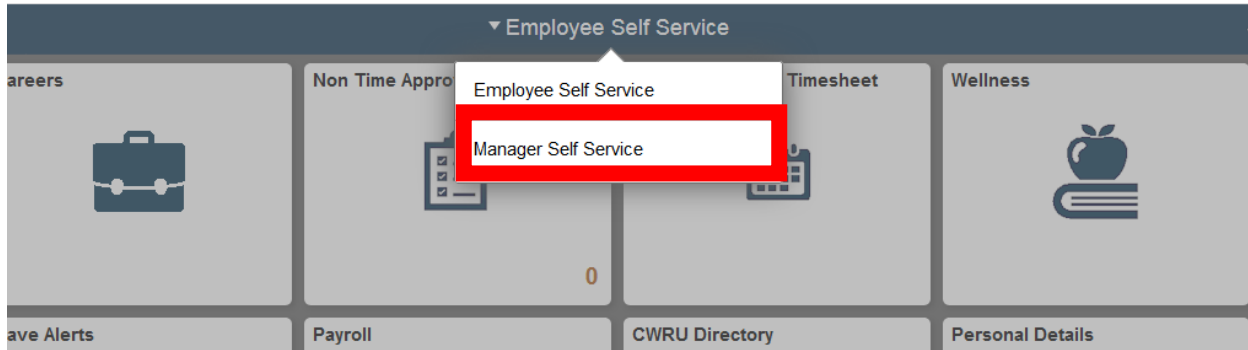


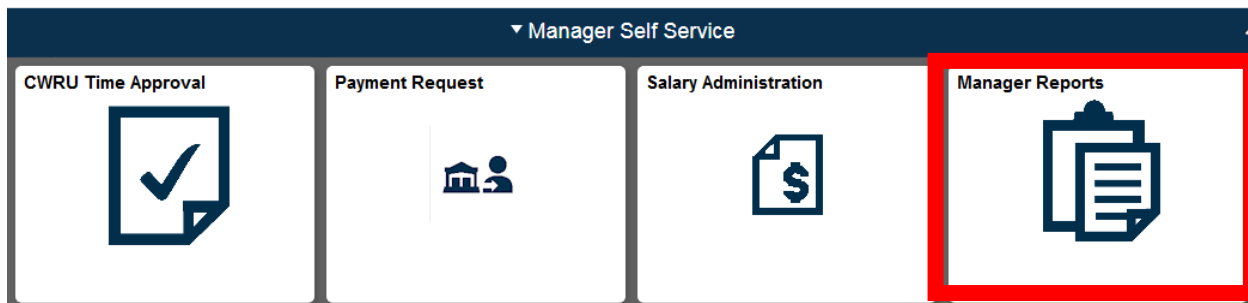
Department Security Entry

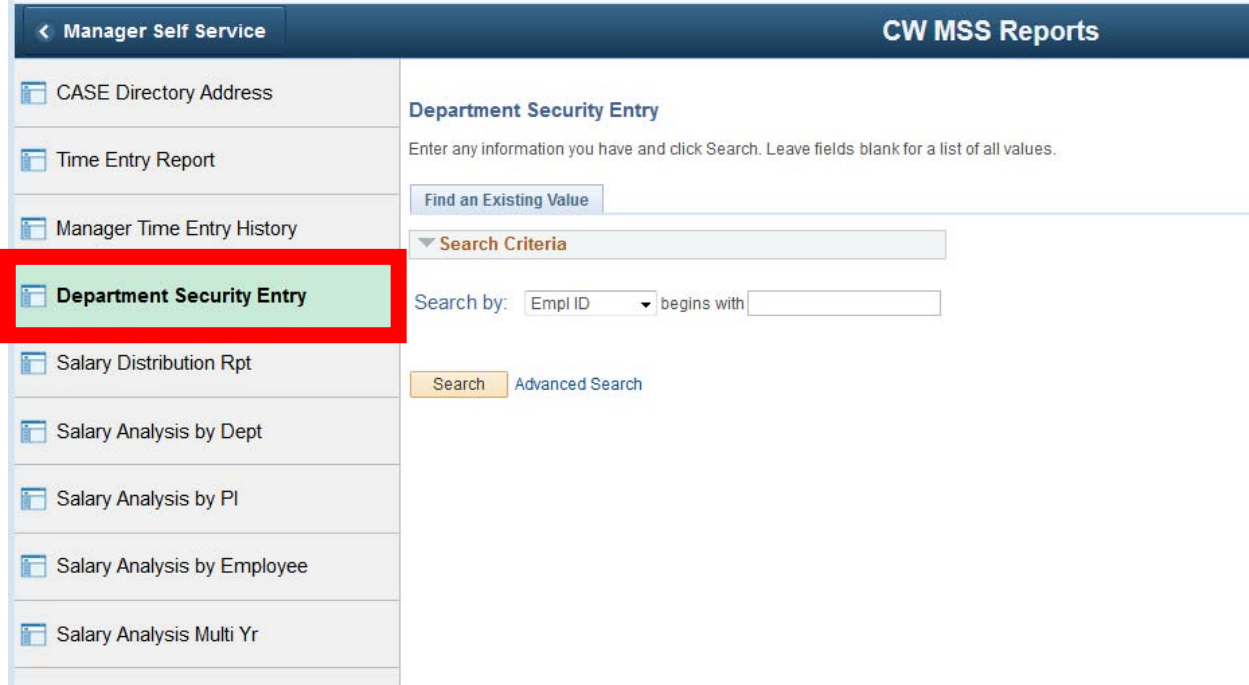
Procedure

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



Step	Action
1.	Select the Manager Self Service home page.
2.	Select the Manger Reports tile.





The screenshot shows the 'Manager Self Service' navigation bar with 'CW MSS Reports' on the right. A sidebar on the left contains several menu items, with 'Department Security Entry' highlighted in green and a red border. The main content area is titled 'Department Security Entry' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' dropdown menu. The search criteria are currently set to 'Empl ID' and 'begins with'. There are 'Search' and 'Advanced Search' buttons at the bottom of the search section.

Step	Action
3.	Select the Department Security Entry menu option.
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>

Supervisor Profile
Department Profile
Employee Summary

Department: 123456 Test Department

Empl ID: 1234567 0 Test, User

Immediate Supervisor:

Time Approvers (who approve this Employee's Time)

*Approver Empl ID	Name		
<input type="text" value="6543217"/>	Test, Approver	+	-

Last Update Date/Time: 09/21/13 7:00:14PM by: SYSTEM

Save
 Return to Search
 Next in List
 Previous in List

