
- Maintain Work Orders

## Required Knowledge, Skills, and Abilities:

- Broad knowledge of maintenance management.

**Processes Involved In:**

- W1-Scheduled and Unscheduled Notification (TB-EQU004)
- Equipment Repair / Work Order (TB-EQU008)
- Master Data (TB-EQU001)

**Training Prerequisites:**

- TBD

# Equipment Work Order Approver – District

YDC>PM\_EQ\_WO\_APPR\_7800\_PME1DEM

## Purpose/Definition:

The Equipment Work Order Approver – District has the ability to approve the PME1 work orders for 838 repair requests. The control is by authorization code(s) of the user status profile [EQ\_REPAR] assigned to the notifications, specifically for the District approval. Approval is also required from the County.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - Finance Display (Procurement)
  - Inventory Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - R/3 Purchaser Agency\*
  - SRM Agency Purchaser\*
  - SRM Requisition Approver\*
  - R/3 Purchase Order Approver \*
  - R/3 Contract Approver\*
  - SRM Procurement Document Approver\*
  - R/3 Receiver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - \*Department-wide waiver supersedes conflict
- This role does not have any material receiving capabilities.

## Responsibilities:

- Maintain Notifications
- Maintain Work Orders

## Required Knowledge, Skills, and Abilities:

- Broad knowledge of maintenance management.

**Processes Involved In:**

- W1-Scheduled and Unscheduled Notification (TB-EQU004)
- Equipment Repair / Work Order (TB-EQU008)
- Master Data (TB-EQU001)

**Training Prerequisites:**

- TBD

# **SIGNS**

# Sign Inventory Field Data Processor

YDC>PM\_SI\_FLD\_FOREMAN\_7800

## **Purpose/Definition:**

The Sign Inventory Field Data Processor downloads and uploads sign inventory information. Takes the downloaded information to the field and makes sign updates on a notebook. The Sign Inventory Field Data Processor executes an upload transaction to transfer field updates to the sign equipment masters.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Download sign inventory data from signs equipments in R/3.
- Transfer downloaded file to notebook.
- Update the sign inventory file in the notebook including condition codes and specific sign attributes.
- Adds new signs in the notebook file including specific sign attributes.
- Transfer updated sign inventory file to desktop.
- Executes upload transaction to update sign equipments in R/3.
- Resolves conflicts and errors resulting from the download and upload transactions.

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of notification process, including notification generation.
- Knowledge of equipment condition codes, including what codes trigger a notification.
- Knowledge of sign equipment records, including all relevant attributes in the record.
- Knowledge of functional locations (SRs), including how to select multiple ranges of functional locations.
- Ability to manipulate files in a Windows environment.
- Ability to identify physical signs conditions.

**Processes Involved In:**

- Field Data Management (TB-SIM005)
  - Download Sign Inventory
  - Update Sign Inventory
  - Upload Sign Inventory
- New Sign Placement (TB-SIM002) and Sign Maintenance (TB-SIM003)
  - Create PM notification
  - Change Equipment Master

**Training Prerequisites:**

- TBD

# Sign Inventory Notifier

YDC>PM\_NOTIFIER\_7800\_SI

## **Purpose/Definition:**

The Sign Inventory Notifier generates new notifications and updates sign equipment masters with new condition codes.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Update condition codes for signs equipment masters in R/3
- Create signs notifications based on equipment condition codes in R/3
- Update signs notifications with priorities or additional remarks

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of work order process, including work order generation.
- Knowledge of equipment condition codes, including what codes trigger a request for material.
- Knowledge of sign equipment records, including all relevant attributes in the record.
- Knowledge of notifications, including relationship between notification and equipment record.
- Ability to identify physical signs conditions.
- Ability to execute notification creation and update based on condition codes
- Ability to monitor notification status.

**Processes Involved In:**

- New Sign Placement (TB-SIM002) and Sign Maintenance (TB-SIM003)
- Create PM notification
- Change Equipment Master

**Training Prerequisites:**

- TBD

# Sign Inventory Requestor

YDC>PM\_SI\_SIGN\_REQ\_7800

## Purpose/Definition:

The Sign Inventory Requestor role reviews signs work order materials, captures signs materials required for the sign inventory work order and verifies the creation of signs Stock Transport Orders (STOs) from the Sign Shop.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display (Procurement)
  - Inventory Display
  - Plant Maintenance Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## Responsibilities:

- Review sign inventory work order materials in R/3
- Verifies created signs STOs in R/3 for the Sign Shop
- Requests custom signs by adding components in the sign inventory work order

## Required Knowledge, Skills, and Abilities:

- Broad knowledge of sign inventory process, including separation of duties between those performing sign inventory notifications and those planning sign inventory work orders.
- Knowledge of material management process, including sign inventory management and material request process.
- Ability to monitor STO data to track workflow.

## Processes Involved In:

- New Sign Placement (TB-SIM002), and Sign Maintenance (TB-SIM003)
  - Change Work Order Components

- Display STOs

**Training Prerequisites:**

- TBD

# Sign Inventory Work Order Planner – County

YDC>PM\_SI\_WO\_PLANNER\_7800

## **Purpose/Definition:**

The Sign Inventory Work Order Planner – County manages the sign foreman workload by identifying the signs notifications pending for action and generates sign inventory work orders from “In-Process” Notifications. The Sign Inventory Work Order Planner releases sign inventory work orders, and prints sign inventory work order papers and payrolls.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display (Procurement)
  - Inventory Display
  - Plant Maintenance Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - R/3 Purchaser Agency\*
  - SRM Agency Purchaser\*
  - SRM Requisition Approver\*
  - R/3 Purchase Order Approver \*
  - R/3 Contract Approver\*
  - SRM Procurement Document Approver\*
  - R/3 Receiver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - \*Department-wide waiver supersedes conflict
- This role does not have any material receiving capabilities.

## **Responsibilities:**

- Analyzes “In-Process” sign inventory notifications in R/3
- Generates sign inventory work orders for multiple signs notifications in R/3
- Releases sign inventory work orders to the sign foreman in R/3
- Activates material requirements for each sign inventory work order in R/3
- Prints sign inventory work order papers and payrolls for the sign foreman

- Closes sign inventory notifications in R/3 as required by the sign foreman upon notification completion
- Closes sign inventory work orders in R/3

### **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of sign maintenance process, including separation of duties between those creating signs notifications and those executing the requested action.
- Knowledge of sign inventory management, including understanding of condition codes, state routes and foreman activities.
- Knowledge of programs, activities and methods: including specific codes for sign inventory maintenance.
- Knowledge of payroll forms and sign inventory work order papers.
- Ability to monitor sign inventory work order data to track progress.

