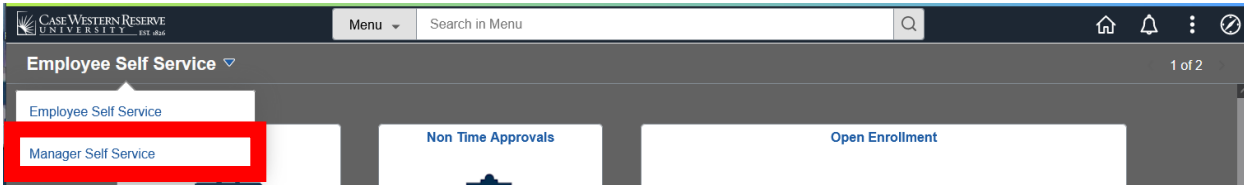


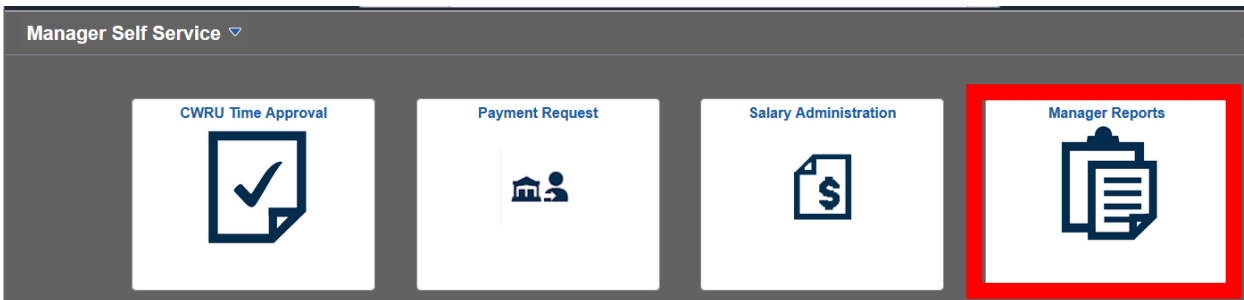
### Department Security Entry

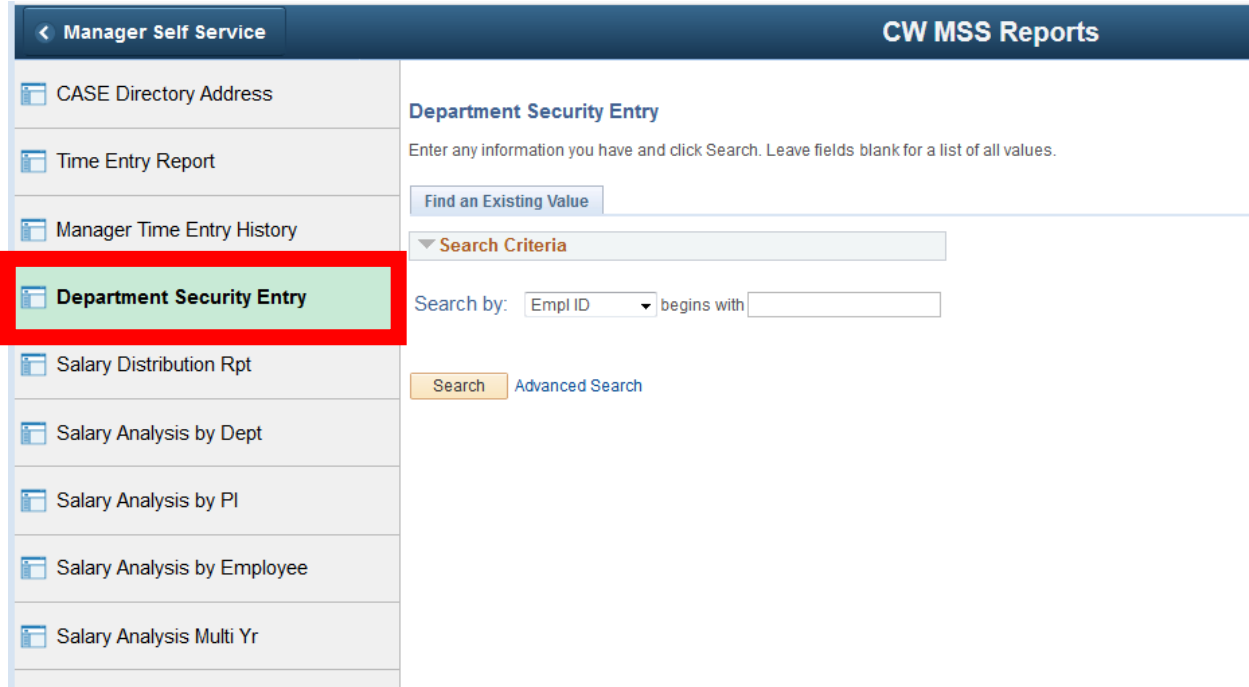
#### Procedure

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



Step	Action
1.	Select the <b>Manager Self Service</b> home page.
2.	Select the <b>Manger Reports</b> tile.





