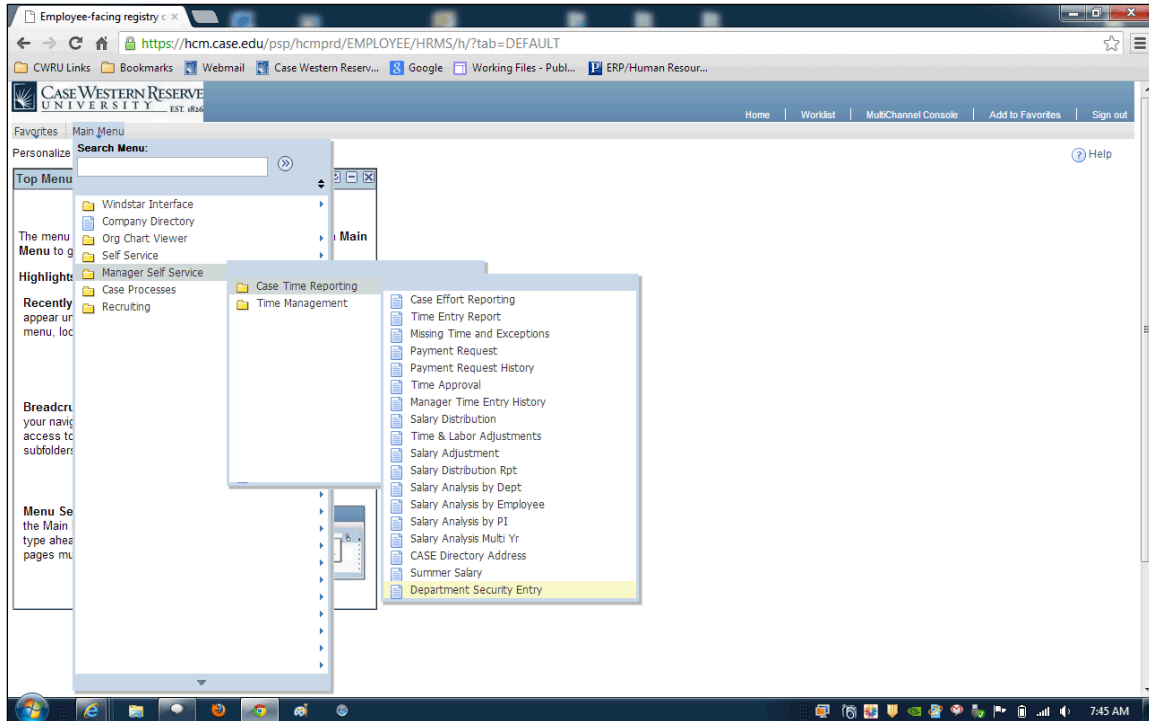
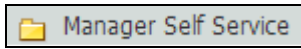
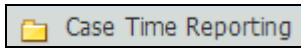
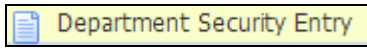


