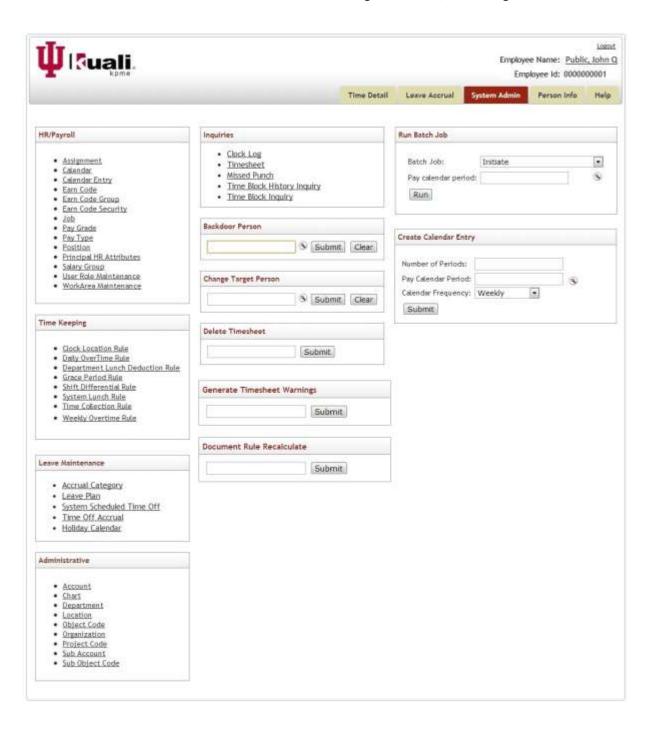
## **Kuali Time Administrator Roles and Options**

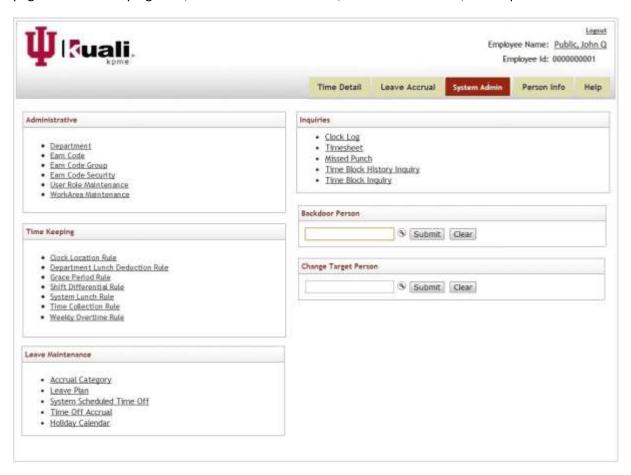
# **System Administrator Options**

As a System Administrator, when you open the *System Admin* tab you will see links to the Maintenance pages (create/edit/view mode) for Time Keeping rules, Administrative and HR/Payroll functions, and Leave Maintenance. The Inquiries section provides links to look up specific employee time blocks, historical time blocks, clock transactions, or missed punch documents. This page also provides access to run the various Batch Jobs for Kuali Time, such as initiating timesheets, or running the Time Extract.



## **Location Administrator Options**

As a Location Administrator, when you open the *System Admin* tab you will see links to the Maintenance pages for Time Keeping rules, Administrative functions, Leave Maintenance, and Inquiries.

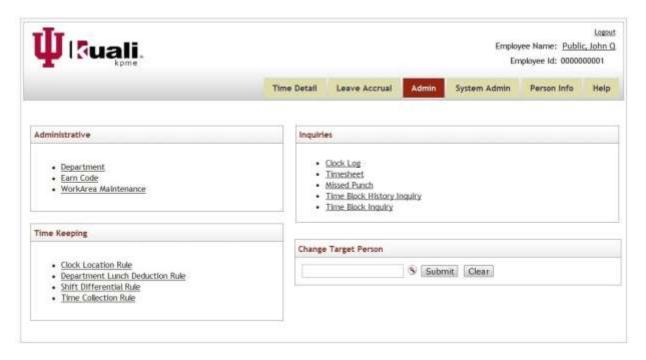


#### Use these pages to:

- maintain the Departments at your location to add or edit Time Department Administrators, Payroll Processors (and Payroll Processor delegates),
- lookup payroll Earn Codes and Earn Code Groups,
- lookup what earn codes are available on timesheets to employees, Approvers and Payroll Procs,
- create and maintain Work Areas for Departments at your location, and to add or edit Reviewers, Approvers (and Approver delegates),
- create and maintain Clock Location rules for Departments at your location,
- create and maintain Department Lunch Deduction rules for Departments at your location,
- view the Shift Differential and Time Collection rules impacting your location,
- initiate timesheets for employees at your location,
- view 'system rules" for Weekly Overtime, Grace Periods and System Lunch,
- lookup Accrual Categories, Holiday Calendar(s) and Time Off Accruals,
- lookup specific employee time blocks, historical time blocks, clock transactions, or missed punch documents,
- search for timesheets via Document Search screen,
- enter an employee's username (Principal Name) as change the target view and open their timesheet

### **Department Administrator Options**

As a Department Administrator, when you open the *Admin* tab you will see links to the Maintenance pages for Time Keeping rules, Administrative functions, and Inquiries (see illustration below).



### Use these pages to:

- lookup details for your Department
- add or edit Time Department Administrators, Payroll Processors (and Payroll Processor delegates)
- lookup payroll Earn Codes
- create and maintain Work Areas for your Department and to add or edit your timesheet Reviewers, Approvers (and Approver delegates),
- create and maintain Clock Location rules,
- create and maintain Department Lunch Deduction rules,
- lookup Shift Differential and Time Collection rules for your Department,
- lookup specific employee time blocks, historical time blocks, clock transactions, or missed punch documents,
- search for timesheets via Document Search screen,
- enter an employee's username (Principal Name) as change the target view and open their timesheet