

NEW YORK DIVISION OF MILITARY AND NAVAL AFFAIRS  
OFFICE OF BUDGET AND FINANCE  
330 OLD NISKAYUNA ROAD  
LATHAM, NY 12110-2224

FISCAL POLICY MEMORANDUM

TRANSMITTAL NO: SFS-002 A

DATE: September 18, 2012

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: AGENCY SFS ADMINISTRATIVE ROLES

**GUIDELINES:**

This Fiscal Policy Memorandum (FPM) applies to all state employees and militia members of the New York State Division of Military and Naval Affairs (DMNA) who utilize State funds, Special Revenue-Other funds or Federal funds administered through the Master Cooperative Agreements by the State. This FPM supersedes SFS-002 dated March 19, 2012.

Administrative Roles in the Statewide Financial System

This document provides a general understanding of the administrative roles within the Statewide Financial System (SFS). It has contact information for the administrators and aids end users as to when they should contact an administrator. The roles are defined in the Cross-Functional section of the SFS Role-Mapping Handbook. The administrative roles are outlined below:

1. Workflow Administrator
2. Employee Data Administrator
3. Credit Card Administrator
4. Reports Administrator
5. Training Coordinator
6. Super Users
7. Agency Security Administrator (Role Mapping)

## **Workflow Administrator (WFA)**

### Appointed WFAs:

- Thomas Halabuda      [Thomas.halbuda@us.army.mil](mailto:Thomas.halbuda@us.army.mil)      518.786.4538
- Jane Friess-Sherwood      Jane.m.sherwood@us.army.mil      518.786.4512
- Maria Gallerie      [Maria.gallerie@us.army.mil](mailto:Maria.gallerie@us.army.mil)      518.786.4962
- Kathy Phillips      [Kathleen.phillips1@us.army.mil](mailto:Kathleen.phillips1@us.army.mil)      518.786.4566

Workflow is the designated steps of approval through the financial system. Example: An employee submits a purchase request (Requisition) to his/her supervisor for approval. After the supervisor approves the request it moves to MNBF for a series of approvals.



### When should you contact the WFA?

- If there appears to be a problem with workflow in SFS
- If items appear “stuck” in workflow
- If items did not route to the next level
- If you need a temporary re-assignment of a workflow (i.e. temporary change in a supervisor)

## **Employee Data Administrator (EDA)**

### Appointed EDAs:

- William (Bill) Bennett      [Bill.bennett5@us.army.mil](mailto:Bill.bennett5@us.army.mil)      518.786.4826
- Cheril (Cheri) Ristau      Cheri.ristau@us.army.mil      518.786.4829

The Employee Data Administrator is responsible for maintaining employee data in SFS. It includes changes to the following type of data: supervisor changes, official station, department, accounting defaults, travel proxy and requester setup.

### When should you contact the EDA?

- Notify the EDA if there is a change to a supervisor
- Temporary changes expected to last longer than three weeks (sick leave, military leave, leave without pay)
- Indefinite or unknown changes in an employee’s status (e.g unexpected sick leave, suspension, etc.)

- Permanent changes to an employee's status (official station change, travel or requester functionality, employees separations)

### **Credit Card Administrator (CCA)**

#### Appointed CCAs:

- |                        |  |              |
|------------------------|--|--------------|
| • Jane Friess-Sherwood | Jane.m.sherwood@us.army.mil  | 518.786.4512 |
| • Bernadette Baumann   | <a href="mailto:bernadette.bauman@us.army.mil">bernadette.bauman@us.army.mil</a> | 518.786.4513 |

The credit card administrator coordinates, assigns and maintains credit card data for employees. The CCA assigns roles for procurement card holders, credit card reconcilers and credit card approvers in SFS. The CCA verifies that all credit card transactions are reconciled (verified) in SFS prior to the employee separation from DMNA.

#### When should you contact the CCA?

- If an employee is separating, ensure all credit charges are reconciled (verified) in SFS prior to separation
- Need to establish a new credit card (procurement or travel)
- Credit card charges are not appearing in the card reconciliation module (procurement) or my wallet (travel)

### **Reports Administrator (RA)**

#### Appointed RAs:

- |                        |  |              |
|------------------------|--|--------------|
| • Thomas Halabuda      | Thomas.halabuda@us.army.mil  | 518.786.4538 |
| • Jane Friess-Sherwood | Jane.m.sherwood@us.army.mil  | 518.786.4512 |
| • Lori Brewster        | <a href="mailto:lori.brewster1@us.army.mil">lori.brewster1@us.army.mil</a>         | 518.786.4533 |
| • Kathleen Phillips    | <a href="mailto:kathleen.phillips1@us.army.mil">kathleen.phillips1@us.army.mil</a> | 518.786.4566 |

Report Administrators have the responsibility to schedule and run reports. End users are role mapped to the Reporting and Inquiry roles in the modules they are assigned.

#### When should you contact the RA?

- If you need additional information than what is provided in the Reporting and Inquiry tab of the module you have access to
- If you need the RA to create scheduled reports for your program area
- End users and/or supervisors should contact the ASA if they cannot access the reporting and inquiry screens within their assigned modules

## **Training Coordinator**

Appointed Training Coordinator:

- Robert Schmit                      [robert.schmit@us.army.mil](mailto:robert.schmit@us.army.mil)                      518.786.4519

The training coordinator assigns training courses based on the roles the employee is assigned to. The training coordinator works with the Agency Security Administrators to ensure employees have completed training prior to be given access in the system.

### **When should you contact the Training Coordinator?**

- If you or your employees' are in need of training to use the financial system

## **Super Users**

Appointed Super Users

- Thomas Halabuda                      [Thomas.halabuda@us.army.mil](mailto:Thomas.halabuda@us.army.mil)                      518.786.4538
- Bala Dixit                                      [Balasubramanyam.dixit@us.army.mil](mailto:Balasubramanyam.dixit@us.army.mil)                      518.786.6025

Super Users are core agency financial staff with well-rounded knowledge of DMNA's business processes, and have the technical skill set necessary to help support users during the SFS implementation. They will be the operational trouble-shooters and day-to-day coaches for how to use the system once it is rolled out in the business units. Super Users will be available during and after implementation to support users who need assistance in operating the financial system to perform their business functions; to act as liaison between the users and the technical support team regarding improper application functioning; and to identify and communicate training needs to the training team.

### **When should you contact a Super User?**

- If you are having trouble with the system
- If you are not clear of the business functions within the system and need clarification
- If you experience an application error with processing a transactions

## **Agency Security Administrator (ASA)**

Appointed ASAs:

- Art Savoy                                      [Arthur.j.savoy@us.army.mil](mailto:Arthur.j.savoy@us.army.mil)                                      518.786.4403
- Kevin Ettrich                                      [kevin.ettrich@us.army.mil](mailto:kevin.ettrich@us.army.mil)                                      518.786.4834

The ASA receives and processes role assignment requests from Workflow, Employee Data and Credit Card Administrators.

When should you contact the ASA?

- If you have questions on roles or role assignments
- If you feel there is not a proper segregation of duties
- Password Issues

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