Time and Leave Security Roles

T&L - Time & Labor Manager - For Supervisors. Review/Approve subordinate employees' timesheets and Payable Time, overtime requests, and leave requests.

Description: Manager or Supervisor with employees directly reporting to his/her position, will require Time and Labor Manager role.

System Duties:

1. Review employee reported time on time sheet.

2. Approve employee reported time on time sheet.

3. Approve employee overtime requests (pre-approval).

4. Review and assign employee schedules in the system.

5. Report or adjust time on behalf of the employee.

6. Respond to questions from program to help them resolve employee reported time exceptions.

7. Delegate responsibilities in the system to other manager/employee when unavailable to perform above tasks.

T&L - Timekeeper - Time and Labor administrative Timesheet/Overtime request auditing and handles exceptions.

Description: Timekeeper role will be assigned to designated pre-audit clerk in the program (department). Timekeeper is primarily responsible to help managers resolve employee reported time exceptions.

System Duties:

1. Resolve employee reported timesheet exceptions.

2. Coordinate with managers to address timesheet exceptions.

3. Review pending timesheet transaction reports. Follow-up with managers to approve employee reported time before timesheet deadline for payroll processing.

4. Adjust Reported Time - When required, override Task Profiles (UAC) for employee reported time transaction.

5. Adjust Reported Time – Updated reported time on timesheet for employee.

6. Manage schedules for employees.

7. Rapid Time Entry – Report time for group of employees when required.

8. Approve employee time in absence of Manager.

Time and Leave Security Roles

T&L - Leave Keeper - Absence Management administrative auditing and handles exceptions.

Description: Leave Keeper is the coordinator between the employee and the manager and responsible for timely entry and Approval of the Absences.

System Duties:

1. Coordinates timely entry and Approval of Absences.
2. "Go to Person" for any Absence related questions.

T&L - HR Administrator - For HR only. Extended absence administration (e.g. FMLA, Military Leave, Leave Share, etc.) - Requires Departmental HR Officer approval.

Description: HR Absence Admin is responsible for Administering Extended Absence, Leave Transfers and Absence Balance Adjustments, including Shared Leave.

System Duties:

1. Administering Extended Absences.
2. Leave Transfers.
3. Balance Adjustments.
4. Shared Leave Administration.

T&L - Fiscal Administrator - Fiscal administrative system data auditing.

Description: ASO/Fiscal Administrator of the division/department.

System Duties:

1. Review Time and Labor interactive reports - monthly calendar for workforce availability and schedule deviations in the division/department.
2. Review approved/pending Overtime requests for employees in the division/department.
3. Review approved/pending Payable time for employees in the division/department.

Time and Leave Security Roles

T&L - Task Profile Administrator - Add remove new labor reporting tasks and users (DHS, DBEDT, Stadium only).

Description: TL Labor Report Administrator role will be responsible to maintain project costing or Grant reporting related work breakdown structure values. E.g. Project, Project Phase, Task, Activity, Funding Source etc. These values are referred to as Labor Reporting Fields in the HIP system. This role can be assigned to administrator at Department/division level responsible to maintain valid labor reporting fields.

System Duties:

1. Maintain Labor Reporting Fields.