

Employee Role (Web Clock)

- Log In with Empl ID (DE-SSO)
- Access to Web Clock
- Time Entry using Web Clock
- View Personal Time Sheet
- View Personal Schedule
- Request Time Off
- Edit Favorites (Dashboard, Timesheets, Reports, etc.)
- View Personal Calendar
- Run Employee-level reports

*Time Entry Method/ACT identified on Employee Job Record in PHRST

Employee Role (No Web Clock)

- Log In with Empl ID (DE-SSO)
- No Access to Web Clock
- Time Entry using Time Clock Device or Self Service*
- View Personal Time Sheet
- View Personal Schedule
- Request Time Off
- Edit Favorites (Dashboard, Timesheets, Reports, etc.)
- View Personal Calendar
- Run Employee-level reports

*Time Entry Method/ACT identified on Employee Job Record in PHRST

Timekeeper

- Security Role assigned Manually
- Assignment Group created using values from HR Import (Dept, Org Code, etc.) and delegated to Timekeeper
- Log In with User ID (ERP Portal) – User Only Role
- Receive Delegations
- View/Update Employee Time Sheets for employees delegated to them
- View/Update Time Sheets for a Group of employees delegated to them
- Ability to View Employee Schedules for employees delegated to them
- Ability to View Schedules for a Group of employees delegated to them
- View Employee Calendars of employees delegated to them
- Run Employee Level Reports for employees delegated to them
- Run Manager Level Reports for employees delegated to them
- View Employee level data (from PHRST import) for employees delegated to them

Org HR/Payroll Administrator

- Security Role assigned Manually
- Assignment Group created using values from HR Import (Dept, Org Code, etc.) and delegated to Org HR/Payroll Admin
- Log In with User ID (ERP Portal) – User Only Role
- Receive Delegations
- View/Update Employee Time Sheets for employees delegated to them
- View/Update Time Sheets for a Group of employees delegated to them
- Approve Employee Time Sheets for employees delegated to them
- Approve Time Sheets for a Group of employees delegated to them
- Ability to View Employee Schedules for employees delegated to them
- Ability to View Schedules for a Group of employees delegated to them
- View Employee Calendars of employees delegated to them
- Run Employee Level Reports for employees delegated to them
- Run Manager Level Reports for employees delegated to them
- View Employee level data (from PHRST import) for employees delegated to them

Supervisor/Manager

- Log In with Empl ID (DE-SSO)
- *Supervisor/Manager*
- Employee Assignment Group created automatically using Reports_To field
- Receive Delegations
- Ability to Approve Employee Time Off Requests
- View/Update Employee Time Sheets
- View/Update Time Sheets for a Group of employees
- Approve Employee Time Sheets
- Approve Time Sheets for a Group of employees
- Ability to View Employee Schedules
- Ability to View Schedules for a Group of employees
- View Employee Calendars
- Run Employee Level Reports
- Run Manager Level Reports
- View Employee level data (from PHRST import)

Please note, the security roles provides access to View/Update Employee Timesheets, Schedules etc. The ability to Read or Write Pay Codes is defined on the Pay Code Matrix.