### **Processes Involved In:**

- New Sign Placement (TB-SIM002), and Sign Maintenance (TB-SIM003)
  - List of Sign Inventory Notifications
  - Create Sign Inventory Work Order
  - List of Sign Inventory Work Orders
  - Plant Maintenance Payroll
  - Close Sign Inventory Notification
  - Close Sign Inventory Work Order

### **Training Prerequisites:**

- TBD

# Sign Master Scheduler – Central Office

YDC>PM\_SI\_MST\_SCH\_7800

## Purpose/Definition:

The Sign Master Scheduler – Central Office forecasts sign shop demand, generates the sign shop Master Production Schedule, executes the sign shop Material Requirements plan, creates sign shop requisitions for raw materials and releases sign shop production orders to the production floor.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display (Procurement)
  - Inventory Display
  - Plant Maintenance Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Purchaser Agency\*
  - Plant Maintenance Requisition Approver\*
  - SRM Purchaser Agency\*
  - SRM Requisition Approver\*
  - R/3 Purchase Order Approver \*
  - R/3 Contract Approver\*
  - SRM Procurement Document Approver\*
  - R/3 Receiver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - \* Department-wide waiver supersedes conflict

## Responsibilities:

- Create the sign shop demand program for finished signs, accessories, and temporary signs in the planning horizon.
- Execute and monitor the Master Production Schedule (MPS) for the sign shop.
- Analyze results from the MPS run and take appropriate actions.
- Execute and monitor the Material Requirements (MRP) for the sign shop.
- Analyze results from the MRP run and take appropriate actions.
- Evaluate accuracy of sign shop master data for planning: Bills of materials and Material Master's MRP data.

- Converts planned production orders to sign shop production orders.
- Converts planned order to purchase requisitions

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of demand management methods and broad knowledge of forecasting techniques.
- Knowledge of Master Production Schedule techniques, including lot sizing procedures, BOM explosion and net requirements calculations for assemblies and finished materials.
- Knowledge of Material Requirements Planning techniques, including lot sizing procedures, BOM explosion and net requirements calculations for raw materials.
- Ability to identify critical materials in the sign manufacturing process.
- Knowledge of the requisitioning process, including the generation of purchase requirements to DGS.
- Knowledge of the production order process, including the generation of production orders for the sign shop.

### **Processes Involved In:**

- Master Data (TB-SIM000)
- Sign Shop (TB-SIM001)
  - Planned Independent Requirements
  - Master Production Schedule
  - Material Requirements Planning
  - Planned Order Conversion for Purchase Requisitions
  - Planned Order Conversion for Production Orders

### **Training Prerequisites:**

- TBD

# Sign Production Floor Entry – Central Office

YDC>PM\_SI\_SF\_ENTRY\_7800

## **Purpose/Definition:**

The Sign Shop Floor Entry role captures labor charged to sign shop production orders, executes sign shop receipts and issues of finished signs, semi-finished signs and cover blanks, and settles sign shop production orders in order to update material prices and issues signs to open Stock Transport Orders. This role enters data from signed paperwork.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display (Procurement)
  - Inventory Display
  - Plant Maintenance Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles

## **Responsibilities:**

- Create labor confirmation to capture labor hours to production orders in R/3
- Settle production orders for manufactured signs in R/3
- Perform warehouse transfers from the sign shop to the counties in R/3
- Print goods movement slip resulting from the warehouse transfer in R/3

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of production control and scheduling, including how to prioritize jobs in the shop and schedule based on priority.
- Broad knowledge production cost records, including how the accumulated material and labor cost are calculated using product cost controlling.
- Ability to monitor Stock Transport Orders (STOs), including requirements for custom signs.
- Ability to interpret sign production cost record information.

**Processes Involved In:**

- Sign Shop (TB-SIM001)
  - Enter order labor confirmation
  - Settle production orders
  - Warehouse transfer
  - Print goods movement slip

**Training Prerequisites:**

- TBD

# Sign Production Scheduler – Central Office

YDC>PM\_SI\_PRD\_SCH\_7800

## Purpose/Definition:

The Sign Production Scheduler – Central Office, releases production orders to the Sign Shop floor, creates manual production orders for custom signs and views/displays signs Stock Transport Orders requested to the Sign Shop.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display (Procurement)
  - Inventory Display
  - Plant Maintenance Display
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## Responsibilities:

- Release sign production orders to the sign shop
- Print sign shop papers (Sign Production Cost record)
- Reschedule and update sign shop production orders in the sign shop
- View/display sign shop production, sign shop cost and sign shop work in process inventory
- Close sign shop production orders
- Settle sign shop production orders when required

## Required Knowledge, Skills, and Abilities:

- Broad knowledge of Master Production Schedule (MPS) and Materials Requirements Planning, including lot sizing procedures, BOM explosion and net requirements calculations for assemblies and finished materials.
- Knowledge of production control and scheduling, including how to prioritize jobs in the shop and schedule based on priority.
- Knowledge of production cost records, including how the accumulated material and labor cost are calculated using product cost controlling.

- Ability to view/display manufacturing progress and completion in the shop floor.
- Ability to view/display shop inventories, including work in progress and raw materials.
- Ability to view/display Stock Transport Orders (STOs), including requirements for custom signs.

### **Processes Involved In:**

- Sign Shop (TB-SIM001)
  - Create sign shop production order
  - Modify sign shop production order
  - Release sign shop production orders
  - Close and settle sign shop production orders
  - List STOs by supplying plant

### **Training Prerequisites:**

- TBD

# **Finance**

# Plant Maintenance Processor – Central Office

YDC>PM\_FI\_CO\_PROC\_7800

## **Purpose/Definition:**

The Plant Maintenance Processor – Central Office creates activity types and activity rates. These types and rates will be used in production orders and plant maintenance orders. This role will be responsible for execution of DERDS to determine equipment rates and will also determine labor rates.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - FI/CO/FM Viewer
  - Finance Display (Procurement)
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Determine activity types and at what detail level costs will be gathered. For example, a labor rate per employee in the Sign Shop position or a statewide rate for a dump truck in the Equipment Division.
- Determine the rate for the activities created by cost center.
- Entering this information into SAP. The string of data is activity type, activity rate and cost center. Even if a statewide rate is determined, one would need to establish that rate in all 67 counties.

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of the relevant SAP modules (Finance, Funds Management, Controlling, and Procurement).
- Knowledge of Business Warehouse.
- Knowledge of Cross Application Time Sheets (CATS).

- Ability to record primary costs, review transactions, and reconcile/analyze ledger postings.

### **Processes Involved In:**

- Planning, Production and Monitoring (TB- HWY003)
  - Transfer to Cost Centers (1) Determine the Standard Rate (KSPP)
- Plant Maintenance Highways, Equipment and Signs: (TB-HWY000)
- Activity Rate
  - Standard Labor Rates
  - Standard Department Equipment Rates
- Activity Types
  - Plant Maintenance
    - Routing
    - Task List

### **Training Prerequisites:**

- TBD

# **Plant Maintenance Reviewer – Central Office**

YDC>PM\_FI\_REVIEWER\_7800

## **Purpose/Definition:**

The Plant Maintenance Reviewer is a Central Office role that settles Plant Maintenance work orders.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Plant Maintenance Display
  - FI/CO/FM Viewer
  - Finance Display (Procurement)
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - None. There are no segregation of duties issues across these roles, i.e., an individual user may have all of the listed roles.