[Supervisor Profile](#) | [Department Profile](#) | [Employee Summary](#)

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.

Supervisor Profile | **Department Profile** | Employee Summary

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

Department	Exempt	Non-Exempt	Student	Faculty	Per Reg	Dist/Adj	Dept Security	Prim Contact	Fin Dept Adm
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#)

[Supervisor Profile](#) | [Department Profile](#) | [Employee Summary](#)

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>

Supervisor Profile | **Department Profile** | Employee Summary

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

Department	Exempt	Non-Exempt	Student	Faculty	Per Reg	Dist/Adj	Dept Security	Prim Contact	Fin Dept Adm
1 231118	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#)

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. (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.

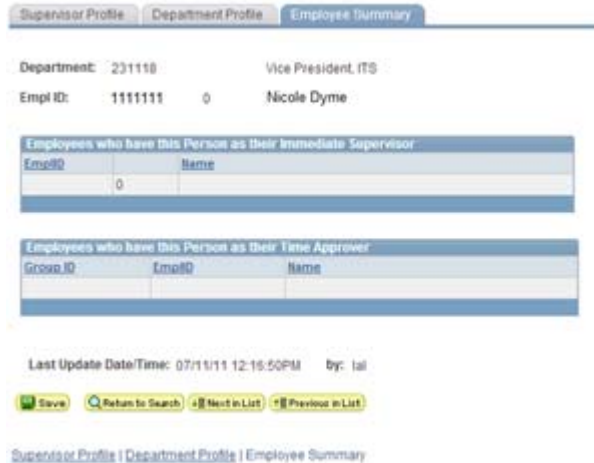
Dept Security: Employee has access to the Department Security Entry screens for the purpose of assigning supervisors and time approvers to other employees.

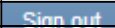
Prim Contact: Employee is the primary contact for the department.

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.	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.