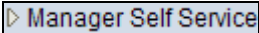



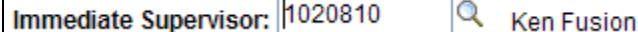
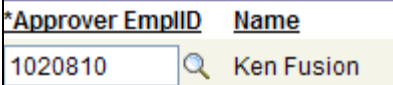



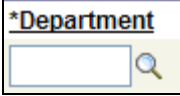
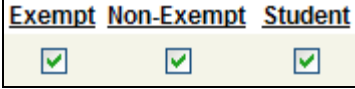
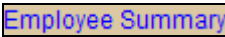


Department Security

Step	Action
1.	Click the Manager Self Service link. 
2.	Click the Department Security Entry link. 
3.	The Department Security Entry search screen appears. Click the Search button. 
4.	All employees to whom you have access as a supervisor appear in your search results. Select an employee to view by clicking the appropriate EmplID link. 
5.	The Supervisor Profile tab appears. This tab defines who the supervisor is for the selected employee. The Immediate Supervisor field contains the EmplID of the employee's supervisor. 
6.	The Time Approvers group box contains the individuals who can approve the employee's time entry. The Approver EmplID field contains the EmplID of the employee's time approver. The approver does not have to be the supervisor. 
7.	An employee can have more than one time approver. This is important in the case where a "backup" approver is needed. To add another approver to an employee, click the Add a new row button. 
8.	A new data row appears. Enter the time approver's EmplID or click the Look up EmplID button to see a list of people available in that department. 
9.	Click the Department Profile tab. 

Step	Action
10.	<p>The Department Profile tab appears. This tab is used to give the selected employee access to approve ALL employees in an indicated department.</p> <p>To grant the employee access to approve time entries for the entire department, enter the department ID into the Department field, or click the Look up Department button to see a list of authorized departments.</p> 
11.	<p>The checkbox options to the right of the Department field represent the permission levels that the employee will have once given access to approve time for the entire department.</p> 
12.	<p>Click the Employee Summary tab.</p> 
13.	<p>The Employee Summary tab appears. It displays the employees that have the selected employee as their immediate supervisor, and employees that have the selected employee as their time approver.</p>
14.	<p>This completes the process of viewing and updating the Department Security Entry screens.</p> <p>End of Procedure.</p>