## **Responsibilities:**

- Monitor the plant maintenance work order settlement program and correct errors
- Coordinate error correction with District and County Offices.

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of the relevant SAP modules (Finance, Funds Management, Controlling, and Procurement).
- Knowledge of Business Warehouse.
- Knowledge of Cross Application Time Sheets (CATS).
- Ability to record primary costs, review transactions, and reconcile/analyze ledger posting.

## **Processes Involved In:**

- Highway Maintenance Process (TB-HWY004)
- Purchasing Card (TB-FI003)

- Planning, Production and Monitoring (TB-HWY003)
- Transfer to Cost Center (1) Determine the Standard Rate (KSPP)

**Training Prerequisites:**

- TBD

# **Materials**

# Agency Material/ Service Master Records Processor

YBC>A\_ML\_SV\_MSTR\_REC\_PROC\_XXXX

## Purpose/Definition:

The MMAT (Material Master Agency Team) is responsible for creating, extending to plants and maintaining agency-specific data for Material Master Records.

## Role Status:

- This is an existing Commonwealth role.
- Additional role mapping may be required.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display [Procurement]
  - Inventory Display
  - Purchasing Display
  - PM Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Receiver
  - Highway Master Data Administrator – Central Office
  - R/3 Purchaser Agency\*
  - R/3 Purchase Order Approver\*
  - R/3 Contract Approver\*
  - SRM Receiver\*
  - SRM Goods Acceptance Recipient\*
  - SRM Agency Purchaser\*
  - SRM Procurement Document Approver
  - Agency Non-PO Invoice Processor
  - \*Department-wide waiver supersedes conflict

## Responsibilities:

- Create and maintain agency-specific Material Master Data Records
- Process requests for new or changed agency-specific Material Master Records
- Coordinate changes to SAP R/3 and legacy systems Material Master Records

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of materials, including how these records guide procurement, inventory management, and invoice processes.
- Knowledge of how to gather complete, accurate Material Master data.
- Knowledge of how to submit a request for a new or changed Material/Service Record to the Material Master Central Data Team
- Knowledge of how to extend material records to the plant (agency).
- Understanding of how to enter detailed information related to materials such as: material number, short text description, unit of measure, material/service group, and material/service type.
- Ability to analyze agency requests for extensions to determine whether a master record needs to be created/changed first.

## **Processes Involved In:**

- Master Data (NV0010)
  - Material/Service (NV0011)
- Material Master (TB-MAT002)
- MRP (TB-MAT003)
- Inventory Replenishment and Non-Inventory Requirements from Work Orders (Source Available) (TB-MAT004)

## **Training Prerequisites:**

- TBD

# Agency Material Master Classification Processor – Central Office

YDC>PM\_MM\_CLAS\_PROC\_7800

## **Purpose/Definition:**

The Agency Material Master Classification Processor is responsible for creating, and maintaining agency-specific classification data for Material Masters. This includes:

- Identifying material for plant maintenance custom sourcing routine
- Blocking material to prevent PennDOT purchase,
- Listing nomenclature for signs,
- Listing ECC for equipment,
- Identifying physical inventory tolerance for material,
- Scheduling materials for physical inventorying department-wide

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display [Procurement]
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Receiver
  - R/3 Purchaser Agency
  - R/3 Purchase Order Approver
  - R/3 Contract Approver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - SRM Agency Purchaser
  - SRM Procurement Document Approver
  - Agency Non-PO Invoice Processor

## **Responsibilities:**

- Create and maintain Material Master Classification Data Records
- Process requests for new or changed Material Master Classification Records
- Coordinate changes to SAP R/3 and legacy systems Material Master Records

### **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of materials, including how these classification records guide Plant Maintenance, procurement, inventory management, and invoice processes.
- Knowledge of how to gather complete, accurate Material Master data.
- Ability to analyze requests for classification changes to determine whether material classification information needs to be changed.

### **Processes Involved In:**

- Master Data (NV0010)
  - Material/Service (NV0011)
- Material Master (TB-MAT002)
- MRP (TB-MAT003)
- Inventory Replenishment and Non-Inventory Requirements from Work Orders (Source Available) (TB-MAT004)

### **Training Prerequisites:**

- TBD

# Inventory Issuer

YBC>INVNTRY\_ISSUER\_XXXX

## **Purpose/Definition:**

The Inventory Issuer is responsible for creating goods issues and material transfers in R/3 for inventory items.

## **Role Status:**

- This is an existing Commonwealth role; however, it has not been used by PennDOT prior to the Plant Maintenance Project.
- Role mapping will be required.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Physical Inventory Poster
  - Inventory Planner\*
  - R/3 Purchaser Agency
  - R/3 Contract Approver
  - R/3 Purchase Order Approver
  - SRM Agency Purchaser
  - SRM Procurement Document Approver Role
  - \*Department-wide waiver supersedes conflict

## **Responsibilities:**

- Create goods issues and movements in R/3, including scrapping
- Manage pick slip documents to track workflow

## **Required Knowledge, Skills, and Abilities:**

- Ability to pick, pack, check, and ship material for goods issue, stock transfer, or stock transport order.
- Ability to perform stock transfers within their location (1-step).
- Ability to determine whether materials being received result from purchase or stock transport order (between warehouses).

### **Processes Involved In:**

- Inventory Management (NV0080)
  - Issues (NV0083)
  - Transfers/Transport Orders (NV0084)
- Receipt Against a Purchase Order (TB-MAT007)
- Material Issues (TB-MAT009)
- Material Scrapping (TB-MAT010)
- Material Transfers Between Storage Locations within a Plant (TB-MAT011)
- Material Transfers Between Plants (TB-MAT012)
- End User Requisitions (Forms and Pubs Warehouse) (TB-MAT014)

### **Training Prerequisites:**

- TBD

# Inventory Planner

YBC>INVNTRY\_PLNNR\_XXXX

## Purpose/Definition:

The Inventory Planner is responsible for creating reservations, executing materials requirements planning (MRP) runs, reviews and suggests changes to MRP parameters and converting planned orders to replenishment requisitions in R/3.

## Role Status:

- This is an existing Commonwealth role; however, it has not been used by PennDOT prior to the Plant Maintenance Project.
- Role mapping will be required.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display [Procurement]
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver\*
  - R/3 Purchaser Agency\*
  - R/3 Purchase Order Approver\*
  - R/3 Contract Approver\*
  - Physical Inventory Poster\*
  - Inventory Issuer\*
  - SRM Agency Purchaser \*
  - SRM Procurement Document Approver
  - \* Department-wide waiver supersedes conflict

## Responsibilities:

- Replenish stock using material requirement planning in R/3
- Required Knowledge, Skills, and Abilities
- Knowledge of reorder points and/or replenishment planning.
- Knowledge of how MRP Material Master Data impacts agency MRP runs.
- Ability to execute planning run to identify materials requiring replenishment.
- Ability to create planned orders and convert them into requisitions based on planning run output.

