Initiating HR Actions

Prepared by Renee Gagnier, Director
College of Agriculture and Natural
Resources
Human Resources

Initiating HR actions in the EBS HR/Payroll system

- Most HR actions are initiated in SAP, the HR/Payroll system at MSU.
- The "unit administrator" security role for the employee type (FAS, SS, TOC, etc) must be granted prior to being able to submit actions.
  - Contact the security administrator in your MAU if you do not have the unit administrator role and think you should.
- Most HR actions are initiated through the HR/Payroll Forms & Cost Distributions tile in the Actions section of the EBS portal. Choose the action from the drop-down menu.