

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.

The screenshot displays the Kuali Time Administrator web interface. At the top left is the Kuali logo. The top right shows the user's name, "Employee Name: Public, John Q", and "Employee Id: 000000001", with a "Logout" link. A navigation bar contains tabs for "Time Detail", "Leave Accrual", "System Admin" (which is highlighted in red), "Person Info", and "Help".

The main content area is divided into several sections:

- HR/Payroll:** A list of links including Assignment, Calendar, Calendar Entry, Earn Code, Earn Code Group, Earn Code Security, Job, Pay Grade, Pay Type, Position, Principal HR Attributes, Salary Group, User Role Maintenance, and WorkArea Maintenance.
- Time Keeping:** A list of links including Clock Location Rule, Daily OverTime Rule, Department Lunch Deduction Rule, Grace Period Rule, Shift Differential Rule, System Lunch Rule, Time Collection Rule, and Weekly Overtime Rule.
- Leave Maintenance:** A list of links including Accrual Category, Leave Plan, System Scheduled Time Off, Time Off Accrual, and Holiday Calendar.
- Administrative:** A list of links including Account, Chart, Department, Location, Object Code, Organization, Project Code, Sub Account, and Sub Object Code.
- Inquiries:** A list of links including Clock Log, Timesheet, Missed Punch, Time Block History Inquiry, and Time Block Inquiry.
- Backdoor Person:** A form with a text input field, a search icon, and "Submit" and "Clear" buttons.
- Change Target Person:** A form with a text input field, a search icon, and "Submit" and "Clear" buttons.
- Delete Timesheet:** A form with a text input field and a "Submit" button.
- Generate Timesheet Warnings:** A form with a text input field and a "Submit" button.
- Document Rule Recalculate:** A form with a text input field and a "Submit" button.
- Run Batch Job:** A form with a "Batch Job:" dropdown menu (set to "Initiate"), a "Pay calendar period:" text input field with a search icon, and a "Run" button.
- Create Calendar Entry:** A form with "Number of Periods:" and "Pay Calendar Period:" text input fields with search icons, a "Calendar Frequency:" dropdown menu (set to "Weekly"), and a "Submit" button.

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.

The screenshot shows the 'System Admin' tab selected in the top navigation bar. The page is divided into several sections:

- Administrative:** A list of links including Department, Earn Code, Earn Code Group, Earn Code Security, User Role Maintenance, and WorkArea Maintenance.
- Time Keeping:** A list of links including Clock Location Rule, Department Lunch Deduction Rule, Grace Period Rule, Shift Differential Rule, System Lunch Rule, Time Collection Rule, and Weekly Overtime Rule.
- Leave Maintenance:** A list of links including Accrual Category, Leave Plan, System Scheduled Time Off, Time Off Accrual, and Holiday Calendar.
- Inquiries:** A list of links including Clock Log, Timesheet, Missed Punch, Time Block History Inquiry, and Time Block Inquiry.
- Backdoor Person:** A search field with a dropdown arrow, a 'Submit' button, and a 'Clear' button.
- Change Target Person:** A search field with a dropdown arrow, a 'Submit' button, and a 'Clear' button.

The top right corner shows the user's name 'Public, John Q' and Employee ID '000000001'. The top left corner features the Kuali logo.

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).

The screenshot shows the Kuali HR system interface. At the top left is the Kuali logo. At the top right, it displays 'Logout', 'Employee Name: Public, John Q', and 'Employee Id: 000000001'. Below this is a navigation bar with tabs: 'Time Detail', 'Leave Accrual', 'Admin' (highlighted in red), 'System Admin', 'Person Info', and 'Help'. The main content area is divided into four sections:

- Administrative:** Contains links for Department, Earn Code, and WorkArea Maintenance.
- Inquiries:** Contains links for Clock Log, Timesheet, Missed Punch, Time Block History Inquiry, and Time Block Inquiry.
- Time Keeping:** Contains links for Clock Location Rule, Department Lunch Deduction Rule, Shift Differential Rule, and Time Collection Rule.
- Change Target Person:** A form with a text input field, a search icon, and 'Submit' and 'Clear' buttons.

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