

Timekeeper and MSS Role Matrix

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|--|--------------------|
| | add-on right |
| | has direct reports |

| Examples of CCSD Employee Positions/Roles | ESS (all tiles) | Timekeeper | | | MSS | | | | | | | | | | |
|---|-----------------|-----------------|-----------------------------|-----------------|-----------|----|-----------------|-------------------|---------|-----------------------------|-------------------|---------------------|----------------------|--------------------------|------------------------------|
| | All Tiles | Timesheet Entry | View Employee Personal Info | Request Absence | Approvals | | Timesheet Entry | Team Time/Absence | My Team | View Employee Personal Info | Position Requests | Talent Acquisitions | Budget Planning Tool | Position Control Request | Manager Self Service Reports |
| | | | | | L1 | L2 | | | | | | | | | |
| CCSD Employee | X | | | | | | | | | | | | | | |
| Principal or Director | X | | | | X | X | X | X | X | X | X | X | X | X | X |
| School Off Mngr, Admin School Secr, Admin Secr | X | | | | X | | X | X | | X | X | X | | X | X |
| School or Dept Clerical Staff - OSII, Sec II, Sec III (Scenario 1 - is currently a Time Keeper in OARS) | X | X | X | X | | | | | | | | | | | |
| School or Dept Clerical Staff - OSII, Sec II, Sec III (Scenario 2 - is NOT currently a Time Keeper in OARS) | X | | | | | | | | | | | | | | |
| Assistant Principal or Coordinator (scenario 1 - currently is an OARS approver backup) | X | | | | | X | X | X | | X | X | | | X | X |
| Assistant Principal or Coordinator (scenario 2 - is NOT currently an OARS approver backup) | X | | | | | | | | | | | | | | |
| Location managers or supervisors that have other employees reporting to them | X | | | | X | | | | | | | | | | |