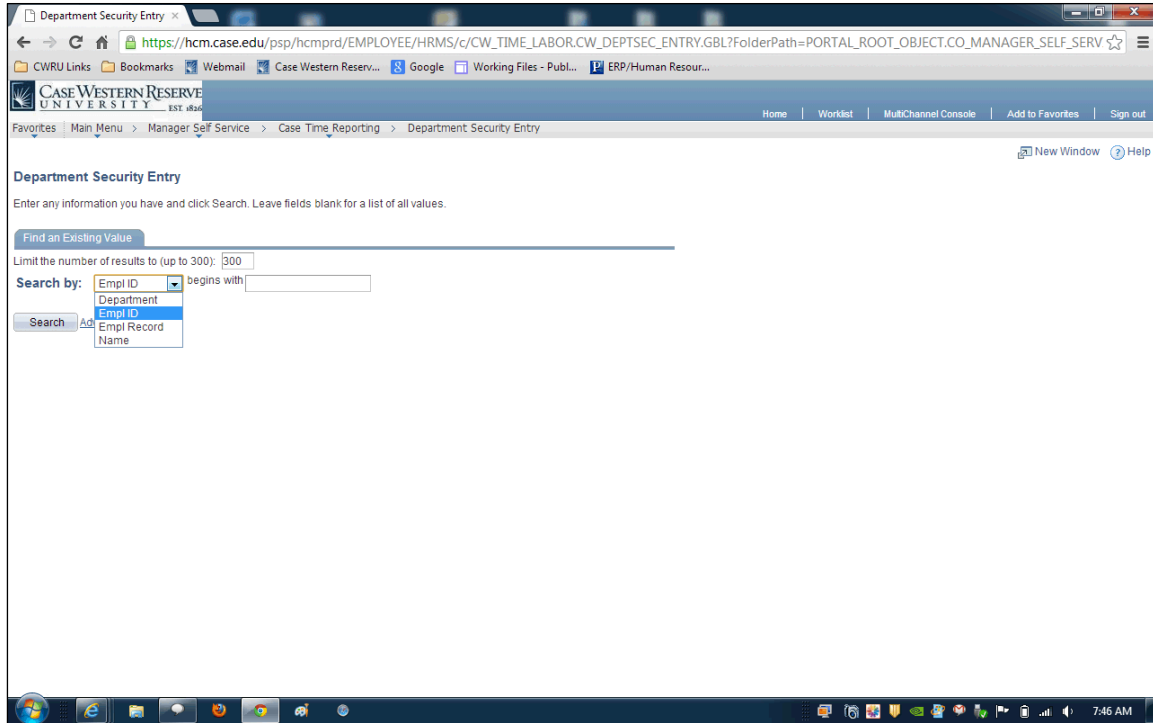
Department Security Entry

Procedure

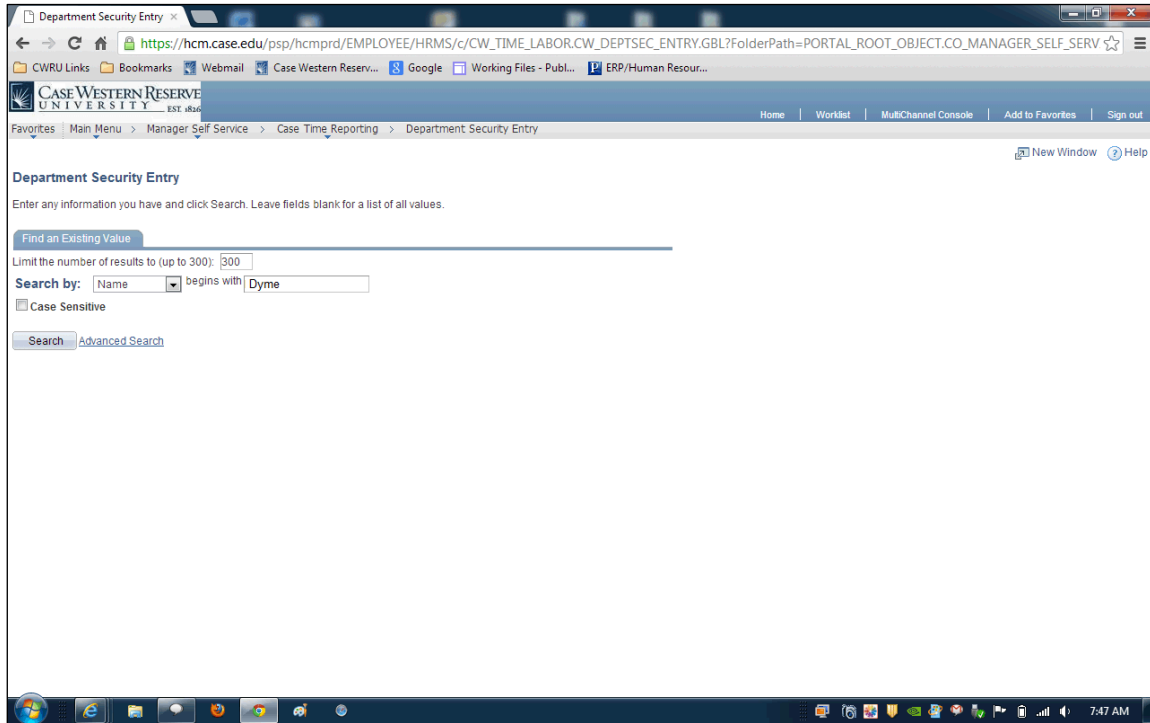
Managers can use the Department Security Entry function to view and update employee supervisors and time approvers.