**Processes Involved In:**

- Inventory Management (NV0080)
  - Replenishment (NV0081)
- Material Master (TB-MAT002)
- MRP (TB-MAT003)
- Inventory Replenishment and Non-Inventory Requirements from Work Orders (Source Available) (TB-MAT004)
- Receipt of Used and Reclaimed Material (TB-MAT008)
- Material Issues (TB-MAT009)
- Material Scrapping (TB-MAT010)

**Training Prerequisites:**

- TBD

# Physical Inventory Counter

## **Purpose/Definition:**

The Physical Inventory Counter is responsible for taking the physical count for materials inventory items, entering initial physical inventory counts and conducts recounts in R/3.

Note: This role does not include the ability to post (adjust) physical inventory differences. The Physical Inventory Poster performs the approving of the difference.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display [Procurement]
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Purchaser Agency
  - R/3 Purchase Order Approver
  - R/3 Contract Approver
  - Physical Inventory Poster
  - R/3 Receiver
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - SRM Purchaser Agency
  - SRM Procurement Document Approver
  - Inventory Issuer

## **Responsibilities:**

- Perform and data enter physical inventory counts in R/3.

## **Required Knowledge, Skills, and Abilities:**

- TBD

## **Processes Involved In:**

- Physical Inventory (NV0082)

- Physical Inventory (TB-MAT016)

**Training Prerequisites:**

- TBD

# Physical Inventory Poster

YBC>PHYS\_INVNTRY\_POST\_XXXX

## Purpose/Definition:

The Physical Inventory Poster is responsible for the posting (approving) of physical inventory counts and adjustments into R/3. In addition, the Poster can schedule materials for physical inventory for spot checks for specific plant(s).

## Role Status:

- This is an existing Commonwealth role; however, it has not been used by PennDOT prior to the Plant Maintenance Project.
- Role mapping will be required.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
  - FI/CO/FM Viewer
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Inventory Issuer
  - Inventory Planner
  - Physical Inventory Counter
  - Agency Non-PO Invoice Processor
  - Agencies will not need to map this role at locations where inventory is managed by DGS personnel.

## Responsibilities:

- Post (approve) physical inventory count results in R/3.

## Required Knowledge, Skills, and Abilities:

- Understanding of importance of accurate, timely data entry and transaction processing for effective inventory management.
- Ability to analyze/review discrepancies between physical and book inventory, oversee inventory recount, approve results, and post remaining differences online.

**Processes Involved In:**

- Inventory Management (NV0080)
- Physical Inventory (NV0082)
- Physical Inventory (TB-MAT016)

**Training Prerequisites:**

- TBD

# Plant Maintenance Requisition Approver

YDC>PM\_MM\_REQ\_APPROV\_7800

## Purpose/Definition:

The Plant Maintenance Requisition Approver is responsible for reviewing / updating PennDOT Purchase Requisitions (PReqs) including inventory requisitions and non-inventory material PReqs for Plant Maintenance Work Orders. Performs the source determination, if required and releases the PReq. Once released, monitors the PReq to PO conversion process for inventory PReqs.

## Role Status:

- This is a new role as a result of the Plant Maintenance Project.
- Role mapping will be required for this new role.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display [Procurement]
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
  - FI/CO/FM Viewer
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Requisitioner
  - Highway Work Order Planner\*
  - Equipment Notification Approver – County\*
  - Equipment Notification Approver – District\*
  - Equipment Notification Approver – Central Office\*
  - Equipment Work Order Approver – County\*
  - Equipment Work Order Approver – District\*
  - Equipment Repair Order Planner\*
  - Equipment Preventative Maintenance Planner\*
  - Sign Inventory Work Order Planner - County\*
  - Sign Master Scheduler – Central Office\*
  - Inventory Planner
  - \* Department-wide waiver supersedes conflicts

## Responsibilities:

- Review PennDOT PReqs to ensure they are valid and make any changes as required
- Execute the custom sourcing routine on their PReqs to determine sourcing. This results in sources being assigned to the PReqs wherever a source exists in R/3

**Required Knowledge, Skills, and Abilities:**

- Broad knowledge of how requisition documentation is carried forward into successive procurement documents.

**Processes Involved In:**

- Inventory Replenishment and Non-Inventory Requirements from Work Orders (Source Available) (TB-MAT004)

**Training Prerequisites:**

- TBD

# R/3 Purchase Order Approver

## Purpose/Definition:

The R3 Purchase Order Approver is responsible for reviewing and approving purchase orders in R/3. Individuals assigned to this role must have an STD-275 Signature Authorization Card on file with the Comptroller since PennDOT Purchasers are mapped to the R/3 Purchase Order Approver, R/3 Contract Approver and SRM Procurement Document Approver roles

## Role Status:

- This is an existing Commonwealth role.
- No additional role mapping will be required.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display [Procurement]
  - Inventory Display
  - Purchasing Display
  - Contractor Responsibility Program (CRP Display)
  - R/3 Purchaser Agency\*
  - SRM Agency Purchaser\*
  - R/3 Contract Approver
  - SRM Procurement Document Approver
  - Plant Maintenance Display
  - FI/CO/FM Viewer
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Requisitioner
  - R/3 Receiver
  - SRM Requisitioner
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - Inventory Issuer\*
  - Inventory Planner
  - Physical Inventory Counter
  - Agency Material Master Classification Processor – Central Office
  - Agency Material/ Service Master Records Processor\*
  - Highway Work Order Planner\*
  - Equipment Notification Approver – County\*
  - Equipment Notification Approver – District\*
  - Equipment Notification Approver – Central Office\*
  - Equipment Preventative Maintenance Planner\*
  - Equipment Repair Order Planner\*
  - Equipment Work Order Approver – County\*
  - Equipment Work Order Approver – District\*
  - Sign Inventory Work Order Planner - County\*

- Sign Master Scheduler – Central Officer
- \* Department-wide waiver supersedes conflict

**Responsibilities:**

- Review and approve/disapprove purchase orders in R/3
- Monitor purchase order status

**Required Knowledge, Skills, and Abilities:**

- Broad knowledge of purchase orders and workflow.
- Knowledge of approval criteria and process for purchase orders
- Ability to monitor purchase order status

**Processes Involved In:**

- Purchasing (NV0050)
- Approval Processing (NV0052)

**Training Prerequisites:**

- TBD

# R/3 Purchaser Agency

YBC>R\_3\_PURCH\_AGY\_XXXX

## **Purpose/Definition:**

The Purchaser is responsible for procuring materials and services within an agency.

