

## *Timecard Capabilities and Responsibilities*



	<i>Employee</i>	<i>Supervisor</i>	<i>Timecard Approver</i>	<i>Timecard Manager</i>	<i>Timecard Reviewer</i>
<b>Create</b>	Yes	No	No	Yes	No
<b>Submit</b>	Yes	No	No	Yes	No
<b>Edit</b>	Yes	No	No	Yes	No
<b>Delete</b>	Yes	No	No	Yes	No
<b>Reject</b>	No	Yes	Yes	No	No
<b>Approve</b>	No	Yes	Yes	No/Yes	No
<b>Delegate</b>	No	Yes	Yes	No	No
<b>View Timecard History</b>	Yes	Yes	No	Yes	Yes
<b>Notification</b>	Yes	Yes	Yes	No	No
<b>Access level</b>		Person and assignment	Person and assignment	Department	Department

**Notes:**

No/Yes No normally, Yes if the time card has timed out

Time Card approval is defaulted to go to the Supervisor unless a Time Card Approver has been designated for the employee

If you need assistance with this handout, contact members of the Memphis Training Team (Jack Miller 3-5943, Karen Paulsen 3-6815 or Pat Whitt 3-6881)