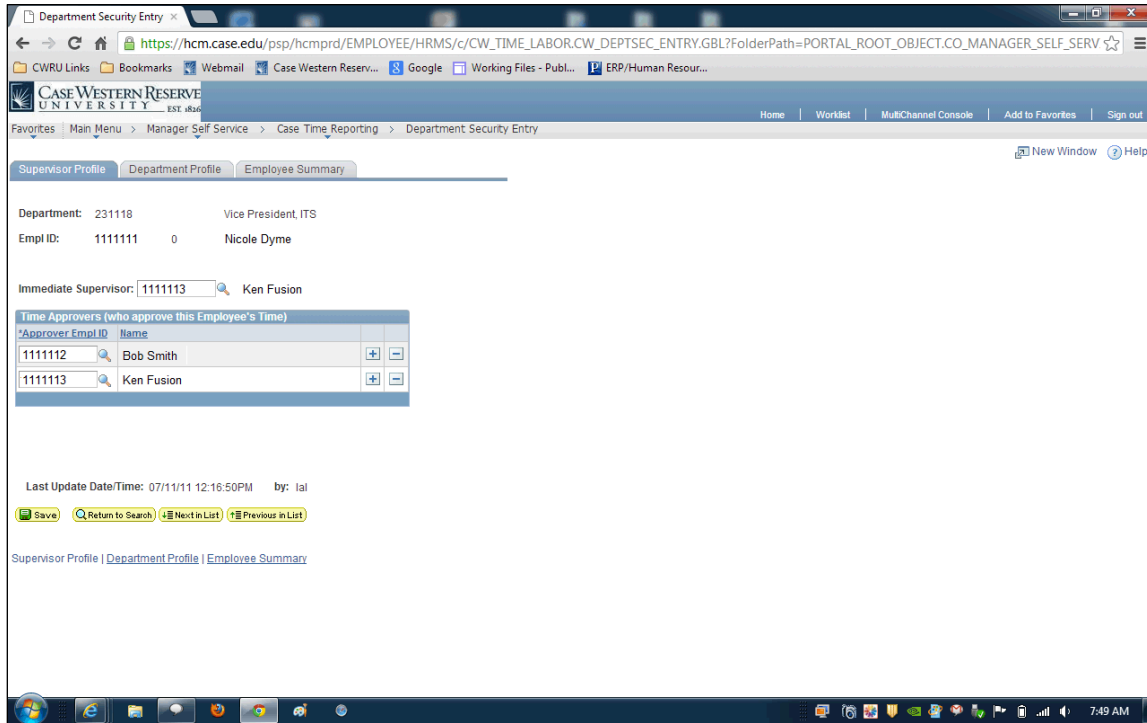
Step	Action
1.	From the HCM main menu, click the Manager Self Service link. 
2.	Click the Case Time Reporting link. 
3.	Click the Department Security Entry link. 