## **Role Status:**

- This is an existing Commonwealth role.
- No additional role mapping will be required.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Finance Display - Procurement
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
  - R/3 Purchase Order Approver
  - R/3 Contract Approver
  - SRM Purchaser
  - SRM Procurement Document Approver
  - Contractor Responsibility Program (CRP) Display
  - FI/CO/FM Viewer
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Requisitioner
  - R/3 Receiver
  - SRM Requisitioner
  - SRM Receiver
  - SRM Goods Acceptance Recipient
  - Inventory Issuer
  - Inventory Planner\*
  - Physical Inventory Counter
  - Agency Material Master Classification Processor – Central Office
  - Agency Material/ Service Master Records Processor\*
  - Highway Work Order Planner\*
  - Equipment Notification Approver – County\*
  - Equipment Notification Approver – District\*
  - Equipment Notification Approver – Central Office\*
  - Equipment Work Order Approver – County\*
  - Equipment Work Order Approver – District\*
  - Equipment Preventative Maintenance Planner\*
  - Sign Inventory Work Order Planner - County\*
  - Sign Master Scheduler – Central Officer

- \* Department-wide waiver supersedes conflict

### **Responsibilities:**

- Create and edit RFQs, RFPs, quotations, and bid awards in R/3
- Create and edit agency contracts and purchase orders in R/3
- Create and analyze strategic and transactional procurement reports in Business Warehouse
- Display GR/IR account

### **Required Knowledge, Skills, and Abilities:**

- TBD

### **Processes Involved In:**

- Sourcing (NV0030)
  - RFQ/Quotation (NV0031)
  - Source List (NV0032)
  - Info Records (NV0033)
- Contracting (NV0040)
  - Outline Agreements (NV0041)
  - Approvals (NV0043)
- Purchasing (NV0050)
  - Purchase Orders (NV0051)
  - Conditions (NV0053)
  - Acknowledgement/Shipping Notification (NV0054)
- Invoicing (NV0070)
  - Invoice Release (NV0072)
- Reporting (NV0090)
  - Strategic (NV0091)
  - Transactional (NV0092)
- Inventory Replenishment and Non-Inventory Requirements from Work Orders (Source Available) (TB-MAT004)
- Inventory Replenishment and Non-Inventory Requirements from Work Orders (Source Not Available) (TB-MAT005)
- Inventory Replenishment (ITQ Sourced) (TB-MAT006)
- Print Shop Reimbursement (TB-MAT015)
- RFQ Bidding Process (TB-MAT019)

### **Training Prerequisites:**

- TBD

# R/3 Receiver

YBC>R\_3\_RCVR\_XXXX

## Purpose/Definition:

The R/3 Receiver is responsible for entering materials receipts in R/3 for inventory and non-inventory items and receipts for Rented Equipment

## Role Status:

- This is an existing Commonwealth role.
- Additional role mapping will be required.

## Role Mapping Rules:

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Purchaser Agency
  - R/3 Purchase Order Approver
  - R/3 Contract Approver
  - SRM Agency Purchaser
  - SRM Procurement Document Approver Role
  - Agency Material Master Classification Processor – Central Office
  - Agency Material/ Service Master Records Processor
  - Physical Inventory Counter
  - Agency Non-PO Invoice Processor
  - Highway Work Order Planner
  - Equipment Notification Approver – County
  - Equipment Notification Approver – District
  - Equipment Notification Approver – Central Office
  - Equipment Preventative Maintenance Planner
  - Equipment Repair Order Planner
  - Equipment Work Order Approver – County
  - Equipment Work Order Approver – District
  - Sign Inventory Work Order Planner - County
  - Sign Master Scheduler – Central Office
  - Agency Material Master Classification Processor – Central Office

## Responsibilities:

- Create materials receipts and receipts for rented equipment.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of how to use computer and inter/intranet to enter receipts in R/3 in real time.
- Knowledge of importance of accurate, timely materials receipts to inventory planning and invoicing.
- Knowledge of processes involved with materials received for inventory versus consumption, including how to manage quality inspection and overs, shorts and damages (OSD).
- Ability to determine whether materials being received result from purchase or stock transport order (between warehouses).
- Ability to coordinate/communicate with purchasers on managing over-deliveries and real-time approvals.

### **Processes Involved In:**

- Receiving (NV0060)
- Goods Receipt (NV0061)
- Receiving against a Purchase Order (TB-MAT007)
- Receipt of Used and Reclaimed Material (TB-MAT008)
- Print Shop Reimbursement (TB-MAT015)

### **Training Prerequisites:**

- TBD

# R/3 Requisitioner

YBC>R\_3\_REQUIS\_XXXX

## **Purpose/Definition:**

The R/3 Requisitioner is responsible for creating and editing purchase requisitions for inventory materials, creating non-inventory requisitions referencing plant maintenance work orders and creating and editing stock transport orders (STOs) in R/3.

## **Role Status:**

- This is a new role as a result of the Plant Maintenance project. Please note: At one time the role existed in the Commonwealth and it was decommissioned.
- Additional role mapping will be required.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Inventory Display
  - Purchasing Display
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - Plant Maintenance Requisition Approver
  - R/3 Agency Purchaser
  - SRM Agency Purchaser
  - R/3 Purchase Order Approver
  - R/3 Contract Approver
  - SRM Procurement Document Approver Role
  - Inventory Planner
- Cannot map to R/3 Receiver if individual has any of the following roles:
  - Highway Work Order Planner
  - Equipment Notification Approver – County
  - Equipment Notification Approver – District
  - Equipment Notification Approver – Central Office
  - Equipment Preventative Maintenance Planner
  - Equipment Repair Order Planner
  - Equipment Work Order Approver – County
  - Equipment Work Order Approver – District
  - Sign Inventory Work Order Planner
  - Sign Master Scheduler – Central Office

**Responsibilities:**

- Identify purchasing need and search for desired product/service
- Create/edit purchase requisitions in R/3 and submit for approval
- Create/edit STOs in R/3.

**Required Knowledge, Skills, and Abilities:**

- Broad knowledge of how requisition information is carried forward into successive procurement documents.
- Knowledge of requisition approval process, including how to edit and resubmit unapproved purchase requisitions for reconsideration.
- Ability to search sources (e.g. product master, stock transfer, etc.), select desired item, enter online purchase requisition, and designate additional approvers.
- Ability to effectively coordinate with requisition approvers, agency and central procurement staff, and administrative personnel on executing purchases and taking delivery.

**Processes Involved In:**

- Requisitioning (NV0020)
  - Requisitioning (NV0021)
- Inventory Replenishment and Non-Inventory Requirements from Work Orders (Source Available) (TB-MAT004)
- Inventory Replenishment (ITQ Sourced) (TB-MAT006)

**Training Prerequisites:**

- TBD

# SRM Requisition Approver

## **Purpose/Definition:**

The SRM Requisition Approver is responsible for editing and approving shopping carts in SRM.

## **Role Status:**

- This is an existing Commonwealth role.
- Additional role mapping may be required for restricted materials maintained at the Forms and Publications Warehouse. This impacts Central Office only.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - Purchasing Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - SRM Requisitioner

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

## **Responsibilities:**

- Based on role assignment, approvers will review, edit, and approve or reject shopping carts in SRM.

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of shopping cart workflow, including how document is carried forward into successive procurement documents
- Knowledge of approval rules based on agency policy and procedures, including designated monetary thresholds
- Understanding that some shopping carts, upon final approval, have the ability to system generate purchase orders that are automatically issued to selected suppliers

## **Tools:**

- SAP—SRM (Shopping Cart)
- Processes & Transactions
- Approval of shopping carts
- End User Requisitions (Forms and Pubs Warehouse) (TB-MAT014)
- External Procurement (Non-Inventory) (TB-MAT017)

## Training Prerequisites:

If an employee is not knowledgeable in basic computer skills, pre-requisite training should be requested through the agency's training office.

