

## Timekeeper and MSS Role Overview

	Timekeeper	MSS/L1 Time and Absence Reviewer	MSS/L2 Final Payroll Authorization Approver
<b>Role Description</b>	<ul style="list-style-type: none"> <li>-Enters in employee time and absences for the location(s) as needed on behalf of employee.</li> <li>-Ability to view time and absences submitted by employee.</li> <li>-Ability to view employee personal contact information.</li> <li>-Not part of approval workflow.</li> </ul>	<ul style="list-style-type: none"> <li>-Time and Absence Level 1 Reviewers.</li> <li>-Ability to approve/pushback requests from employee.</li> <li>-Ability to view time and absences submitted by employee.</li> <li>-Enters in employee time and absences for the location as needed on behalf of employee.</li> <li>-Ability to view employee personal contact information.</li> </ul>	<ul style="list-style-type: none"> <li>-Provides Time and Absence Final Authorization.</li> <li>-Ability to approve/pushback requests from employee.</li> <li>-Ability to view Time and absences submitted by employee.</li> <li>-Ability to enter in employee Time and absences for the location as needed on behalf of employee.</li> <li>-Ability to view employee personal contact information.</li> </ul>
<b>Dashboards</b>	Employee Self Service; Time Keeper Portal	Employee Self Service; Manager Self Service	Employee Self Service; Manager Self Service
<b>Peoplesoft Tiles</b>	Timesheet Entry Request Absence View Employee Personal Info	Approvals Timesheet Entry Team Time/Absence My Team (Functions for 'Report To' ONLY) View Employee Personal Info Position Requests Talent Acquisitions Position Control Requests Manager Self Service Reports	Approvals Timesheet Entry Team Time/Absence My Team (Functions for 'Report To' Only) View Employee Personal Info Position Requests Talent Acquisitions Budget Planning Tool (Principals) Position Control Requests Manager Self Service Reports
<b>Data Conversion</b>	All current OARS Time Entry Users	Schools: Office Managers & Admin School Secretaries Departments: Pre-defined users	All current OARS Approvers
<b>Auto-provisioning</b>	Not Applicable	Schools: Office Managers; Admin School Secretaries; Anyone that has staff that "Report To" them (currently Principal). Departments: Anyone that has staff that "Report To" them (based on org structure)	Schools: Principals Departments: Not Applicable
<b>Add-on Rights</b>	Clerical Staff as requested from Principal/Dept. Head	Clerical staff; Support staff managers/supervisors; Assistant Principals; Non-department head administrators. Generally 2 Level 1 Reviewers per location Must be requested from Principal/Dept. Head	Administrators only. Principals/Dept. Heads can designate additional Level 2 Approvers for the entire location as needed.