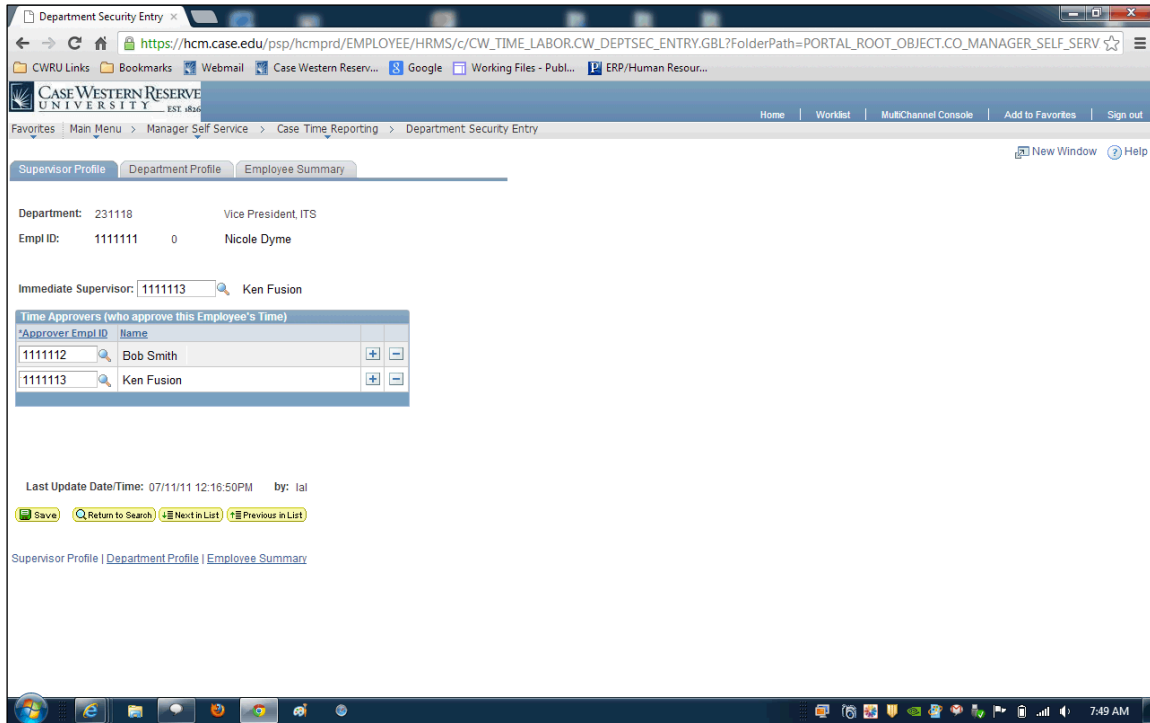
Step	Action
4.	<p>The Department Security Entry search screen appears.</p> <p>You can select an entry from the Search by drop down list and enter text into the search field. The following search types are available:</p> <ul style="list-style-type: none"> - Department - Empl ID - Empl Record - Name.



