



**Timekeeping Role Validation Planning Tool**

**Description:** This role based tool is designed to help you determine the individuals to be assigned to the SPS Timekeeping Role based on job function. The **SPS Timekeeping Role** column displays roles that must be assigned in Workday for Timekeeping. The **SPS Timekeeping Role Key Tasks** column describes the key actions that the SPS Timekeeping role can perform in Workday. The **Similar Timekeeping Roles Today** column describes the current process or task that might be performed today.

*Note: This information is as of 8/23/16 and is subject to change as project implementation evolves.*

SPS Timekeeping Role	SPS Timekeeping Role Key Tasks	Similar Timekeeping Roles Today
Timekeeper	<ul style="list-style-type: none"> <li>• Enter time for another employee</li> <li>• Approve time in lieu of the supervisor</li> <li>• View reported, calculated, and adjusted time</li> <li>• Enter intermittent time off</li> <li>• Request continuous time off</li> <li>• Approve time off in lieu of the supervisor</li> <li>• Request and view leave of absence; cannot approve leave of absence requests</li> <li>• Override and adjust leave balances</li> <li>• View time off balances, leave balances, carryover balances</li> <li>• View the Gross Payroll amount with calculations</li> <li>• View the Organization assignments</li> <li>• View personal information: <i>job profile, time off service date, FTE%, scheduled hours, worker history, compensation, compensation changes and allowances</i></li> </ul>	<p>These are the individuals in your agency today who may answer questions about timesheets, adjust time, adjust leave balances, and/or process time. These individuals may also enter information into the ETR/PTR.</p> <p><b>NOTE:</b> if an individual processes timesheets and also enters information in the ETR/PTR, then the person may need both the <b>Timekeeper</b> role and the <b>Payroll Partner</b> role in Workday. See Payroll Partner role description in this table.</p> <p>If an individual is assigned as a <b>Timekeeper</b>, they cannot be assigned as a <b>Timekeeper Approver</b>.</p>



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SPS Timekeeping Role	SPS Timekeeping Role Key Tasks	Similar Timekeeping Roles Today
<b>Timekeeper Approver (NEW ROLE)</b>	<ul style="list-style-type: none"> <li>View and approve time for an employee when time is entered by the Timekeeper</li> <li>Approve one time payments for an employee</li> <li>View time off balances, time off balances by period, carryover balances, and view balances by an employee</li> </ul>	<p>These are the individuals in your agency today who perform the <u>final</u> timekeeping approval or the ETR/PTR approval. These may also be the individuals who release and approve the payroll.</p> <p><b>NOTE:</b> In Workday, the <b>Timekeeper Approver</b> will be responsible for approving actions that are initiated by the <b>Timekeeper</b> and/or the <b>Payroll Partner</b>. See role description for a list of action these roles may perform. Each agency must assign at least 1 Timekeeper Approver. You may have more than one.</p> <p>If an individual is assigned as a <b>Timekeeper Approver</b>, they cannot be assigned as a <b>Timekeeper</b> or a <b>Payroll Partner</b>.</p>
<b>Payroll Partner</b>	<ul style="list-style-type: none"> <li>View time for an employee</li> <li>Request one-time payment for an employee</li> <li>Enter a payroll input for an employee</li> <li>View leaves and time-offs for an employee</li> <li>View calculated and adjusted time for an employee</li> <li>View Gross Payroll results for an employee</li> <li>View compensation changes including, Reclass and acting capacity allowance for an employee</li> <li>Run reports for Absence, Time Tracking, and Gross Payroll for their Agency</li> </ul>	<p>These are the individuals in your agency today who calculate overtime or retroactive pay today. These may also be the individuals who enter Below The Line entries in the ETR/PTR.</p> <p><b>NOTE:</b> if an individual processes timesheets and also enters information in the ETR/PTR, then the person may need both the <b>Timekeeper</b> role and the <b>Payroll Partner</b> role in Workday. See <b>Timekeeper</b> role description in this table.</p> <p>If an individual is assigned as a <b>Payroll Partner</b>, they cannot be assigned as a <b>Timekeeper Approver</b>.</p>



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<b>Budget and Finance Partner</b>	<ul style="list-style-type: none"> <li>• View time for an employee</li> <li>• Approve one-time payment for an employee</li> <li>• View leaves and time-offs for an employee</li> <li>• View calculated and adjusted time for an employee</li> <li>• View Gross Payroll results for an employee</li> <li>• View compensation changes including, Reclass and acting capacity allowance for an employee</li> <li>• Run reports for Absence, timekeeping, and Gross Payroll for their Agency</li> </ul>	<p>This should be the same individual(s) who monitor and review spending, manage your budget and expenditures, etc. and who currently approves HR business process that require budget and finance approval in Workday. They may have added business processes as a result of the Timekeeping implementation, such as approving one-time payment and viewing leave payout reports, timekeeping, and gross payroll activities.</p>
<b>HR Partner</b>	<ul style="list-style-type: none"> <li>• Request leave of absence for an employee <u>in lieu of the HR Coordinator</u></li> <li>• Approve the leave of absence for an employee <u>in lieu of the HR Coordinator</u></li> <li>• View requested leaves of absence and time-offs for an employee</li> <li>• Process HR transactions such as:               <ul style="list-style-type: none"> <li>• Reclass</li> <li>• Acting Capacity</li> <li>• Adjust scheduled weekly hours</li> <li>• Allow Employee to work compressed schedules</li> <li>• Allowances</li> <li>• Organization Assignments</li> </ul> </li> <li>• View time off balances, time off balances by period, carryover balances, and view balance for an employee</li> <li>• View Gross Payroll calculation for employee</li> </ul>	<p>This should be the same individual(s) who provide overall agency HR Administration, including review and approval of personnel transactions in Workday today. They may have added business processes as a result of the Timekeeping implementation, such as Requests for Leave of Absence.</p>



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<b>HR Coordinator</b>	<ul style="list-style-type: none"> <li>• Request leave of absence for an employee</li> <li>• Approve the leave of absence for an employee</li> <li>• View requested leaves and time-offs for an employee</li> <li>• Process HR transactions such as:               <ul style="list-style-type: none"> <li>• Reclass</li> <li>• Acting Capacity</li> <li>• Adjust scheduled weekly hours</li> <li>• Allow Employee to work compressed schedules</li> <li>• Allowances</li> <li>• Organization Assignments</li> </ul> </li> <li>• View time off balances, time off balances by period, carryover balances, and view balance for an employee</li> <li>• View Gross Payroll calculation for employee</li> </ul>	<p>This should be the same individual(s) who initiate agency personnel transactions, views employee and position data as of today. They will have added business processes as a result of the timekeeping implementation such as Requests for Leave of Absence and allowances.</p>
<b>Appointing Authority</b>	<ul style="list-style-type: none"> <li>• View time for an employee</li> <li>• View leave of absence and time-offs</li> <li>• View calculated and adjusted time</li> <li>• View time-off balances, time-off balances by period carryover balances, and view balance for an employee</li> <li>• Approve leave of absence requests; time off in lieu of the HR Coordinator and HR partner based on their sup org assignment</li> </ul>	<p>This should be the same individual(s) who review and approve personnel transactions as of today. They may have added business processes as a result of the Timekeeping implementation such as Leave of Absence approval.</p>