

HRMS Delegation Roles

Role Details

<p style="text-align: center;">Time Card Editor (individuals who enter time for other employees on behalf of the Manager)</p>	<p style="text-align: center;">Role</p>	Employee Type: Can be Admin and/or Support employees
		Delegated by the Manager Has the security access to perform that role only
	<p style="text-align: center;">Actions</p>	Can enter and edit time cards on behalf of employees
		Can enter unpaid leave directly on a time card on behalf of non full-time (NFT) employees
	<p style="text-align: center;">Access</p>	Cannot approve time cards or paid/unpaid absences on behalf of non full-time (NFT) employees or on behalf of the Manager
		Cannot view employee personal information
Executes these actions through an Enhanced Employees dashboard view, and not through the Manager's dashboard view		
<p style="text-align: center;">Time Card Editor and Approver (individuals who enter and approve time for other employees on behalf of the Manager)</p>	<p style="text-align: center;">Role</p>	Employee Type: Can be Admin employees only
		Delegated by the Manager Has the security access to perform that role only
	<p style="text-align: center;">Actions</p>	Can enter and edit time cards on behalf of non full-time (NFT) employees
		Can enter unpaid absences directly on a time card on behalf of non full-time (NFT) employees
		Can approve time cards and absences on behalf of the Manager
	<p style="text-align: center;">Access</p>	Cannot view employee personal information
Executes these actions through the Managers Dashboard view		
<p style="text-align: center;">Hiring Manager (individuals who perform recruitment type activities on behalf of the Manager)</p>	<p style="text-align: center;">Role</p>	Employee Type: Can be Admin employees performing recruitment-type activities for full-time (FT and non full-time (NFT) recruitment (Contracts) only
		Can be Support employees performing recruitment-type activities on behalf of the Manager for non full-time (NFT) recruitment (Contracts) only
		Delegated by the Manager Has the security access to perform that role only
	<p style="text-align: center;">Actions</p>	Can create job requisitions for full-time (FT) and non full-time (NFT) hiring; create offers for part-time contracts
		Can conduct employee assignment searches on existing contracts
	<p style="text-align: center;">Access</p>	Executes these actions through an Enhanced Employees dashboard view
<p style="text-align: center;">Absence Approval (individuals who approve absences on behalf of the Manager)</p>	<p style="text-align: center;">Role</p>	Employee Type: Can be Admin employees (Manager level or up) in the same reporting line as the Manager Exceptions include Senior Deans and Executives who can delegate to their Admin/Executive Assistants
		Delegated by the Manager Has the security access to perform that role only To be used by the Manager for extended absences, leaves and/or vacations
	<p style="text-align: center;">Actions</p>	Approve absences that submitted to the Manager for approval Will not be able to enter, edit or withdraw an absence
	<p style="text-align: center;">Access</p>	Executes these actions through an Enhanced Employees dashboard view