***Please distribute this alert to any users within your agency who are responsible for personnel administration.***

**Role Mapping for e-OPF Functionality Going Live on September 1, 2012**

* Information regarding role mapping for e-OPF functionality going live on September 1, 2012

**e-OPF Documents**

The documents below will be loaded into employee’s electronic OPF (e-OPF) beginning September 1, 2012.

* + I9 (new hires and rehires)
  + Policy Acknowledgement Summary (from new online orientation)
  + Workers’ Compensation Acknowledgement Form (from new online orientation)
  + Select documents attached to E-PARs processed on or after 9/1/12
  + Benefits forms processed by the HRSC on or after 9/1/12

**e-OPF Roles**

Four new roles have been created in SAP so that HR staff can view e-OPF documents. These roles provide access to specific e-OPF documents and have no SAP transactional access. They need to be assigned in conjunction with other SAP HR roles that provide access to PA20 or PA30.

* OPF View
* OPF Update
* OPF View Confidential
* OPF Update Confidential

**e-OPF Role Mapping Instructions**

Agency HR staff will need specific e-OPF roles assigned in order to access these documents in SAP.  Please submit an E-PAR to the HRSC mapping the roles below to the appropriate HR staff.

* OPF View
* OPF Update

**\*Please do not map “confidential” roles at this point in time.**  The HRSC will assist you in mapping these roles as part of the agency paper transition process that will begin following the pilot completion in November/December 2012.

Role definitions and mapping guidelines can be found here:

* [Official Personnel File Update (Delete)](http://oaess.state.pa.us/MasterRolesDoc/HR_Roles_Main_Page.htm#OPF_Update)
* [Official Personnel File Update with Confidential Docs (Delete)](http://oaess.state.pa.us/MasterRolesDoc/HR_Roles_Main_Page.htm#OPF_Update_Conf)
* [Official Personnel File Viewer](http://oaess.state.pa.us/MasterRolesDoc/HR_Roles_Main_Page.htm#OPF_Viewer)
* [Official Personnel File Viewer with Confidential Docs](http://oaess.state.pa.us/MasterRolesDoc/HR_Roles_Main_Page.htm#OPF_Viewer_Conf)

**Questions?**   
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.