

# HRMS Delegation Roles

		Role Details
<b>Time Card Editor</b> (individuals who enter time for other employees on behalf of the Manager)	Role	Employee Type: Can be <b>Admin and/or Support employees</b> Delegated by the manager Has the security access to perform that role only
	Actions	Can <b>enter</b> and <b>edit</b> time cards on behalf of employees Can <b>enter</b> unpaid leave directly on a time card on behalf of non full-time (NFT) employees
	Access	<b>Cannot approve</b> time cards or paid/unpaid absences on behalf of non full-time (NFT) employees or on behalf of the Manager <b>Cannot view</b> personal employee information Executes these actions through an <b>Enhanced Employees Direct Access (EDA)</b> , and not through the Manager's view - Managers Direct Access (MDA)
<b>Time Card Editor and Approvers</b> (individuals who enter and approve time for other employees on behalf of the Manager)	Role	Employee Type: Can be an <b>Admin employee only</b> Delegated by the manager Has the security access to perform that role only
	Actions	Can <b>enter</b> and <b>edit</b> time cards on behalf of non full-time (NFT) employees Can <b>enter</b> unpaid absences directly on a time card on behalf of non full-time (NFT) employees Can <b>approve</b> time cards and absences on behalf of the Manager
	Access	<b>Cannot view</b> personal employee information Executes these actions through the <b>Managers Direct Access (MDA)</b> view
<b>Hiring Manager</b> (individuals who perform recruitment type activities on behalf of the Manager)	Role	Employee Type: Can be <b>Admin employees</b> performing recruitment-type activities for <b>full-time (FT) and non full-time (NFT) hiring</b> (Contracts) on behalf of the Manager Can be <b>Support employees</b> performing recruitment-type activities on behalf of the Manager for <b>non full-time (NFT) hiring</b> (Contracts) <b>only</b> Delegated by the manager Has the security access to perform that role only
	Actions	Can create job requisitions for full-time and non-full-time hiring; create offers for part-time contracts Can conduct employee assignment searches on existing contracts
	Access	Executes these actions through an <b>Enhanced Employees Direct Access (EDA)</b> view