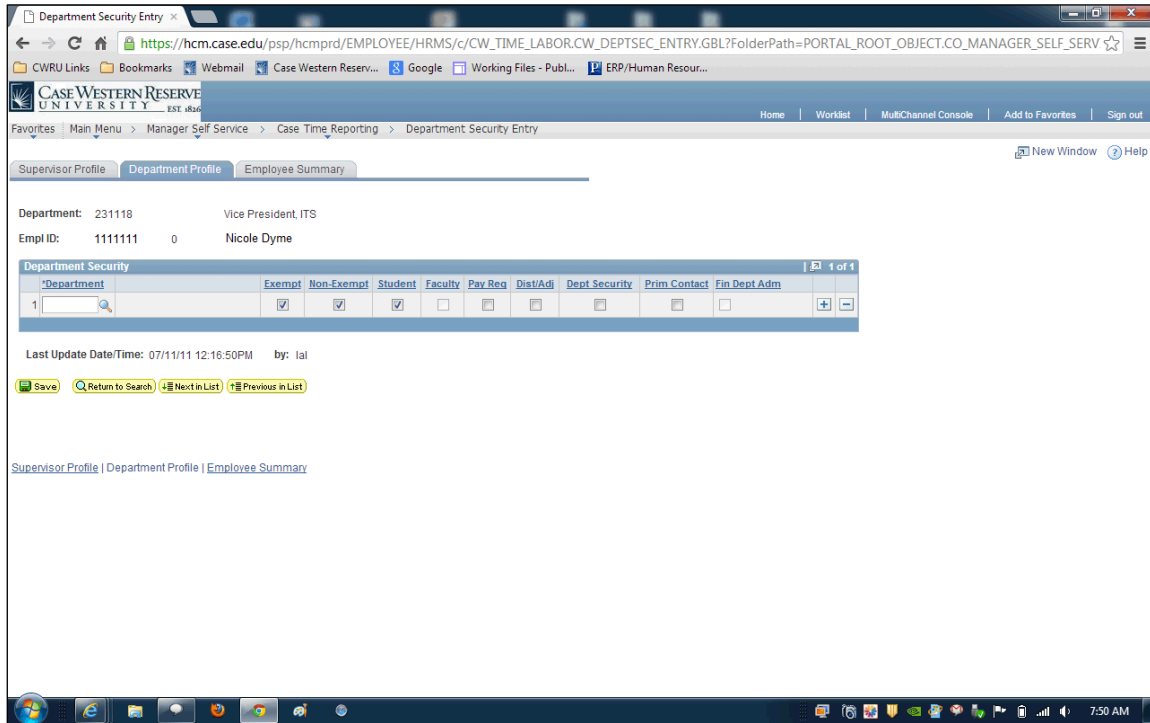
Step	Action
5.	<p>In this example, we will search by employee name.</p> <p>Enter the employee's last name in the search field and click the Search button.</p> <p>Check the Case Sensitive block if applicable.</p> <div data-bbox="370 1549 1161 1644" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Search by: Name <input type="text" value="begins with Dyme"/></p> <p><input type="checkbox"/> Case Sensitive</p> </div>

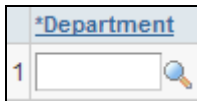


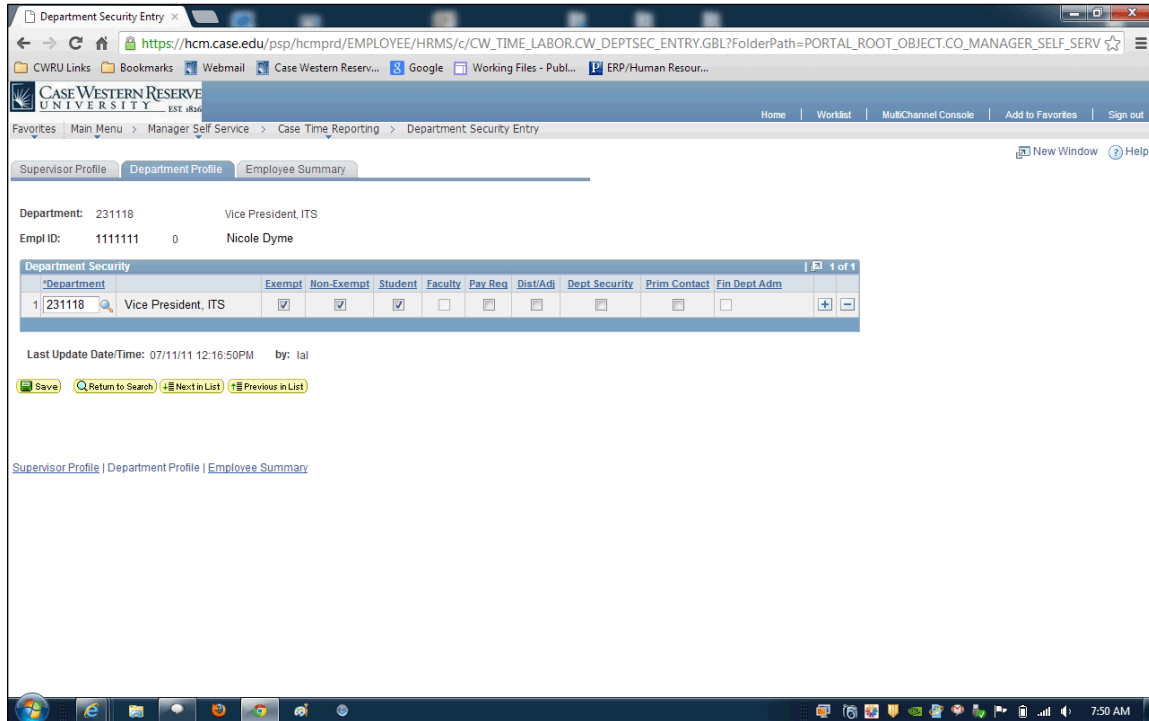
Step	Action
6.	<p>The list of authorized time approvers for this employee will be displayed.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Time Approvers (who approve this Employee's Time)</p> </div>



