Enterprise Role Name:
**HR Unit Time Administrator**

Primary Focus of this Role:
Unit-Human Resources

Enterprise Role Description:
The **HR Unit Time Administrator** enters, changes, approves or rejects time for employees within an organization. Generally, this role will have access to all employees in their unit, for which time is reported in CATS (Cross Application Time System) and requires approval.

The assignment of this role will include access to the EBS portal which will include the following portal tabs: Home, Unit Time Administrator and Business Intelligence.

In order to assure a unit’s business transactions can be initiated/approved in a timely manner, it is advisable for each unit to assign more than one individual to this role.

Refer to the Guidelines for Separation of Duties – HR/Payroll (SAP) Roles for more information.

Business Intelligence roles/reports included with this role:
- BI-HRP-PA-University; University Human Resources reports for Personnel Administration
- BI-HRP-PY-University; University Human Resources reports for Payroll
- BI-HRP-RC-University; University Human Resources reports for Recruitment
- BI-HRP-PY-University-Restricted-Labor-Distribution; University Human Resources reports for Payroll Restricted Labor Distribution
- BI-HRP-ES-MS-University; University Human Resources reports for Employee & Manager Self-Service
- BI-HRP-OM-University; University Human Resources reports for Organizational Management

Role Assignment:
This role is assigned via an ARM form, found at: [http://aissecuritycontact.ais.msu.edu/arms/index-ebs.html](http://aissecuritycontact.ais.msu.edu/arms/index-ebs.html) or through the eARM System available at [http://earm.itservices.msu.edu](http://earm.itservices.msu.edu).