DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

RACI MATRIX

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Information

What is a RACI Matrix?

A RACI Matrix is a chart that shows who is Responsible, Accountable, Consulted, and Informed for each task.

Why use a RACI Matrix?

Having clearly defined roles also helps communicate the responsibilities of each person, from employee to manager to payroll, in knowing where their role starts and ends in ensuring accurate and timely pay.

- A RACI can help keep track of who is doing what work and when it is due during the payroll transition.
- A RACI can reduce confusion, improve communication, and keep cross-functional tasks moving forward.

When should a RACI Matrix be used?

It is helpful to use a RACI Matrix when many people need to work together to accomplish a task.

What are the best practices for completing a RACI Matrix?

- Clearly define what each person is in charge of for completing a task.
- Assign only one party to the role of responsible, accountable, consulted, or informed.
- Involve the team in the development of the RACI.
- Continuously update the RACI to reflect current practice.

How can a RACI Matrix be used to prepare for the payroll transition?

A RACI Matrix can help you understand how roles and responsibilities may shift with the new pay cycle. Consider the following steps:

- Complete a RACI for your current state processes.
- Create a future-state RACI to define who will be Responsible, Accountable, Consulted, and Informed once the new pay cycle begins.
- Compare the two RACIs to identify where roles or responsibilities change.
- Update policies, processes, and systems to support these changes.
- Communicate updates to the roles affected and ensure they receive the training they need.
- Keep the RACI current as practices evolve.

Key Terms

RACI

These letters are used to categorize a group, role, or person's responsibilities:

- **R**esponsible – They perform the task and are responsible for getting the work done. The responsible party is "doing the work."
- **A**ccountability – They have ownership of the result. They delegate work to the party responsible and have the authority to make the final decisions. The accountable party is "managing the work."
- **C**onsulted – Those whose input is sought for the task. They provide information that assists the party responsible, but they do not do the work. The consulted party is "contributing to the work."
- **I**nformed – They need to be kept in the loop about progress and decisions, but they are not responsible for doing the work. They may not have immediate input on the task but may be recipients of updates and outcomes. The informed party is "receiving updates about the work."

Group, Role, or Person

These are roles included in the Example RACI below. These are just example roles that may be involved within the time entry and approval process. Agencies will determine their own roles and responsibilities.

- **Employee** – A person hired to perform specific work or services.

- **Supervisor** – A person responsible for overseeing the day-to-day work of employee(s).
- **Timekeeper** – A person who has the permission within Workday to enter time on behalf of the employee.
- **Payroll** – The business unit or process to pay employees.
- **Human Resources (HR)** – The business unit that manages all employee-related matters.

Example RACI

The following is an example only. Agencies will determine their own roles and responsibilities.

	Employee	Timekeeper	Manager	Payroll	HR	Agency
Entering actual hours worked	R	A	I	C		
Reviewing logged hours worked for accuracy	A	R	C	I		
Auditing employee's time entry	C	R	A	I		
Approving employee's time entry	C	A	R	I		
Processing employee's time entry and submitting for employee payment	I		C	R		A
Paying employee for the time worked	I			R	C	A

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RACI Template

	Role	Role	Role	Role	Role
Task					
Task					
Task					
Task					
Task					
Task					
Task					
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