Step	Action
7.	<p>The employee's immediate supervisor will appear above the list of Time Approvers.</p> <p>You can click the magnifying glass to the right of the Supervisor's employee ID number to view details.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Immediate Supervisor: <input type="text" value="1111113"/> Ken Fusion</p> </div>
8.	<p>Click the Department Profile tab.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Department Profile</p> </div>



Step	Action
9.	<p>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.</p> <p>Enter the department ID into the Department field or click the Department Look Up button (magnifying glass) to view a list of authorized departments.</p> 



Step	Action
10.	<p>Once the department number has been entered, you can click the appropriate check box to designate the type of employees for which this person can approve time (assign a security role).</p> <p>In this example, the Exempt, Non-Exempt and Student check boxes are selected and the Faculty check box is not selected.</p> <p>With this configuration, the employee shown in the screen above (Nicole Dyme) will now be able to approve time for other Exempt, Non-Exempt and Student employees but will not be able to approve time for Faculty employees.</p> <p>Note: Department Security Roles are defined on the following page.</p>

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.

Pay Req: Employee can enter payment requests.

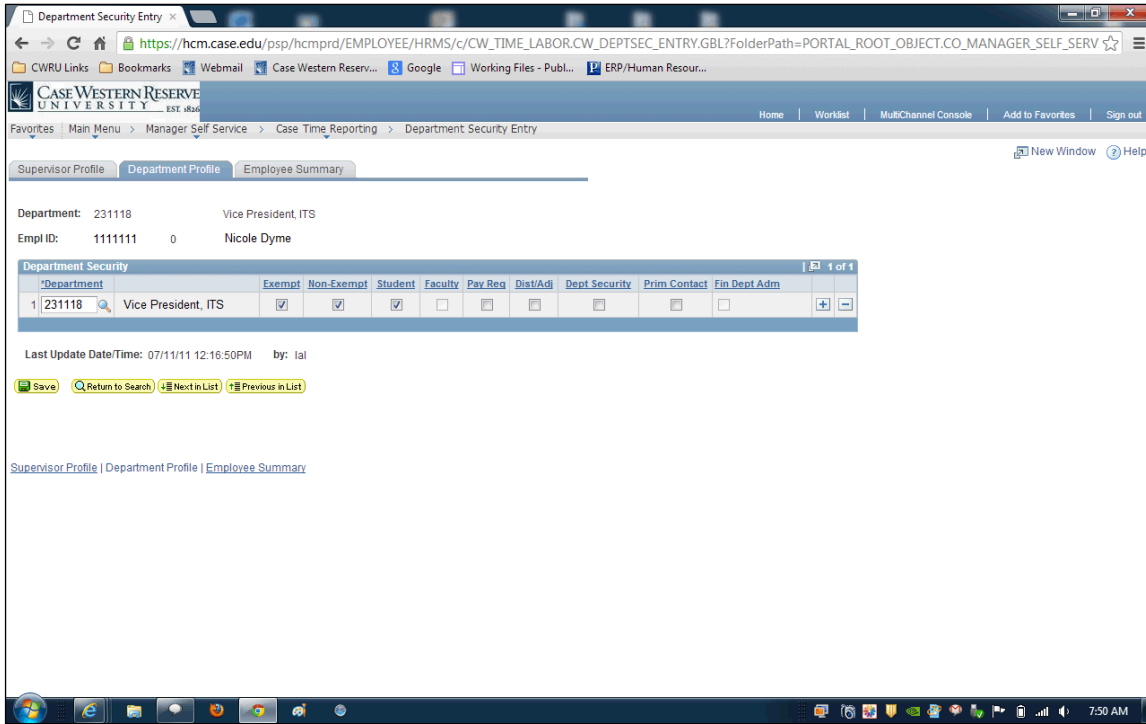
Dist/Adj: Employee can enter payment distributions and adjustments

