

## UltiPro Task and Role Access Chart

**Overview:** this chart displays a breakdown of various tasks in UltiPro and access based on assigned roles.

TASK	EMPLOYEE	TIMEKEEPER	EMPLOYEE ADMINISTRATOR	MANAGER
<b>View</b> Personal Information (name, address, phone, email, banking)	Own	Own	Own and MU Employees	Own and Direct Reports
<b>Change/Edit</b> Personal Information	Own	Own	Own and MU Employees	Own
<b>View</b> Pay Details (Statement/History)	Own	Own	Own and MU Employees	Own and Direct Reports
<b>Add/Edit</b> Bank Account Details	Own	Own	Own and MU Employees	Own
<b>View</b> Timesheet	N/A	Own and Assigned Team	N/A	Direct Reports
<b>Request</b> Time Off for Self (Sick, Vacation, Medical)	Own	Own	Own	Own
<b>Request or Enter</b> Exceptional Absence or Overtime for Another Employee	Contact Manager or Timekeeper	Own and Assigned Team	Contact Manager	Direct Reports
<b>View</b> UltiPro Inbox Requests & Approvals	Own	Own	Own	Own and Direct Reports
<b>View</b> Paid Time Off Balances	Own	Own and Assigned Team	Own and MU Employees	Own and Direct Reports
<b>View</b> Benefits (Plan/Beneficiaries/PTO Plans)	Own	Own	Own and MU Employees	Own
<b>View</b> Income Tax Forms/T4's	Own	Own	Own and MU Employees	Own and Direct Reports
<b>Add</b> Hours to Time Sheet	N/A	Own and Assigned Team	N/A	Direct Reports
<b>Add</b> Secondary Role for Employee	N/A	N/A	Own and MU Employees	N/A
<b>Add</b> or Rehire Employee	N/A	N/A	MU Employees	N/A
<b>Add</b> Documents to Employee Record	N/A	N/A	MU Employees	N/A
<b>Add/Edit</b> PTO Plans	N/A	N/A	MU Employees	N/A
<b>Add/Edit</b> PTO Balances	N/A	N/A	MU Employees	N/A
<b>Change</b> Shift Pattern	N/A	N/A	MU Employees	N/A
<b>Add/Edit</b> Single Shift on Time Sheet	N/A	Own and Assigned Team	N/A	Direct Reports



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Today



<b>View</b> Employee Status	Own	Own	Own and MU Employees	Own and Direct Reports
<b>Change</b> Employee Status	N/A	N/A	Own and MU Employees	N/A
<b>Terminate</b> Employee	N/A	N/A	MU Employees	N/A
<b>Approve/Reject</b> Time Off Requests	N/A	N/A	N/A	Direct Reports
<b>Approve</b> Timesheets	N/A	N/A	N/A	Direct Reports
<b>View</b> All Booked and Requested Time-Off for Team	N/A	N/A	N/A	Direct Reports
	<b>ALL REQUESTS MUST BE MUST BE SUBMITTED AND APPROVED BY MANAGER PRIOR TO TAKING EFFECT.</b>		<b>SOME CHANGES REQUIRE MULTIPLE APPROVERS (I.E. MANAGER , DHQ, THQ)</b>	