Department Security Entry

Procedure

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

<table>
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<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>Select the <strong>Manager Self Service</strong> home page.</td>
</tr>
<tr>
<td>2.</td>
<td>Select the <strong>Manager Reports</strong> tile.</td>
</tr>
</tbody>
</table>
### Step 3
Select the **Department Security Entry** menu option.

### Step 4
The **Department Security Entry** search screen appears.

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:

- Department
- Empl ID
- Empl Record
- Name
5. In this example, we will search by employee name.

Enter the employee’s *last name* in the search field and click the **Search** button.

Check the **Case Sensitive** block if applicable.
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<td>6.</td>
<td>The list of authorized time approvers for this employee will be displayed.</td>
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</table>
| 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. |
Step 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.
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<td>10.</td>
<td>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).</td>
</tr>
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</table>

In this example, the **Exempt**, **Non-Exempt** and **Student check boxes are selected** and the **Faculty check box is not selected**.

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.

**Note:** Department Security Roles are defined on the following page.
**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.
### Department Security Entry

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<td>11.</td>
<td>Click the <strong>Employee Summary</strong> tab.</td>
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</table>

#### Step Action

12. The **Employee Summary** page appears. This page will list the following items:

- Employees who have this person as their Immediate Supervisor
- Employees who have this Person as their Time Approver.

13. Please remember to use the **Sign out** link when your session is finished.

14. **End of Procedure.**