

## Changing Security Roles in UltiPro

**Overview:** The security role determines an employee’s level of access in UltiPro. The Employee role is the most basic level of access and can be granted by the Employee Administrator. However, to grant the Timekeeper, Manager or Employee Administrator roles, the Employee Administrator can alter the security role, but they must also create a ticket with the Service Desk in order for the UltiPro team to complete the remainder of the access request.

### Role Definitions:

- The **Employee** role allows an employee to view their own personal details, pay information and paid time off balances. It also grants the employee the ability to request paid time off using the calendar feature. Note: the employee role does **not** allow a person to view their own time sheet.
- The **Timekeeper** role allows all that the **Employee** role provides as well as the ability to view and edit the time sheets of a specific manager’s team.
- The **Manager** role allows all that the **Employee** role provides as well as the ability to view team members’ employee records and edit and approve each of their time sheets.
- The **Employee Administrator** role focuses on functions relating to the management of employee records. This can include adding or terminating employees and modifying employee personal and job-related details. Employee Administrator access does **not** grant access to employee time sheets in Time & Attendance.

<i>Role Required</i>	<i>Security Setting</i>	<i>Service Desk Ticket Required to Finalize Role Setup?</i>
Employee	Employee	No
Timekeeper	Timekeeper	Yes
Manager	Supervisor	Yes
Employee Administrator	N/A	Yes

### Role Change Steps:

1. Click **Menu**, then select **My Employees** from the **Administration** tab.

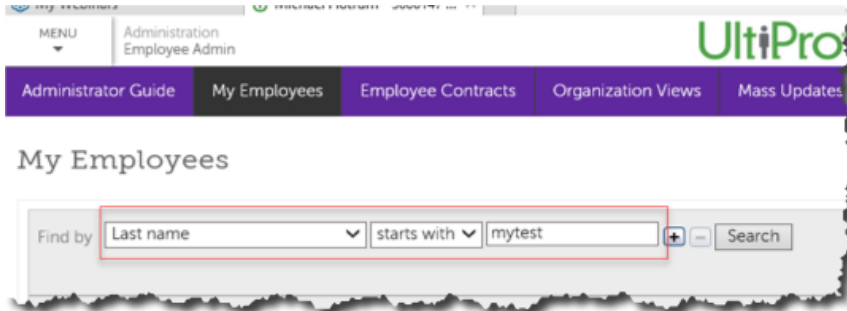




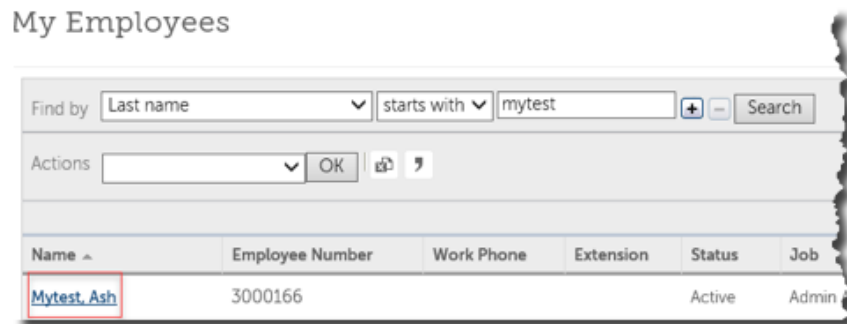
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2. Locate the employee name by using the criteria listed in the **Find by** drop down list then click **Search**.



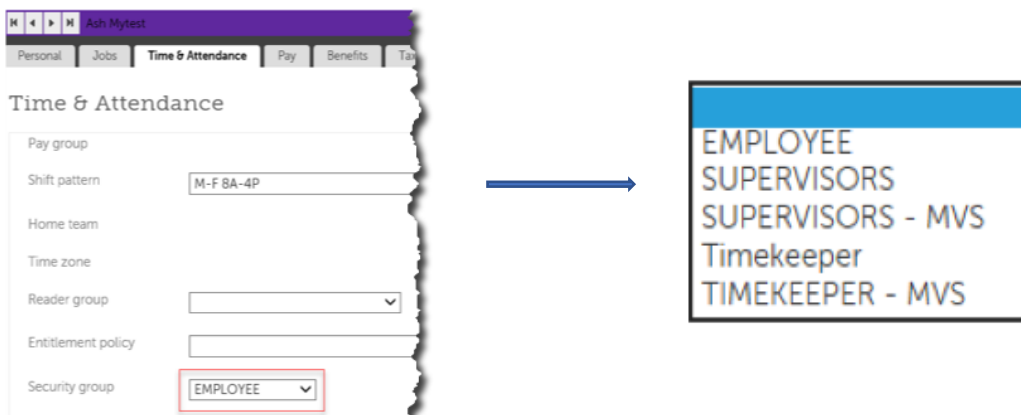
3. From the resulting list, click the employee name to open the record.



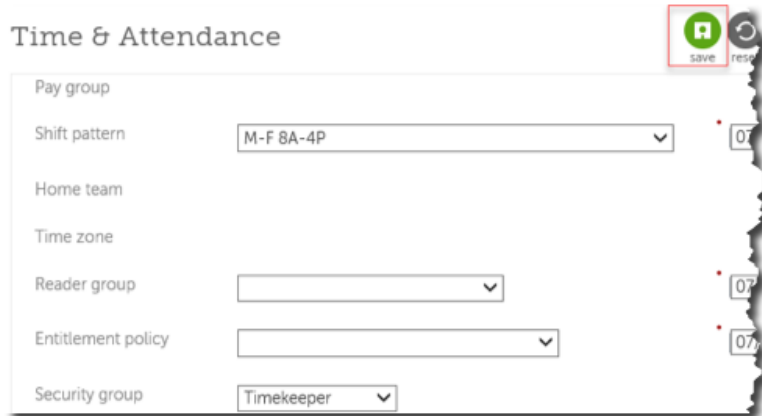
4. Click the **Time & Attendance** tab, then click the **Edit** button at the top right.



5. Click the **Security group** drop down list and then select the required role from the list\*:



- Click the green **Save** button at the top right to save the new entry.



Time & Attendance

Pay group

Shift pattern

Home team

Time zone

Reader group

Entitlement policy

Security group

save reset

\*Note: The security roles named **SUPERVISORS - MVS** or **TIMEKEEPER – MVS** should **only** be selected if the employee's ministry unit uses the Multi View Scheduler feature of UltiPro. Otherwise, do not select these roles.