

Roles for Workflow in the Employment Action App

If your job duties require for you to initiate or approve Actions in the Employment Action (EA) application, you will need to have the appropriate roles in SAP. The Employment Action application uses a software called Mendix behind the scenes to interface with the HR module in SAP. You will notice that these roles have the word “Mendix” in them.

Helpful Hint: You would need to have these roles in addition to your regular ISR roles.

You, your manager, or your HR professional would need to complete a ZSR to request the appropriate roles for you and other members on your team. Use the [ZSR instructions](#) to add roles.

If you or members of your team need access to additional organizational units, refer to the job aid [Requesting Access to Additional Org Units \(Z61\)](#).

**To initiate or approve for ALL Employment Actions, use the roles below.
(If you have the ZRHR_ISR_MENDIX_APPROVER role, access is set up based on workflow submitted to HR Shared Services.)**

Role Name	Role Description
ZRHR_ISR_MENDIX_INITIATOR	EA Initiator Role for All Action Types
ZRHR_ISR_MENDIX_APPROVER	EA Approver Role for All Action Types

To initiate for SPECIFIC Employment Actions, use the roles below.

(If you have the ZRHR_ISR_Mendix_Initiator role, you don't need to be assigned access to individual actions.)

Role Name	Role Description
ZRHR_ISR_MENDIX_INIT_BONUS	EA Initiator Role for Bonus
ZRHR_ISR_MENDIX_INIT_JHSALARY	EA Initiator Role for Salary Change
ZRHR_ISR_MENDIX_INIT_LOA	EA Initiator Role for Leave Of Absence
ZRHR_ISR_MENDIX_INIT_PARTB	EA Initiator Role for Action Type JHPARTB*
ZRHR_ISR_MENDIX_INIT_RETIRE	EA Initiator Role for Action Type Retirement
ZRHR_ISR_MENDIX_INIT_TEMPINACT	EA Initiator Role for Temp Inactive
ZRHR_ISR_MENDIX_INIT_TERM	EA Initiator Role for Termination

* Role for Part B is restricted to only those individuals who are in SOM Finance and is limited to a handful of individuals.