

## SAP FUNCTIONAL ANALYST (TM/PY)

### DEFINITION

Formulates concepts for, develops, and supports the implementation and upgrade of the District's SAP Time (TM) and Payroll (PY) modules

### TYPICAL DUTIES

- Consults with technical and managerial personnel and with end-users to gather information related to functional business requirements of the District and recommends best practice information technology solutions to problems affecting time reporting and payroll business operations.
- Develops system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and maintenance of SAP TM and PY modules.
- Analyzes and/or participates in the resolution of complex, unusual, urgent or sensitive configuration or master data issues.
- Recommends technical policies and identifies opportunities for project development and suggests corrective actions to improve efficiency and business processes; and technical aspects of the SAP module.
- Develops prototype solutions to ensure they meet business requirements.
- Analyzes and identifies data integrity issues with existing and proposed systems and implements solutions.
- Manages and configures the SAP TM and PY system modules to meet District business requirements, documents configuration, and manages transport requests from the development system to the testing system and to the production system.
- Prepares and compiles functional specifications to detail reports, enhancements, interfaces, forms, and conversions to be developed for the implementation of the new system including specifications for reports from the Business Warehouse.
- Participates in the building of business plans and strategic directions by formulating standards and processes for time and payroll procedures.
- Assists in preparing business process procedures documenting redesigned business methods.
- Implements system upgrades and support packages.
- Responsible for creating, reviewing and approving transports into quality and production environments.
- Manages and guides User Acceptance testers from various business areas in order to complete high quality testing.
- Identifies and analyzes existing gaps in functionality and suggests an appropriate course of action.
- Identifies errors in programs that do not meet the functional design and provides guidance and articulates the required design changes to developers for revision.
- Designs non-standard, custom functions and operations to be utilized in TM and PY schemas and rules.
- Supports, maintains, and improves the current custom solutions on time and payroll processing including CATS user exists, bridging rules, substitutions, annualization, agency fees, short-term arrears, and retirement benefits.
- Reviews or provides guidance on materials developed by Associate Computer Application Specialist SAP employees such as business process procedure documents, test scripts, or unit and system integration testing.

Maintains communication among SAP Functional teams during requirement gathering and implementation process for integrated complex projects.

Develops training materials and provides training and coaching to end users.

Utilizes hands-on skills for maintenance activities such as work schema, holiday calendar, attendance and absence types, time types, quotas, time infotypes, time features, time and payroll integration, payroll infotypes, payroll features, wage type, arrears setting, wage type cumulations, payroll to FI/3<sup>rd</sup> party posting, tax settings, tax forms, remuneration statement, off-cycle process models, garnishments, and benefit to payroll integration.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The SAP Functional Analyst (TM/PY) serves as a consultant regarding the functional business requirements of the District's SAP Time and Payroll modules, formulates information system concepts, recommends long-range developmental plans, prepares technical specifications, and analyzes hardware and software requirements. The SAP Functional Analyst also directs the major activities involved in planning, development, and implementation of the configuration of an SAP module and may supervise and coordinate efforts of an Associate Computer Applications Specialist SAP.

An Associate Computer Applications Specialist (SAP) performs less difficult and less complex work in formulating concepts for developing and supporting the implementation and upgrade of the District's SAP modules.

Other functional analysts serve as consultants regarding the functional business requirements of the District SAP modules such as Benefits, Business Warehouse, Finance, Organizational Management, and Personnel Administration.

## SUPERVISION

General direction is typically received from a higher-level administrator, such as a Computer Application Administrator SAP or other higher level administrators. Supervision may be exercised over lower level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Theory and practice of time reporting and payroll administration

SAP configuration, design, testing, and development in SAP Time and Payroll Modules

Integration points across SAP modules including impact of changes made within modules

SAP best practices for K-12 employee lifecycle business processes

Software Testing Tools

Project Management Software capabilities

Complex interdependencies between the various SAP Modules such as Finance, Benefits, HR, Time and Payroll

Interdependencies of time types, wage types, calendars, absences configuration, quota configuration, work schedules, calendars, FI/3<sup>rd</sup> party posting, features, taxability of wages, tax reporting, process models, garnishments, and arrears settings.

### Ability to:

Identify improvements for business processes and supporting systems

Analyze functional requirements, apply governing rules and regulations, make recommended changes, and translate into best practices solutions within SAP

Determine business requirements and translate requirements for SAP implementation design into functional specifications  
Utilize software testing tools to perform unit and system integration testing  
Apply strong lateral and analytical thinking skills  
Utilize project management software to keep track of progress on projects  
Manage projects and meet stringent project deadlines  
Work effectively across functional, technical, and organization readiness teams to ensure communication and coordination of system configuration and design as well as future functionality releases  
Write and orally express difficult and complex concepts clearly and concisely  
Develop training material and job aids for end users

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a Bachelor's degree preferably in computer science, human resources management, information systems, or a related field. Additional qualifying experience in system design may be substituted for the required education on a year-to-year basis.

### Experience:

Three years of configuration, design, and implementation experience with SAP Time or Payroll Module 4.7 or higher. Experience must include implementation of at least one full SAP lifecycle. Public sector experience is preferable. Experience in the field of Payroll or Time Capture is also preferable.

## SPECIAL NOTES

Management class.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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04-29-10  
CL

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07-13-20  
PJO