Department Security Entry

Procedure

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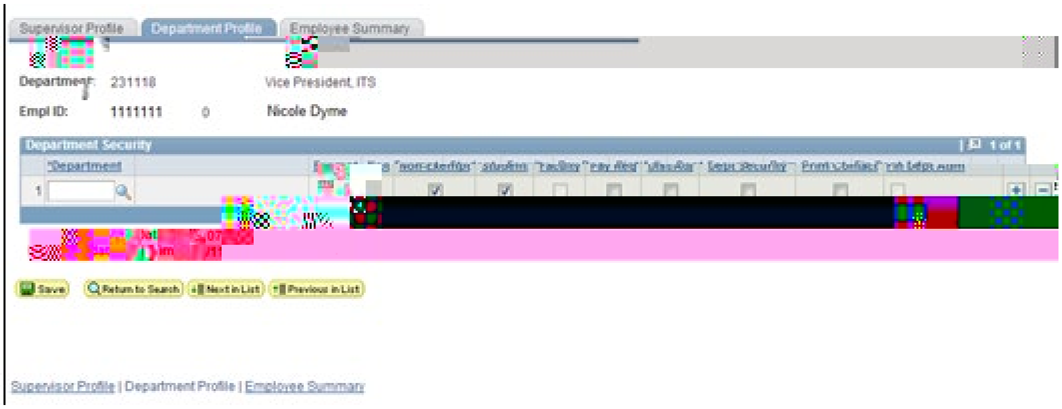
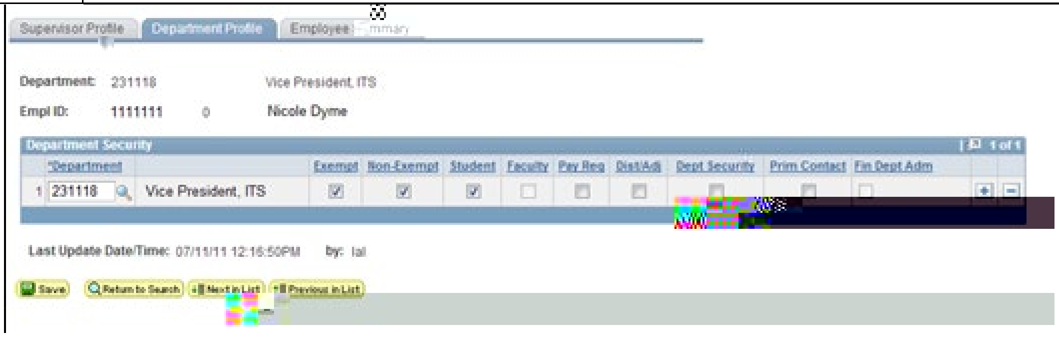
Step	Action
5.	

Step	Action
6.	The list of authorized time approvers for this employee will be displayed.
7.	The employee's immediate supervisor will appear above the list of Time Approvers. You can click the magnifying glass to the right of the Supervisor's employee ID number to view details.
8.	Click the Department Profile tab to setup security for the user.



Department: 231118 Vice President, ITS
Empl ID: 1111111 0 Nicole Dyme

Step	Action
9.	The Department Profile page appears. From this screen, you can give the selected employee access to approve time for other employees in an indicated department. Enter the department ID into the Department field or click the Department Look Up button (magnifying glass) to view a list of authorized departments.



Department: 231118 Vice President, ITS
Empl ID: 1111111 0 Nicole Dyme

	*Department		Exempt	Non-Exempt	Student	Faculty	Pay Req	Dist/Adj	Dept Security	Prim Contact	Fin Dept Adm
1	231118	Vice President, ITS	☑	☑	☑	☐	☐	☐	☐	☐	☐

Last Update Date/Time: 07/11/11 12:16:50PM by: lal

Step	Action
10.	Once the department

Department Security Roles

Exempt : Employee can approve time entries for exempt employees.

Non-Exempt : Employee can approve time entries for non-exempt employees.

Student : Employee can approve time entries for student employees.

Faculty : Employee can approve time entries for faculty employees. (Not currently used)

Pay Req: Employee can enter payment requests.

Dist/Adj : Employee can enter payment distributions and adjustments. Employee can also run Salary reports.

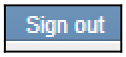
Dept Security: Employee has access to the Department Security Entry screens for the purpose of assigning supervisors and time approvers to other employees.

Prim Contact : Employee is the primary contact for the department.

Fin Dept Adm : Employee is the financial administrator for the department.

Note: There must be at least one department number entered before these roles can be assigned.

Step	Action
11.	Click the Employee Summary tab.

Step	Action
12.