Enterprise Role Name:

HR Unit Time Entry Specialist

Primary Focus of this Role:
Unit-Human Resources

Enterprise Role Description:
The HR Unit Time Entry Specialist enters time data into the HR System for employees for an organization.

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

In order to assure a unit’s business transactions can be initiated 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-ES-MS-University; University Human Resources reports for Employee & Manager Self-Service
- BI-HRP-OM-University; University Human Resources reports for Organizational Management

Responsibilities:
Employees assigned to this role, may have previously been responsible for entering information into the HR attendance system for all employees within their unit, and/or hours worked in the Payroll e-Time system.

Required Knowledge, Skills, and Abilities:
- Knowledge of student employment policies, overtime policies, and attendance policies.
- Ability to meet Unit and University deadlines.

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