- PC and Windows User Fundamentals

<b>Course Name</b>	<b>Hours</b>	<b>Del. Media</b>
SRM Overview	1	WBT
SRM Approver	1	WBT
<b>Total Hours:</b>	<b>2</b>	

# SRM Requisitioner

YRR>SRM\_REQUIS\_COPA

## **Purpose/Definition:**

The SRM Requisitioner is responsible for creating shopping carts. Approved shopping carts become either a Stock Transport Order to an internal warehouse, a requisition (requirement) assigned to the purchasing office, or a system generated purchase order automatically issued to selected suppliers.

## **Role Status:**

- This is an existing Commonwealth role.
- Additional role mapping may be required.

## **Role Mapping Rules:**

- Additional Roles Required – A position assigned this role should also be assigned the following roles:
  - SRM Goods Acceptance Recipient
  - Purchasing Display
  - Plant Maintenance Display
- Role Conflicts – A position assigned this role cannot be assigned the following roles:
  - R/3 Purchaser Agency
  - R/3 Purchase Order Approver
  - R/3 Contract Approver
  - SRM Requisition Approver
  - SRM Agency Purchaser
  - SRM Procurement Document Approver

## **Responsibilities:**

- Identify purchasing need and search sources for desired product/service
- Create/edit shopping carts in SRM

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of how shopping cart is carried forward into successive procurement documents.
- Knowledge of SRM shopping functionality,
- Knowledge of agency approval process.
- Knowledge of how to assign carts to the appropriate agency account codes, in including those that are defined as fixed assets.
- Ability to search sources (e.g. eCatalog and supplier catalogs), select desired product/service, and designate additional approvers if required.

- Ability to effectively coordinate with requisition approvers, agency and central purchasing staff, and administrative personnel.

**Tools:**

- SAP—SRM (Shopping Cart)

**Processes & Transactions:**

- Shopping
- End User Requisitions (Forms and Pubs Warehouse) (TB-MAT014)
- External Procurement (Non-Inventory) (TB-MAT017)

**Training Prerequisites:**

If an employee is not knowledgeable in basic computer skills, pre-requisite training should be requested through the agency’s training office.

- PC and Windows User Fundamentals

<b>Course Name</b>	<b>Hours</b>	<b>Del. Media</b>
SRM Overview	1	WBT
SRM Requisitioner & Receiver	3.5	ILT
<b>Total Hours:</b>	<b>4.5</b>	

# **Display Roles**

# FI/CO/FM Viewer

YFC>FI\_CO\_FM\_VWR\_COPA

## Purpose/Definition:

The FI/CO/FM Viewer is responsible for a collection of Finance and Control display transactions with access to a limited library of reports.

## Role Mapping Rules:

- Any positions needing to view finance documents may be given this role.

## Responsibilities:

- View data associated with job duties of Finance R/3 roles

## Required Knowledge, Skills, and Abilities:

- Ability to access financial data.

## Processes Involved In:

- Finance and Budget Execution Processes

## Training Prerequisites:

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Budget Display Overview	TB0100	4	WBT
Financial Accounting Business Process Overview	TF0001	4	WBT
General Ledger for Viewer & Internal Auditor	TF0050	4	WBT
Accounts Payable for Viewer & Internal Auditor	TF0120	4	WBT
Accounts Receivable Viewer & Internal Auditor	TF0260	4	WBT
Controlling for Viewer & Internal Auditor	TF0350	4	WBT
Cash Management for Viewer and Internal Auditor	TF0410	4	WBT
Fixed Asset for Viewer & Internal Auditor	TF0510	4	WBT
Project System for Viewer	TF0610	4	WBT

Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
		<b>Total Hours:</b>	<b>44</b>

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# Finance Display (Procurement)

YBC>FINANCE\_DISP\_COPA

## **Purpose/Definition:**

The Finance Display role gives procurement staff view access to financial data.

## **Role Mapping Rules:**

Any positions needing to view procurement accounting documents may be given this role.

*By default, this role will automatically map to positions receiving any of the below roles. You should not map this role separately to positions.*

- Contract Approver
- Purchaser (covers both agency and central/DGS)
- Purchase Order Approver
- Invoice Entry Processor
- Inventory Planner
- Inventory Administrator

## **Required Knowledge, Skills, and Abilities:**

- Ability to access Inventory information.

## **Tools:**

- SAP—R/3 and EB Pro

## **Processes Involved In:**

- Contracting
- Purchasing
- Invoicing
- Inventory Management

## **Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)

- Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>12</b>	

# Inventory Display

YBC>INVENTORY\_DISP\_COPA

## **Purpose/Definition:**

The Inventory Display role gives procurement staff view access to inventory data.

## **Role Mapping Rules:**

Any positions needing to view inventory documents may be given this role.

*By default, this role will automatically map to positions receiving any of the below roles. However, you may map this role separately to a few select positions who do not have any of the below roles.*

- Central Material - Service Master Records Processor
- Agency Material - Service Master Records Processor
- R/3 Requisitioner
- Purchaser
- R3 Receiver
- Inventory Planner
- Inventory Issuer
- Inventory Administrator

## **Required Knowledge, Skills, and Abilities:**

- Ability to access Inventory information.

## **Tools:**

- SAP—R/3

## **Processes Involved In:**

- Master Data (NV0010)
- Requisitioning (NV0020)
- Purchasing (NV0050)
- Receiving (NV0060)
- Inventory Management (NV0080)

## **Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>12</b>	



- TB-EQU008, Equipment Repair / Work Order
- TB-EQU009, ED-Equipment Disposal
- TB-EQU010, E5-Equipment Transfer
- TB-EQU011, Preventive Maintenance Scheduling
- TB-EQU012, Automated and Non-Automated Fuel Card Interface
- TB-EQU013, Transportation Pool Car
- TB-SIM000, Master Data
- TB-SIM001, Sign Shop
- TB-SIM002, New Sign Placement
- TB-SIM003, Sign Maintenance
- TB-SIM004, Fiscal Year End
- TB-SIM005, Field Data Management

**Training Prerequisites:**

- TBD

# Purchasing Display

YBC>PURCHASING\_DISP\_COPA

## **Purpose/Definition:**

The Purchasing Display role gives agency staff view access to purchasing data.

## **Role Mapping Rules:**

Any positions needing to view purchasing documents may be given this role.

*By default, this role will automatically map to positions receiving any of the below roles. However, you may map this role separately to a few select positions who do not have any of the below roles.*

- Vendor Master Records Processor
- Agency Material - Service Master Records Processor
- P-Card Coordinator
- EB Pro Requisitioner
- EB Pro Requisition Reviewer
- EB Pro Requisition Approver
- R/3 Requisitioner
- eCatalog Content Processor
- Contract Approver
- Purchaser
- Purchase Order Approver
- EB Pro Receiver
- R3 Receiver
- Invoice Entry Processor
- Invoice Reconciler
- P-Card Statement Reconciler
- P-Card Settlement Approver
- Inventory Planner
- Inventory Administrator

## **Required Knowledge, Skills, and Abilities:**

- Ability to access purchasing information.