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.

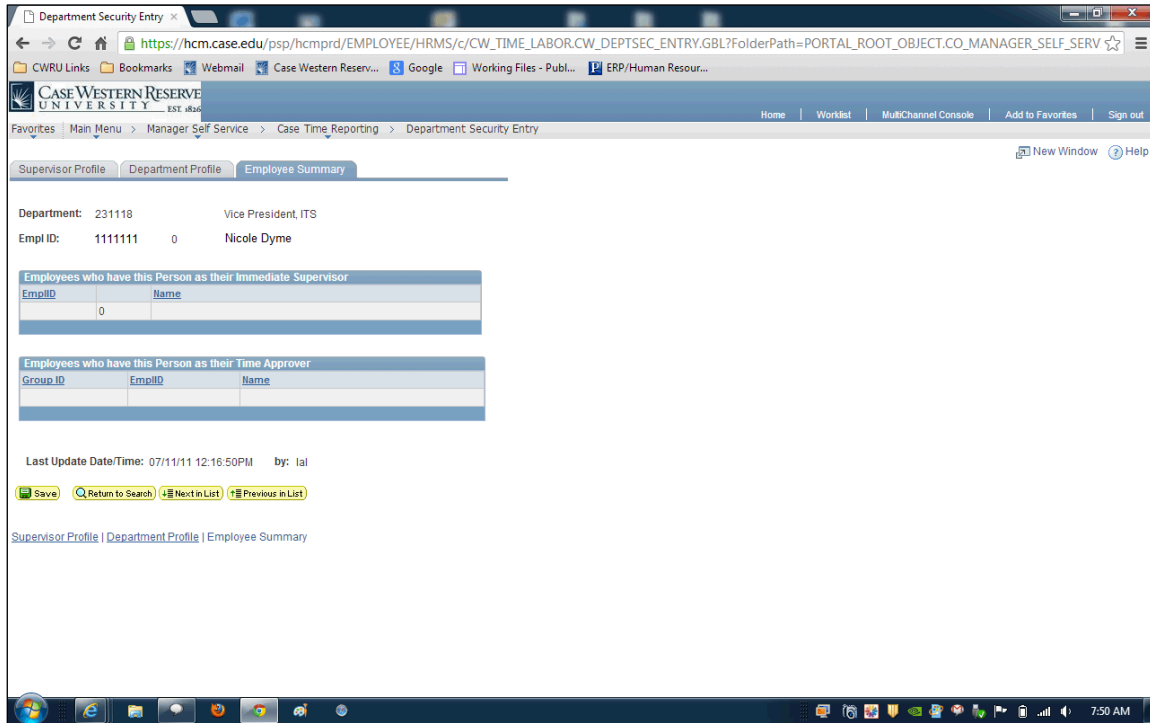
Fin Dept Adm: Employee is the financial administrator for the department.

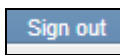
Note: There must be at least one department number entered before these roles can be assigned.



Step	Action
11.	Click the Employee Summary tab.

Employee Summary



Step	Action
12.	<p>The Employee Summary page appears. This page will list the following items:</p> <ul style="list-style-type: none"> - Employees who have this person as their Immediate Supervisor - Employees who have this Person as their Time Approver.
13.	<p>Please remember to use the Sign out link when your session is finished.</p> <div style="text-align: center;">  </div>
14.	End of Procedure.