The screenshot shows the 'Manager Self Service' interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items, with 'Department Security Entry' highlighted in green and a red border. The main content area is titled 'CW MSS Reports' and 'Department Security Entry'. It includes a search instruction, a 'Find an Existing Value' button, a 'Search Criteria' dropdown, a search field with a dropdown menu set to 'Empl ID' and a 'begins with' field, and 'Search' and 'Advanced Search' buttons.

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

Step	Action
5.	<p>In this example, we will search by employee name.</p> <p>Enter the employee's <b>last name</b> in the search field and click the <b>Search</b> button.</p> <p>Check the <b>Case Sensitive</b> 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)**

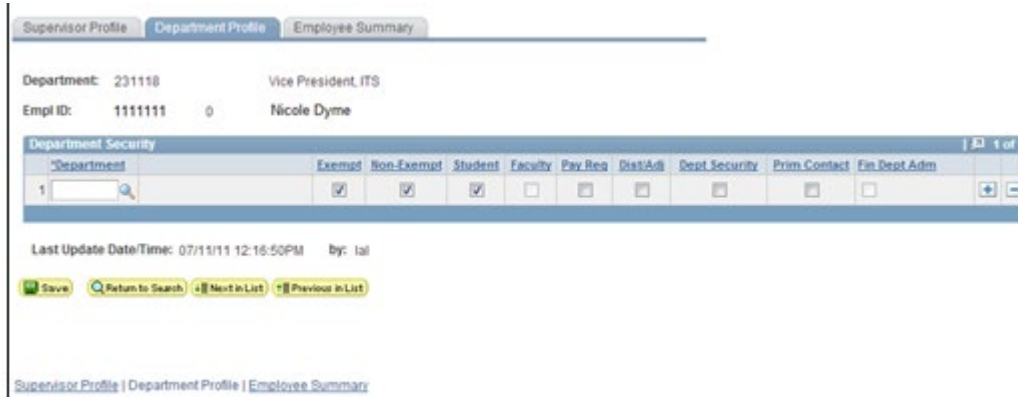
*Approver Empl ID	Name		
<input type="text" value="6543217"/>	Test, Approver	+	-

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.	<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>
8.	Click the <b>Department Profile</b> tab to setup security for the user.



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

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

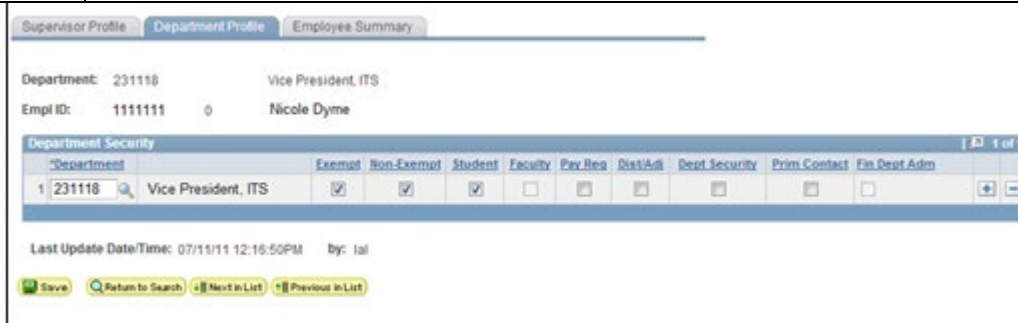
Department	Exempt	Non-Exempt	Student	Faculty	Pay Req	Dist/Adj	Dept Security	Prim Contact	Fin Dept Adm
1 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>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

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

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

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

Step	Action
9.	<p>The <b>Department Profile</b> 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 <b>Department</b> field or click the <b>Department Look Up</b> 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	Pay Req	Dist/Adj	Dept Security	Prim Contact	Fin Dept Adm
1 231118 <input type="text"/> Vice President, ITS	<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: ial

[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 <b>Exempt, Non-Exempt and Student check boxes are selected</b> and the <b>Faculty check box is not selected</b>.</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><b>Note:</b> 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.

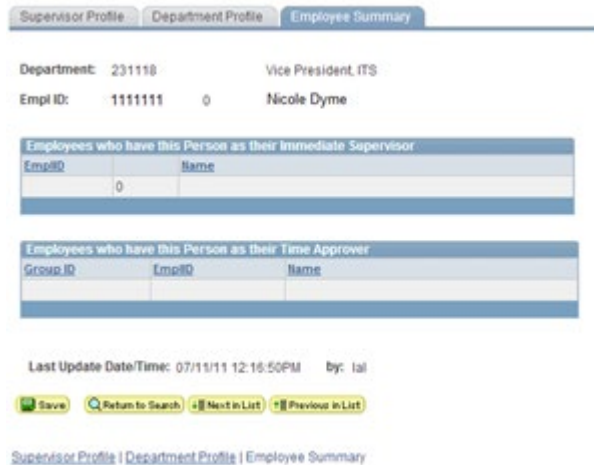
**Dept Security:** Employee has access to the Department Security Entry screens for the purpose of assigning supervisors and time approvers to other employees.


**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 <b>Employee Summary</b> tab.



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