## **Tools:**

- SAP—R/3 and EB Pro

## **Processes Involved In:**

- Master Data (NV0010)
- Requisitioning (NV0020)
- Sourcing (NV0030)
- Contracting (NV0040)
- Purchasing (NV0050)
- Receiving (NV0060)
- Invoicing (NV0070)
- Inventory Management (NV0080)

**Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>12</b>	

# **Flexible Real Estate**

# **Agency Flexible Real Estate Occupancy Facilities Administrator**

YDC>AGY\_FRE\_OCC\_FACIL\_ADM\_XXXX

## **Purpose/Definition:**

The Flexible Real Estate (FRE) Agency Occupancy Facilities Administrator has the ability to change architectural object data for Land, Buildings and Tower Connections.

## **Responsibilities:**

Review and maintain Land & Building Inventory and Tower Connections Architectural Objects and provide updated CAD drawings to DGS.

## **Role Mapping Rules:**

By default, the roles also contain the FRE Display

- YDC:AGY\_FRE\_DISPLAY\_XXXX
- YDC:AGY\_PM\_DISPLAY\_XXXX
- YBC:PURCHASING\_DISP\_COPA
- YBC:INVENTORY\_DISP\_COPA
- YBC:FINANCE\_DISP\_COPA
- YFC:FI\_CO\_FM\_VWR\_COPA

## **Role Conflicts:**

A position assigned this role cannot be assigned the following roles:

- N/A

## **Will only be assigned to:**

Employees assigned the Master Data Administrator or the Master Data Administrator backup role responsible for the Land & Building Inventory; DGS Bureau of Real Estate (BRE) personnel.

# Central FRE Contract Payment Processor<sup>1</sup>

YDC>CEN\_FRE\_AR\_PAY\_PROC\_0200

## Purpose/Definition:

The Central Flexible Real Estate (FRE) Contract Payment Processor has the ability to manually process FRE AR Contracts outside of the nightly scheduled payment batch program run. This process includes generating invoices to external customers and posting cost allocations between state agencies.

## Role Mapping Rules:

This role should only be assigned to positions within the Office of Comptroller Operations. By default, the role also contains the following Display roles:

- FRE Display (YDC:FRE\_DISPLAY\_\*)
- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- FI/CO/FM Viewer (YFC:FI\_CO\_FM\_VWR\_COPA)

## Responsibilities:

Manually process FRE AR Contracts when required for the following FRE contract types:

- CO01 – Rental Agreement – Out
- CO02 – Land Lease – Out
- CO03 – Easement Lease – Out
- CO04 – Joint Use Agreement
- CO05 – Agency Lease Out
- EO01 – Employee Lease – Out
- \*CX01 – Master Lease - Cost Allocation (for ALL BA including 14 and 92)

## Role Conflicts:

A position assigned this role cannot be assigned the following roles: **N/A**

## Required Knowledge, Skills, and Abilities:

Broad knowledge of maintenance management

## **Tools**

SAP—R/3

### **Microsoft Office Applications:**

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

### **Training Requirements:**

As defined by the Department

# Central FRE Adjustment Administrator<sup>1</sup>

YDC>CEN\_FRE\_ADJ\_ADMIN\_\*

## Purpose/Definition:

The Central Flexible Real Estate (FRE) Adjustment Administrator has the ability to adjust contract and rental object conditions according to the adjustment methods.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- FRE Display (YDC:FRE\_DISPLAY\_\*)
- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- FI/CO/FM Viewer (YFC:FI\_CO\_FM\_VWR\_COPA)

## Responsibilities:

Process assigned FRE Contact Adjustments for the following methods:

- Free Adjustment (residential/commercial)
  - Totally free
  - Custom
- Index Adjustment (adjustment based on index levels)
  - Cost of living
  - Subject to approval
- Service charge settlement (adjustment of advance payments and flat rates)

## Role Conflicts:

A position assigned this role cannot be assigned the following roles:

- YFC: CEN\_FI\_RVW\_ACC\_PAY\_XXXX
- YFC: CEN\_FI\_RVW\_FND\_MGT\_XXXX

## Required Knowledge, Skills, and Abilities:

Broad knowledge of maintenance management

## **Tools**

SAP—R/3

### **Microsoft Office Applications:**

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

### **Training Requirements:**

As defined by the Department

# Central FRE Contract Administrator<sup>1</sup>

YDC>CEN\_FRE\_CONTRACT\_ADM\_\*

## Purpose/Definition:

The Central Flexible Real Estate (FRE) Contract Administrator has the ability to create and change real estate contracts for COPA. When creating a real estate contract this role can add and save account code information to the contract and create and change earmarked funds documents.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- FRE Display (YDC:FRE\_DISPLAY\_\*)
- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- FI/CO/FM Viewer (YFC:FI\_CO\_FM\_VWR\_COPA)

## Responsibilities:

Creates and Change Flexible Real Estate Contracts with earmarked funds documents)

## Role Conflicts:

A position assigned this role cannot be assigned the following roles:

- YFC: CEN\_FI\_RVW\_ACC\_PAY\_XXXX
- YFC: CEN\_FI\_RVW\_FND\_MGT\_XXXX

## Required Knowledge, Skills, and Abilities:

Broad knowledge of maintenance management

## Tools

SAP—R/3

**Microsoft Office Applications:**

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

**Training Requirements:**

An employee who performs this role is must be knowledgeable in any of the below areas:

- PC and Windows User Fundamentals

# Central FRE Contract Approver<sup>1</sup>

YDC>CEN\_FRE\_CONT\_APPVR\_\*

## Purpose/Definition:

The Central Flexible Real Estate (FRE) Contract Approver has the ability to Approve/Reject/Verify and Unlock real estate contracts for COPA via work flow process.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- FRE Display (YDC:FRE\_DISPLAY\_\*)
- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- FI/CO/FM Viewer (YFC:FI\_CO\_FM\_VWR\_COPA)

## Responsibilities:

Via Work Flow Approve/Reject/Verify and Unlock FRE Agency Contracts with earmarked funds documents

## Role Conflicts:

A position assigned this role cannot be assigned the following roles:

- YFC: CEN\_FI\_RVW\_ACC\_PAY\_XXXX
- YFC: CEN\_FI\_RVW\_FND\_MGT\_XXXX

## Required Knowledge, Skills, and Abilities:

Broad knowledge of maintenance management

## Tools

SAP—R/3

**Microsoft Office Applications:**

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

**Training Requirements:**

As defined by the Department

# Central FRE Contract Payment Processor<sup>1</sup>

YDC>CEN\_FRE\_CONT\_PAY\_PROC\_\*

## Purpose/Definition:

The Central Flexible Real Estate (FRE) Contract Payment Processor has the ability to manually process FRE Contract payment outside of the nightly scheduled payment batch program run.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- FRE Display (YDC:FRE\_DISPLAY\_\*)
- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- FI/CO/FM Viewer (YFC:FI\_CO\_FM\_VWR\_COPA)

