









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
- View Employee Schedules for employees delegated to them
- 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