## Responsibilities:

Manually process FRE AR Contracts when required for the following FRE contract types:

- CU01 – Commercial Lease – In
- CU02 – Land Lease – In
- CU03 – Easement Lease – In
- CU04 – Stock Pile Lease – In
- CU05 – Vehicle Parking License Agreement
- EU01 – Employee Lease – In
- IU02 – MOU with Funds Commitments

## Role Conflicts:

A position assigned this role cannot be assigned the following roles: **N/A**

## Required Knowledge, Skills, and Abilities:

Broad knowledge of maintenance management

## Tools

SAP—R/3

**Microsoft Office Applications:**

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

**Training Requirements:**

As defined by the Department

# Central FRE Renewal Termination Administrator<sup>1</sup>

YDC>CEN\_FRE\_REN\_TERM\_ADM\_\*

## Purpose/Definition:

The Central Flexible Real Estate (FRE) Renewal Termination Administrator has the ability to Approve/Activate Renewals and Terminations increasing and decreasing earmarked funds FRE documents.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- FRE Display (YDC:FRE\_DISPLAY\_\*)
- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- FI/CO/FM Viewer (YFC:FI\_CO\_FM\_VWR\_COPA)

## Responsibilities:

Review and process daily, FRE Contract Renewals and Terminations.

## Role Conflicts:

A position assigned this role cannot be assigned the following roles:

- YFC: CEN\_FI\_RVW\_ACC\_PAY\_XXXX
- YFC: CEN\_FI\_RVW\_FND\_MGT\_XXXX
- YFC:CEN\_FI\_RVW\_GRNT\_XXXX

## Required Knowledge, Skills, and Abilities:

Broad knowledge of maintenance management

## Tools

SAP—R/3

**Microsoft Office Applications:**

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

**Training Requirements:**

As defined by the Department

# **FRE Agency Contract Administrator**

YDC>AGY\_FRE\_CONTRACT\_ADM\_XXXX

## **Purpose/Definition:**

The Flexible Real Estate (FRE) Agency Contract Creator has the ability to CREATE and CHANGE the following real estate contracts for their respective agency and create earmarked documents (funds commitments).

- Rental Agreement – Out
- Land Lease – Out
- Easement Lease – Out
- Joint Use Agreement
- Agency Lease - Out
- Commercial Lease – In
- Land Lease – In
- Easement Lease – In
- Stock Pile Lease – In
- Vehicle Parking License Agreement
- Employee Lease – Out
- Employee Lease - In

## **Responsibilities:**

Creates FRE Agency Contract and encumbers funds; makes changes to the funds commitment after the contract is created but prior to Comptroller's Office approval.

- Maintains FRE Agency Contracts

## **Role Mapping Rules:**

By default, the roles also contain the FRE Display

- YDC:AGY\_FRE\_DISPLAY\_XXXX
- YDC:AGY\_PM\_DISPLAY\_XXXX
- YBC:PURCHASING\_DISP\_COPA
- YBC:INVENTORY\_DISP\_COPA
- YBC:FINANCE\_DISP\_COPA
- YFC:FI\_CO\_FM\_VWR\_COPA

## **Role Conflicts:**

A position assigned this role cannot be assigned the following roles: N/A

**Generally assigned to:**

Agency staff who have lease management (Lease In or Lease Out) responsibilities in their job duties and are responsible for the agency budget.

# **FRE Agency Contract Create**

YDC>AGY\_FRE\_CONTRACT\_CRTE\_XXXX

## **Purpose/Definition:**

The Flexible Real Estate (FRE) Agency Contract Creator has the ability to CREATE (NOT CHANGE) the following real estate contracts for their respective agency; this role DOES NOT have authorization to create encumbered documents.

- Rental Agreement – Out
- Land Lease – Out
- Easement Lease – Out
- Joint Use Agreement
- Agency Lease - Out
- Commercial Lease – In
- Land Lease – In
- Easement Lease – In
- Stock Pile Lease – In
- Vehicle Parking License Agreement
- Employee Lease – Out
- Employee Lease - In

## **Responsibilities:**

Creates and completes the initial load of the Flexible Real Estate Agency Contract without encumbered documents.

## **Role Mapping Rules:**

By default, the roles also contain the FRE Display

- YDC:AGY\_FRE\_DISPLAY\_XXXX
- YDC:AGY\_PM\_DISPLAY\_XXXX
- YBC:PURCHASING\_DISP\_COPA
- YBC:INVENTORY\_DISP\_COPA
- YBC:FINANCE\_DISP\_COPA
- YFC:FI\_CO\_FM\_VWR\_COPA

## **Role Conflicts:**

A position assigned this role cannot be assigned the following roles:

- YDC:AGY\_FRE\_CONTRACT\_ADM\_XXXX

**Generally assigned to:**

Agency staff who have lease management (Lease In or Lease Out) responsibilities in their job duties and will do the initial data load for lease contracts, but do not encumber funds.

# **FRE Agency Non-Encumbered Contract Administrator**

YDC>AGY\_FRE\_NOENC\_CON\_ADM\_XXXX

## **Purpose/Definition:**

The Flexible Real Estate (FRE) Agency Contract Creator has the ability to create non-financial real estate contracts (ex. Memorandum of Understanding (MOU)) for their respective agency.

## **Responsibilities:**

Creates Flexible Real Estate Agency Contract without encumbered documents

## **Role Mapping Rules:**

By default, the roles also contain the FRE Display

- YDC:AGY\_FRE\_DISPLAY\_XXXX
- YDC:AGY\_PM\_DISPLAY\_XXXX
- YBC:PURCHASING\_DISP\_COPA
- YBC:INVENTORY\_DISP\_COPA
- YBC:FINANCE\_DISP\_COPA
- YFC:FI\_CO\_FM\_VWR\_COPA

## **Role Conflicts:**

A position assigned this role cannot be assigned the following roles: N/A

## **Generally assigned to:**

Agency staff who are responsible for the non-financial leasing agreements and do not encumber funds.

# **FRE Display**

YDC>FRE\_DISPLAY\_E

## **Purpose/Definition:**

The Flexible Real Estate (FRE) Agency Viewer has the ability to view the following real estate contracts for their respective agency with this role.

- Rental Agreement – Out
- Land Lease – Out
- Easement Lease – Out
- Joint Use Agreement
- Agency Lease - Out
- Commercial Lease – In
- Land Lease – In
- Easement Lease – In
- Stock Pile Lease – In
- Vehicle Parking License Agreement
- Employee Lease – Out
- Employee Lease - In

## **Responsibilities:**

View only

## **Role Mapping Rules:**

- PDE

## **Generally assigned to:**

Agency staff who need to only view lease contracts.

# **Related Functions**

# Works

## **Description:**

- This section of the document describes a related function that is not an SAP role.
- Works is a system that is used for the processing of P-Card payments.
- The Bureau of Office Services is responsible for working with the Office of the Budget to manage security for the use of Works and train end users.
- This security and management is expected to occur in parallel with Plant Maintenance Deployment activities.